

Level I Certificate Degree Plan

Business Office Systems and Support

Freshman Year

Fall Semester		Spring Semester	
COURSES	CR	COURSES	CR
*EDUC 1300 Learning Framework (My Cougar Course)	3	POFI 1341 Computer Applications II	3
POFI 1301 Computer Applications I	3	POFT 1319 Records and Information Management I	3
POFT 2312 Business Correspondence & Communication	3	POFT 1313 Professional Workforce Preparation	3
POFT 1321 Business Math	3	POFT 1309 Administrative Office Procedures I	3
Total hours	12	Total hours	12

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.