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| **Housatonic Community College** 2005-2006 Course Selection Guide for **Business Certificates:  Administrative Support Assistant (BOT)**    (Banner code: EJ09)   **(Must be printed and filled out manually)**  |
| Name  | Banner ID No. |
| Address | Program Entry Date |
|   | Advisor |

**Placement Assessment:**

|  |  |  |  |
| --- | --- | --- | --- |
| MAT\* 075 (DS091) \_\_\_\_\_  | MAT\* 095 (DS095) \_\_\_\_\_  | DS099 \_\_\_\_\_  |   |
| ENG\* 003(DS010) \_\_\_\_\_  | ENG\* 013 (DS050) \_\_\_\_\_  | ENG\* 043 (EN100R) \_\_\_\_ | ENG\* 073 (DS 011) \_\_\_\_\_  |

**Program Requirements :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SemesterTaken | CourseNo.  | Grade  | Course Number (Previous No.)  | Course Title  | Credits |
| ***First Semester*** |
|   |   |   | ENG\* E101 (EN 101) | Composition  |   3  |
|   |   |   | ACC\* E113 (AC 101) | Principles of Financial Accounting  |   3  |
|   |   |   | BOT\* E111 (BOT 102) | Keyboarding for Information Processing I  |   3  |
|   |   |   | ***or*** BOT\* E112 (BOT 103) |     Keyboarding for Information Processing II (3 credits)  |      |
|   |   |   | BOT\* E137 (BOT 120) | Word Processing Applications  |   3  |
|   |   |   | Business**1**  | Elective  |   3  |
| ***Second Semester*** |
|   |   |   | BOT\* E112 (BOT 103) | Keyboarding for Information Processing II  |   3  |
|   |   |   | ***or*** BOT\* E210 (BOT 223) |     Computerized Office Applications (3 credits)  |      |
|   |   |   | Business**1**  | Elective  |   3  |
|   |   |   | BOT\* E251 (BOT 212) | Administrative Procedures  |   3  |
|   |   |   | BBG\* E210 (BU 211) | Business Communication  |   3  |
|   |   |   | BOT\* E260 (BOT 205) | Administrative Management  |   3  |
| **Total Credits**  | 30 |

**1** Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics, and Business Office Technology. BOT\* E210 can be used as a business elective. |

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