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| **Housatonic Community College**  Course Selection Guide for **2008-2009****Business Certificate:  Legal Assisting (BOT)**    (Banner code: EJ70)**(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*** |
|   |   |   | **LAW E101**  | Legal Writing  | 3  |
|   |   |   | **BOT\* E112** (BOT 103) **1**  | Keyboarding for Information Processing II  | 3  |
|   |   |   | **LAW E102**  | Contracts  | 3  |
|   |   |   | **BOT\* E137** (BOT 120)  | Word Processing Applications  | 3  |
|   |   |   | **LAW E103**  | Litigation  | 3  |
| ***Second Semester*** |
|   |   |   | **LAW E201**  | Torts  | 3  |
|   |   |   | **BOT\* E240** (BOT 216)  | Machine Transcription  | 3  |
|   |   |   | **BBG\* E210** (BU 211) **2**  | Business Communication (Spring and Summer only)  | 3  |
|   |   |   | **LAW** **3**  | Elective  | 3  |
| **Total Credits**  | 27 |

**1** Students may be required to complete prerequisite before taking BOT\*112.**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.**3** Must be chosen with the Academic Advisor. Choices are: Real Property, Probate Law, Business, Organization, or Family Law.  |

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