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| **Housatonic Community College**  Course Selection Guide for **2009-2010****Business Certificate:  PC Applications (BOT)**    (Banner code: EJ01)**(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\* E043** (EN 100R) or ENG\* E101  | Writing: Paragraph to Essay  | 3  |
|   |   |   | **BOT\* E111** (BOT 102)  | Keyboarding for Information Processing I  | 3  |
|   |   |   | **BOT\* E216** (CS 203 (CSA\* E135))  | Spreadsheet Applications  | 3  |
| ***Second Semester*** |
|   |   |   | **BOT\* E112** (BOT 103)  | Keyboarding for Information Processing II  | 3  |
|   |   |   | **BOT\* E137** (BOT 120)  | Word Processing Applications  | 3  |
| ***Third Semester*** |
|   |   |   | **BOT\* E218** (CS 205 or CSA\* E145)  | Database Management  | 3  |
|   |   |   | **CSA\* E220** (CS 118)  | Web Graphics  | 3  |
| **Total Credits**  | 21 |

**NOTE:** Scheduling conflicts, course availability, and/or course dificulty (i.e., some students may not wish to take several courses in one semester) may preclude the completion of this program in three semesters. |

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