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| **Housatonic Community College**  Course Selection Guide for **2011-2012****Business Certificate:  Word/Information Processor (BOT)**    (Banner code: EJ60)**(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)    | □ ENG\* 093  |

**Program Requirements :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SemesterTaken | CourseNo.  | Grade  | Course Number (Previous No.)  | Course Title  | Credits |
| ***First Semester*** |
|   |   |   | **ENG\* E101** (EN 101)  | Composition  | 3  |
|   |   |   | **BOT\* E111** (BOT 102) **1**  | Keyboarding for Information Processing I  | 3  |
|   |   |   | **BOT\* E137** (BOT 120)  | Word Processing Applications  | 3  |
|   |   |   | **BOT\* E216** (CS 203 (CSA\* E135))  | Spreadsheet Applications  | 3  |
| ***Second Semester*** |
|   |   |   | **BOT\* E112** (BOT 103)  | Keyboarding for Information Processing II  | 3  |
| ***First Semester*** |
|   |   |   | **Business** **2**  | Elective  | 3  |
| ***Second Semester*** |
|   |   |   | **BOT\* E251** (BOT 212) or BOT\* E260  | Administrative Procedures  | 3  |
|   |   |   | **BOT\* E218** (CS 205 or CSA\* E145)  | Database Management  | 3  |
|   |   |   | **BOT\* E217** (BOT 220) or CSA\* E220  | Desktop Publishing  | 3  |
|   |   |   | **BBG\* E210** (BU 211) **3**  | Business Communication (Spring and Summer only)  | 3  |
| **Total Credits**  | 30 |

**1** Students meeting requirements of BOT\* E111 via departmental evaluation may select a Business elective ONLY with the approval of BOT program advisor.**2** Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.**3** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor. |

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