

HCC COURSE SELECTION GUIDE

**BUSINESS OFFICE TECHNOLOGY:
Word/Information Processing Specialist
Associate in Science Degree**

Name _____

Banner ID No. _____

Address _____

Program Entry Date _____

Advisor _____

PLACEMENT ASSESSMENT

DS091 DS095 DS010 DS011 DS050 DS099 EN100R

PROGRAM REQUIREMENTS

Semester Taken	Grade	Course Number	Course Title	Credits
Freshman Year				
		EN101	Composition	3
		Elective	Mathematics	3-4
		AC101	Financial Accounting	3
		BOT102	Keyboarding I	3
		BOT120	Intro To The Personal Computer	3
		EN102	Composition & Literature	3
		Elective	Science	3-4
		BOT103	Keyboarding II	3
		BOT218	Word Processing Software Package	3
		BOT223	Computerized Office Applications	3
Sophomore Year				
		Elective	Fine Arts	3
		BU209 or	Management	3
		BOT205	Office Management	
		CS230	MS Office Integration	3
		BOT221	Help Desk Applications	3
		Elective	Humanities	3
		Soc Sc.	Economics 203 Or Economics 204	3
		BOT220	Desktop Publishing	3
		BU211	Business Communications (spring)	3
		BOT216 or	Machine Transcription	3
		BOT218	Word Processing Software Package	3
		Elective	Behavioral Science (PY, SO, ANTH)	3
Total				60-62

BOT AND BUSINESS ELECTIVES MUST BE CHOSEN IN CONSULTATION WITH THE BOT PROGRAM ADVISOR.

AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE. Talk to your advisor about Co-op/Work Experience.

Think about a dual degree in Business or Accounting (approx. 5-8 more courses) Either BOT205 or BU209 must be taken. Either BOT216 or BOT218 must be taken.