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| **Housatonic Community College**  Course Selection Guide for **2014-2015****Business Certificate:  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\* E095I** \_\_\_ | **ENG\* E092I**\_\_\_\_\_  | **ENG\* E094I** | **DS E099**\_\_\_\_\_  |
| **MAT\* E095**\_\_ | **ENG\* 092** \_\_\_\_\_ (ENG\* 073) | **ENG\* E094**\_\_\_\_\_ (ENG\* E093)  |   |

**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) or BOT\* E112  | Keyboarding for Information Processing I  | 3  |
|   |   |   | **BOT\* E137** (BOT 120)  | Word Processing Applications  | 3  |
|   |   |   | **Business** **1**  | Elective  | 3  |
| ***Second Semester*** |
|   |   |   | **BOT\* E112** (BOT 103)  | Keyboarding for Information Processing II  | 3  |
|   |   |   | **Business** **1**  | Elective  | 3  |
|   |   |   | **BOT\* E251** (BOT 212)  | Administrative Procedures  | 3  |
|   |   |   | **BBG\* E210** (BU 211) **2**  | Business Communication  | 3  |
|   |   |   | **BMG\* E210**  | Organizational Behavior  | 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.**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor.  |

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