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| |  |  | | --- | --- | | **Housatonic Community College** 2005-2006 Course Selection Guide for  **Business Certificates:  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\* 075 (DS091) \_\_\_\_\_ | MAT\* 095 (DS095) \_\_\_\_\_ | DS099 \_\_\_\_\_ |  | | ENG\* 003(DS010) \_\_\_\_\_ | ENG\* 013 (DS050) \_\_\_\_\_ | ENG\* 043 (EN100R) \_\_\_\_ | ENG\* 073 (DS 011) \_\_\_\_\_ |   **Program Requirements :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester Taken | Course No. | 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) | Keyboarding for Information Processing I | 3 | |  |  |  | ***or*** BOT\* E112 (BOT 103) | Keyboarding for Information Processing II (3 credits) |  | |  |  |  | BOT\* E137 (BOT 120) | Word Processing Applications | 3 | |  |  |  | Business**1** | Elective | 3 | | ***Second Semester*** | | | | | | |  |  |  | BOT\* E112 (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | ***or*** BOT\* E210 (BOT 223) | Computerized Office Applications (3 credits) |  | |  |  |  | Business**1** | Elective | 3 | |  |  |  | BOT\* E251 (BOT 212) | Administrative Procedures | 3 | |  |  |  | BBG\* E210 (BU 211) | Business Communication | 3 | |  |  |  | BOT\* E260 (BOT 205) | Administrative Management | 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. BOT\* E210 can be used as a business elective. |

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