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| **Housatonic Community College**  Course Selection Guide for **2011-2012****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\* 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  |
|   |   |   | **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) or BOT\* E210  | Keyboarding for Information Processing II  | 3  |
|   |   |   | **Business** **1**  | Elective  | 3  |
|   |   |   | **BOT\* E251** (BOT 212)  | Administrative Procedures  | 3  |
|   |   |   | **BBG\* E210** (BU 211) **2**  | Business Communication (Spring and Summer only)  | 3  |
|   |   |   | **BOT\* E260** (BOT 205) or BMG\* E202  | 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.**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor. |

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