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| **Housatonic Community College**  Course Selection Guide for **2012-2013****Business Certificate:  Retail Banking**    (Banner code: EK04)**(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 :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SemesterTaken | CourseNo.  | Grade  | Course Number (Previous No.)  | Course Title  | Credits |
| ***First Semester*** |
|   |   |   | **ENG\* E101** (EN 101)  | Composition  | 3  |
|   |   |   | **BMK\* E123** (BU 114)  | Principles of Customer Service  | 3  |
|   |   |   | **BFN\* E125** (BU 125)  | Principles of Banking  | 3  |
|   |   |   | **BFN\* E211** (BU 227, ECN\*E250)  | Money & Banking (Fall only)  | 3  |
| ***Second Semester*** |
|   |   |   | **ECN\* E101** (EC 204)  | Principles of Macro-Economics  | 3  |
|   |   |   | **BBG\* E210** (BU 211) **1**  | Business Communication (Spring and Summer only)  | 3  |
|   |   |   | **BMK\* E106** (BU 104)  | Principles of Selling  | 3  |
| **Total Credits**  | 21 |

**1** BBG\* E210 requires permission of the instructor or permission of the Business Academic Advisor.**Note:** It is imperative that you see your Business Program Academic Advisor.  |

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