|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Housatonic Community College**  Course Selection Guide for **2014-2015** **Business Office Technology:  Executive Assistant Option**  Associate in Science Degree  (Banner code: EB18) **(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 :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester Taken | Course No. | Grade | Course Number (Previous No.) | Course Title | Credits | | ***Freshman Year*** | | | | | | |  |  |  | **ENG\* E101** (EN 101) | Composition | 3 | |  |  |  | **Mathematics** **1** | Elective | 3 - 4 | |  |  |  | **ACC\* E113** (AC 101) | Principles of Financial Accounting | 3 | |  |  |  | **BOT\* E111** (BOT 102) | Keyboarding for Information Processing I | 3 | |  |  |  | **Humanities** | Elective | 3 | |  |  |  | **ENG\* E102** (EN 102) | Literature & Composition | 3 | |  |  |  | **Science** | Elective | 3 - 4 | |  |  |  | **BOT\* E112** (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | **BOT\* E137** (BOT 120) | Word Processing Applications | 3 | | ***Sophomore Year*** | | | | | | |  |  |  | **Business (restricted)** **2** | Elective | 3 | | ***Freshman Year*** | | | | | | |  |  |  | **Fine Arts** | Elective | 3 | | ***Sophomore Year*** | | | | | | |  |  |  | **ECN\* E101** (EC 204)  or ECN\* E102 | Principles of Macro-Economics | 3 | |  |  |  | **BBG\* E231** (BU 221) | Business Law I | 3 | |  |  |  | **BOT\* E215** (BOT 218) | Word Processing Applications II | 3 | |  |  |  | **Business** **3** | Elective | 3 | |  |  |  | **BOT\* E260** (BOT 205)  or BMG\* E210 | Administrative Management | 3 | |  |  |  | **BOT\* E251** (BOT 212) | Administrative Procedures | 3 | |  |  |  | **BBG\* E210** (BU 211) | Business Communication | 3 | |  |  |  | **Business** **3** | Elective (Approval of BOT advisor required) | 3 | |  |  |  | **Behavioral Science** | Elective (PSY\*, SOC\*, ANT\*) | 3 | | **Total Credits** | | | | | 60 - 62 |   **1** MAT\* E075 and MAT\* E095 not acceptable. MAT\* E103 is preferred if going to a 4-year school, see your BOT Academic Advisor.**2** Restricted Elective: BOT\* E216, BOT\* E218, or CSA\* E220**3** Approval of BOT advisor required. Business Electives: ACC, BBG, BES, BMG, BMK, BOT, CSA, CSC, CST. alternate ECN |

© Housatonic Community College. All Rights Reserved. 900 Lafayette Blvd., Bridgeport, CT 06604. (203) 332-5200