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| **Housatonic Community College** 2006-2007 Course Selection Guide for **Business Office Technology:  Executive Assistant Option**  Associate in Science Degree  (Banner code: EB18)    **(Must be printed and filled out manually) Read General Program Information Here**  |
| 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 |
| ***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  |
|   |   |   | **BOT\* E137** (BOT 120) | Word Processing Applications  |   3  |
|   |   |   | **ENG\* E102** (EN 102) | Literature & Composition  |   3  |
|   |   |   | **Science**  | Elective  |   3-4  |
|   |   |   | **BOT\* E112** (BOT 103) | Keyboarding for Information Processing II  |   3  |
|   |   |   | **BOT\* E215** (BOT 218) | Word Processing Applications II  |   3  |
|   |   |   | **Business**  | Elective  |   3  |
| ***Sophomore Year*** |
|   |   |   | **Fine Arts**  | Elective  |   3  |
|   |   |   | **BOT\* E210** (BOT 223) | Computerized Office Applications  |   3  |
|   |   |   | **BOT\* E251** (BOT 212) | Administrative Procedures  |   3  |
|   |   |   | **ECN\* E101** (EC 204) | Principles of Macro-Economics  |   3  |
|   |   |   |      or  ***ECN\* E102* (EC 203)** |     Principles of Micro-Economics (3 credits)  |      |
|   |   |   | **BBG\* E231** (BU 221) | Business Law I  |   3  |
|   |   |   | **Humanities**  | Elective  |   3  |
|   |   |   | **BOT\* E260** (BOT 205) | Administrative Management  |   3  |
|   |   |   | **BBG\* E210** (BU 211) | Business Communication  |   3  |
|   |   |   | **Business** **2**  | 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.**2** Business electives must be chosen from Accounting, Business, Computer Science, alternate Economics course, or BOT courses. Must be approved by advisor. |

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