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| **Housatonic Community College**  Course Selection Guide for **2007-2008****Business Certificates:  Word/Information Processor (BOT)**    (Banner code: EJ60)    **(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  |
|   |   |   | **BOT\* E111** (BOT 102) **1**  | Keyboarding for Information Processing I  | 3  |
|   |   |   | **BOT\* E137** (BOT 120)  | Word Processing Applications  | 3  |
|   |   |   | **BOT\* E215** (BOT 218)  | Word Processing Applications II  | 3  |
|   |   |   | **Business** **2**  | Elective  | 3  |
| ***Second Semester*** |
|   |   |   | **BOT\* E112** (BOT 103)  | Keyboarding for Information Processing II  | 3  |
|   |   |   | **BOT\* E251** (BOT 212) or BOT\* E260  | Administrative Procedures  | 3  |
|   |   |   | **BOT\* E215** (BOT 218) **3** or BOT\* E210,   or Business  | Word Processing Applications II  | 3  |
|   |   |   | **BOT\* E217** (BOT 220) or CSA\* E220  | Desktop Publishing  | 3  |
|   |   |   | **BBG\* E210** (BU 211)  | Business Communication  | 3  |
| **Total Credits**  | 30 |

**1** Students meeting requirements of BOT\* E111 via departmental evaluation may select a Business elective with the approval of BOT program advisor.**2** Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.**3** Students must take a different word processing software package than in the earlier semester. If choosing a Business Elective you must follow the guidelines in footnote 2.  |

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