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| |  |  | | --- | --- | | **Housatonic Community College**  Course Selection Guide for **2009-2010** **Business Certificate:  PC Applications (BOT)**    (Banner code: EJ01) **(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 :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester Taken | Course No. | Grade | Course Number (Previous No.) | Course Title | Credits | | ***First Semester*** | | | | | | |  |  |  | **ENG\* E043** (EN 100R)  or ENG\* E101 | Writing: Paragraph to Essay | 3 | |  |  |  | **BOT\* E111** (BOT 102) | Keyboarding for Information Processing I | 3 | |  |  |  | **BOT\* E216** (CS 203 (CSA\* E135)) | Spreadsheet Applications | 3 | | ***Second Semester*** | | | | | | |  |  |  | **BOT\* E112** (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | **BOT\* E137** (BOT 120) | Word Processing Applications | 3 | | ***Third Semester*** | | | | | | |  |  |  | **BOT\* E218** (CS 205 or CSA\* E145) | Database Management | 3 | |  |  |  | **CSA\* E220** (CS 118) | Web Graphics | 3 | | **Total Credits** | | | | | 21 |   **NOTE:** Scheduling conflicts, course availability, and/or course dificulty (i.e., some students may not wish to take several courses in one semester) may preclude the completion of this program in three semesters. |

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