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| |  |  | | --- | --- | | **Housatonic Community College** 2006-2007 Course Selection Guide for  **Business Office Technology:  Word Information Processing Specialist Option**  Associate in Science Degree  (Banner code: EA92)     **(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 :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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 | |  |  |  | **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 | |  |  |  | **BOT\* E210** (BOT 223) | Computerized Office Applications | 3 | | ***Sophomore Year*** | | | | | | |  |  |  | **Fine Arts** | Elective | 3 | |  |  |  | **BMG\* E202** **2** (BU 209) | Principles of Management | 3 | |  |  |  | or  ***BOT\* E260* (BOT 205)** | Administrative Management (3 credits) |  | |  |  |  | **ACC\* E125** (AC 104) | Accounting Computer Applications I | 3 | |  |  |  | **BOT\* E262** (BOT 221) | Help Desk Applications | 3 | |  |  |  | **Humanities** | Elective | 3 | |  |  |  | **ECN\* E101** (EC 204) | Principles of Macro-Economics | 3 | |  |  |  | or  ***ECN\* E102* (EC 203)** | Principles of Micro-Economics (3 credits) |  | |  |  |  | **BOT\* E217** (BOT 220) | Desktop Publishing | 3 | |  |  |  | **BBG\* E210** (BU 211) | Business Communication (spring/sum) | 3 | |  |  |  | **BOT\* E240** **3** (BOT 216) | Machine Transcription | 3 | |  |  |  | or  ***BOT\* E251* 4 (BOT 212)** | Administrative Procedures (3 credits) |  | |  |  |  | **Behavioral Science** | Elective (PSY\*, SOC\*, ANT\*) | 3 | | **Total Credits** | | | | | 60-62 |   **1** MAT\* E075 and MAT\* E095 not acceptable.  **2** Either BMG\* E202 or BOT\* E260 is required.  **3** Either BOT\* E240 or BOT\* E215 is required.  **4** Must be different software package than taken previously. |

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