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| |  |  | | --- | --- | | **Housatonic Community College** 2006-2007 Course Selection Guide for  **Business Certificates:  Legal Assisting (BOT)**    (Banner code: EJ70)     **(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 | | ***First Semester*** | | | | | | |  |  |  | **LAW E101** | Legal Writing | 3 | |  |  |  | **BOT\* E112** **1** (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | **LAW E102** | Contracts | 3 | |  |  |  | **BOT\* E215** (BOT 218) | Word Processing Applications II | 3 | |  |  |  | **LAW E103** | Litigation | 3 | | ***Second Semester*** | | | | | | |  |  |  | **LAW E201** | Torts | 3 | |  |  |  | **BOT\* E240** (BOT 216) | Machine Transcription | 3 | |  |  |  | **BBG\* E210** (BU 211) | Business Communication | 3 | |  |  |  | **LAW** **2** | Elective | 3 | | **Total Credits** | | | | | 27 |   **1** Students may be required to complete prerequisite before taking BOT\*112.  **2** Must be chosen with the Academic Advisor. Choices are: Real Property, Probate Law, Business, Organization, or Family Law. |

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