

HCC COURSE SELECTION GUIDE

**BUSINESS OFFICE TECHNOLOGY:  
Administrative Support Assistant  
Certificate**

Name \_\_\_\_\_

Banner ID No. \_\_\_\_\_

Address \_\_\_\_\_

Program Entry Date \_\_\_\_\_

\_\_\_\_\_

Advisor \_\_\_\_\_

**PLACEMENT ASSESSMENT**

DS091  DS095  DS010  DS011  DS050  DS099  EN100R

**PROGRAM REQUIREMENTS**

Semester Taken	Grade	Course Number	Course Title	Credits
<b>First Semester</b>				
		EN101	Composition	3
		AC101	Financial Accounting	3
		BOT102	Keyboarding I	3
		<b>OR</b>		
		BOT103	Keyboarding II	
		BOT120	Introduction To The Personal Computer	3
		Elective	Business	3
<b>Second Semester</b>				
		BOT103	Keyboarding II	3
		<b>OR</b>		
		BOT223	Computer Integrated Applications	
		Elective	Business ( <b>Approved By BOT Advisor Only</b> )	3
		BOT212	Administrative Office Procedures	3
		BU211	Business Communications	3
		BOT205	Office Management	3
<b>Total</b>				<b>30</b>

The BOT Academic Advisor must approve business electives. Business electives: AC-BU-BOT-CS-EC.  
AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE.  
BOT 223 can be used as a business elective.