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| |  |  | | --- | --- | | **Housatonic Community College**  Course Selection Guide for **2011-2012** **Business Office Technology:  Executive Assistant Option**  Associate in Science Degree  (Banner code: EB18) **(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) | □ ENG\* 093 |   **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 | |  |  |  | **Humanities** | Elective | 3 | |  |  |  | **ENG\* E102** (EN 102) | Literature & Composition | 3 | |  |  |  | **Science** | Elective | 3 - 4 | |  |  |  | **BOT\* E112** (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | **BOT\* E137** (BOT 120) | Word Processing Applications | 3 | |  |  |  | **Fine Arts** | Elective | 3 | | ***Sophomore Year*** | | | | | | |  |  |  | **Business (restricted)** **2** | Elective | 3 | |  |  |  | **ECN\* E101** (EC 204)  or ECN\* E102 | Principles of Macro-Economics | 3 | |  |  |  | **BBG\* E231** (BU 221) | Business Law I | 3 | |  |  |  | **BOT\* E215** (BOT 218) | Word Processing Applications II | 3 | |  |  |  | **Business** **3** | Elective | 3 | |  |  |  | **BOT\* E260** (BOT 205)  or BMG\* E202 | Administrative Management | 3 | |  |  |  | **BOT\* E251** (BOT 212) | Administrative Procedures | 3 | |  |  |  | **BBG\* E210** (BU 211) | Business Communication (Spring and Summer only) | 3 | |  |  |  | **Business** **3** | Elective (Approval of BOT advisor required) | 3 | |  |  |  | **Behavioral Science** | Elective (PSY\*, SOC\*, ANT\*) | 3 | | **Total Credits** | | | | | 60 - 62 |   **1** MAT\* E075 and MAT\* E095 not acceptable. MAT\* E103 is preferred if going to a 4-year school, see your BOT Academic Advisor. **2** Restrictive Business electives must be chosen from BOT\* E216, BOT\* E218, CSA\* E220. **3** Approval of BOT advisor required. |

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