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| |  |  | | --- | --- | | **Housatonic Community College**  Course Selection Guide for **2011-2012** **Business Certificate:  Administrative Support Assistant (BOT)**    (Banner code: EJ09) **(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 | | ***First Semester*** | | | | | | |  |  |  | **ENG\* E101** (EN 101) | Composition | 3 | |  |  |  | **ACC\* E113** (AC 101) | Principles of Financial Accounting | 3 | |  |  |  | **BOT\* E111** (BOT 102)  or BOT\* E112 | Keyboarding for Information Processing I | 3 | |  |  |  | **BOT\* E137** (BOT 120) | Word Processing Applications | 3 | |  |  |  | **Business** **1** | Elective | 3 | | ***Second Semester*** | | | | | | |  |  |  | **BOT\* E112** (BOT 103)  or BOT\* E210 | Keyboarding for Information Processing II | 3 | |  |  |  | **Business** **1** | Elective | 3 | |  |  |  | **BOT\* E251** (BOT 212) | Administrative Procedures | 3 | |  |  |  | **BBG\* E210** (BU 211) **2** | Business Communication (Spring and Summer only) | 3 | |  |  |  | **BOT\* E260** (BOT 205)  or BMG\* E202 | Administrative Management | 3 | | **Total Credits** | | | | | 30 |   **1** Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics, and Business Office Technology. BOT\* E210 can be used as a business elective. **2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor. |

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