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| |  |  | | --- | --- | | **Housatonic Community College** 2005-2006 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)** | | | 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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