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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 :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SemesterTaken | CourseNo.  | 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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