

HCC COURSE SELECTION GUIDE

**BUSINESS OFFICE TECHNOLOGY:
Word/Information Processor
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
First Semester				
		EN101	Composition	3
		BOT102	Keyboarding I	3
		BOT120	Introduction To The Personal Computer	3
		BOT218	Word Processing Software Package	3
		Elective	Business	3
Second Semester				
		BOT103	Keyboarding II	3
		BOT212	Administrative Office Procedures	3
		OR		
		BOT205	Office Management	
		BOT218	Word Processing Software Package	3
		OR		
		BOT221	Help Desk Applications	
		BOT220	Desktop Publishing	3
		BU211	Business Communications	3
Total				30

AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE.

Students meeting requirements of BOT102 via departmental evaluation may select a Business elective with the approval of BOT program advisor.

Business electives must be selected from Accounting, Business, Computer Science, Economics or Business Office Technology and must be approved by the BOT advisor.

Students must take a different word processing software package than in earlier semester (BOT218).

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