

HCC COURSE SELECTION GUIDE

**BUSINESS OFFICE TECHNOLOGY:
Executive Assistant
Associate in Science Degree**

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
Freshman Year				
		EN101	Composition	3
		Elective	Mathematics	3-4
		AC101	Financial Accounting	3
		BOT102	Keyboarding I	3
		BOT120	Intro To The Personal Computer	3
		EN102	Composition & Literature	3
		Elective	Science	3-4
		BOT103	Keyboarding II	3
		BOT218	Word Processing Software Package	3
		Elective	Business	3
Sophomore Year				
		Elective	Fine Arts	3
		BOT223	Computerized Office Applications	3
		BOT212	Administrative Office Procedures	3
		Soc Sc.	Economics 203 Or Economics 204	3
		Elective	Bot (Approval Of BOT Advisor Required)	3
		Elective	Humanities	3
		BOT205	Office Management	3
		BU211	Business Communications (spring)	3
		Elective	Business (Approval Of BOT Advisor Required)	3
		Elective	Behavioral Science (PY, SO, ANTH)	3
Total				60-62

BOT AND BUSINESS ELECTIVES MUST BE CHOSEN IN CONSULTATION WITH THE BOT PROGRAM ADVISOR. 3 CREDITS MUST BE 200 LEVEL BOT COURSE.

AC100 MAY NOT BE USED AS A BUSINESS ELECTIVE. Business Elective: AC-BU-BOT-CS-EC

Talk to your advisor about Co-op/Work Experience. Think about a dual degree in Business or Accounting (approx. 5-8 more courses)

FALL 2002