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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 :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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  |
|   |   |   | 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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