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| |  |  | | --- | --- | | **Housatonic Community College**  Course Selection Guide for **2014-2015** **Business Certificate:  Administrative Support Assistant (BOT)**    (Banner code: EJ09) **(Must be printed and filled out manually)** | | | Name | Banner ID No. | | Address | Program Entry Date | |  | Advisor |   **Placement Assessment:**   |  |  |  |  | | --- | --- | --- | --- | | **MAT\* E095I** \_\_\_ | **ENG\* E092I**\_\_\_\_\_ | **ENG\* E094I** | **DS E099**\_\_\_\_\_ | | **MAT\* E095**\_\_ | **ENG\* 092** \_\_\_\_\_ (ENG\* 073) | **ENG\* E094**\_\_\_\_\_ (ENG\* E093) |  |   **Program Requirements :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester Taken | Course No. | Grade | Course Number (Previous No.) | Course Title | Credits | | ***First Semester*** | | | | | | |  |  |  | **ENG\* E101** (EN 101) | Composition | 3 | |  |  |  | **ACC\* E113** (AC 101) | Principles of Financial Accounting | 3 | |  |  |  | **BOT\* E111** (BOT 102)  or BOT\* E112 | Keyboarding for Information Processing I | 3 | |  |  |  | **BOT\* E137** (BOT 120) | Word Processing Applications | 3 | |  |  |  | **Business** **1** | Elective | 3 | | ***Second Semester*** | | | | | | |  |  |  | **BOT\* E112** (BOT 103) | Keyboarding for Information Processing II | 3 | |  |  |  | **Business** **1** | Elective | 3 | |  |  |  | **BOT\* E251** (BOT 212) | Administrative Procedures | 3 | |  |  |  | **BBG\* E210** (BU 211) **2** | Business Communication | 3 | |  |  |  | **BMG\* E210** | Organizational Behavior | 3 | | **Total Credits** | | | | | 30 |   **1** Business electives must be approved by the BOT Academic Advisor. Business electives may be chosen from Accounting, Business, Computer Science, Economics, and Business Office Technology.**2** BBG\* E210 requires permission of the instructor or permission of the Academic Advisor. |

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