



BUSINESS PROGRAMS - CATALOG YEAR 2015 - 2016

Find the Right Educational Degree Plan

There are two distinctly different ways to pursue your education at HCC. Each pattern has its own particular purpose, and its own advantages and disadvantages. Read the descriptions carefully to make an informed choice. You must choose one of the two following patterns: The *Academic Transfer* pattern of education **OR** The *Workforce Career* pattern of education. For more information, visit our [College and Career Planner Guide](#).

ACADEMIC DEGREE PLANS

Business - Associate of Arts 2-3

WORKFORCE CAREERS

ACCOUNTING

Accounting - AAS 4-5
 Accounting - Certificate Level I 6
 Accounting - Payroll Specialist - Certificate Level I 7
 Accounting - Forensic Accounting and Fraud Examination - ESC 8

BUSINESS ADMINISTRATION & MANAGEMENT

Business Management Specialization - AAS 9-10
 Business Management - Certificate Level I 11
 Business Management Entrepreneurship - Certificate Level I 12
 Business Plan - Certificate Level I 13
 Human Resource Management Specialization - AAS 14-15
 Human Resource Management - Certificate Level I 16
 Insurance Specialist/Associate - Certificate Level I 17
 Logistics and Global Supply Chain Management - AAS 18-19
 Logistics and Global Supply Chain Management - Certificate Level I 20
 Logistics and Global Supply Chain Management-Specialist - Certificate Level I 21
 Logistics and Global Supply Chain Management/Maritime Transportation Logistics
 Specialization - AAS 22-23
 Maritime Logistics Specialization - Certificate Level I 24

BUSINESS TECHNOLOGY

General Office Administration Specialization - AAS 25-26
 General Office Administration Specialization - Certificate Level I 27
 Bilingual Business Technology Specialization - Certificate Level II 28
 Human Resources/Peoplesoft - Certificate Level I 29
 Microsoft Office Technology Specialization - AAS 30-31
 Microsoft Office Technology Specialization - Certificate Level I 32
 Legal Office Assistant Specialization - AAS. 33-34

Legal Office Assistant Specialization - Certificate Level I 35
 Medical Office Specialist Specialization - AAS 36-37
 Medical Coding/Transcription Specialist Specialization - Certificate Level I 38

FINANCE-BANKING

Financial Banking - AAS 39
 Financial Lending - Certificate Level I 40
 Financial Operations - Certificate Level I 41
 Teller Training - Marketable Skills Achievement Award 42

INTERNATIONAL BUSINESS

International Business - AAS 43
 International Business - Certificate Level I 44
 International Business - Global Exporting - Certificate Level II 45
 International Business - Translation and Interpretation - ATC. 46
 Certified Global Business Specialist - Marketable Skills Achievement Award 47

MARKETING/MARKETING MANAGEMENT

Marketing - AAS 48-49
 Marketing - Certificate Level I 50
 Retailing - Certificate Level I 51
 Marketing - Innovation and Enterprise Specialization - AAS 52-53
 Marketing - Social Enterprise - Certificate: Level I 54
 Marketing - Enterprise Development - Certificate: Level I 55

REAL ESTATE

Real Estate - AAS 56-57
 Real Estate - AAS - Mortgage Lending Specialization 58
 Commercial Real Estate - Certificate Level I 59
 Mortgage Lending Professional - Certificate Level I 60
 Property Management - Certificate Level I 61
 Real Estate - Comparative Market Analysis - Certificate Level I 62
 Residential Real Estate - Certificate Level I 63

**HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION**

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/15-8/14/16

BUSINESS - ASSOCIATE OF ARTS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
REQUIRED ACADEMIC CORE									
FIRST YEAR									
FIRST SEMESTER									
EDUC 1300 Learning Framework	3								
ENGL 1301 Composition I	3								
HIST #3## American History I									
<i>(May choose from HIST 1301, 1302, 2301, 2328, 2381)</i>	3								
MATH 1324 Finite Mathematics with Applications	3								
PSYC 2301 Introduction to Psychology	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ENGL 1302 Composition II OR									
ENGL 2311 Technical Writing	3								
HIST 1302 American History II	3								
MATH 1325 Elements of Calculus with Applications	3								
SOCI 1301 Introduction to Sociology	3								
BCIS 1405 Business Computer Applications	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
A. XXXX #3## Language, Philosophy and Culture Elective	3								
ACCT 2301 Principles of Accounting I	3								
ECON 2301 Principles of Macroeconomics	3								
D. GOVT 2305 Federal Government	3								
B. XXXX #3## Natural Science Elective	3								
SEMESTER TOTAL	15								

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BUSINESS - ASSOCIATE OF ARTS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
SECOND SEMESTER									
B. XXXX #3## Natural Science Elective	3								
ACCT 2302 Principles of Accounting II	3								
ECON 2302 Principles of Microeconomics	3								
D. GOVT 2306 Texas Government	3								
C. XXXX #3## Creative Arts	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

ADDITIONAL COMMENTS & NOTES:

The student must earn a minimum 2.0 GPA on sixty (60) total college-level semester hours, must complete a minimum eighteen (18) hours of coursework in the Houston Community College, must complete TSI requirement unless exempt, and have an application to graduate on file in the Registrar's office in order to graduate.

A. Language, Philosophy and Culture Elective May choose ENGL 2307, 2308, 2322, 2323, 2327, 2328, 2332, 2333, 2334, 2335, 2336, 2341, 2342, 2343, 2351, 2353, 2374; HUMA 2319; PHIL 1301, 2306, 2307, 2316,2317, 2321.

B. Natural Science: May choose from ANTH 2301, ASTR 1303, ASTR 1304, ASTR 1403, ASTR 1404, BIOL 1308, BIOL 1309, BIOL 1322, BIOL 1406, BIOL 1407, CHEM 1105, CHEM 1305, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 1413, ENVR 1301, GEOG 1301, GEOL, 1345, GEOL 134, GEOL 1403, GEOL 1404, PHYS 1305, PHYS 1401, PHYS 1402, PHYS 2325, PHYS 2326

C. Creative Arts: May choose ARTS 1301, 1303, 1304, 1311, 1312, 1316, 1317, 2316, 2317, 2323, 2324, 2326, 2327, 2333, 2334, 2341, 2342, 2346, 2347, 2348, 2349, 2356, 2357, 2366, 2367; DANC 1112, 1113, 1210, 1211, 1301, 1305, 1306, 1341, 1342, 1345, 1346, 1347, 1348, 1349, 2112, 2113, 2210, 2301, 2303, 2325, 2341, 2342, 2345, 2346, 2347, 2351, 2352, 2389; DRAM 1161, 1162, 1310, 1320, 1322, 1330, 1341, 1351, 1352, 2331, 2336, 2337, 2338, 2351, 2361, 2363, 2366, 2367, 2389; MUAP 1101-2292 (Music Lessons); MUSI 1131, 1135, 1139, 1140, 1159, 1160, 1161, 1163, 1164, 1166, 1168, 1181, 1182, 1183, 1184, 1188, 1190, 1192, 1211, 1212, 1216, 1217, 1223, 1226, 1227, 1229, 1239, 1254, 1301, 1306, 1308, 1309, 1310, 1386, 2135, 2139, 2140, 2159, 2160, 2161, 2163, 2164, 2181, 2182, 2211, 2212, 2216, 2217, 2223, 2227, 2229, 2239, 2241, 2258, 2266, 2386

D. Government: May choose GOVT 2305, 2306.

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ACCOUNTING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
ACCT 2301 Principles of Accounting I (Financial)	3								
ECON 2301 Principles of Macroeconomics	3								
ENGL 1301 Composition I	3								
XXXX #3## Computer Applications Elective*	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ITSW 2334 Advanced Spreadsheets <i>OR</i>									
POFI 1349 Spreadsheets	3								
PSYC 2301 Introduction to Psychology	3								
BUSG 2305 Business Law/Contracts	3								
ACCT 2302 Principles of Accounting II (Managerial)	3								
XXXX #3## Approved Humanities/Fine Arts/Gen Ed. Elective	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
XXXX #3## Math/Natural Science/General Education Elective	3								
ACNT 2303 Intermediate Accounting I	3								
ACNT 1331 Federal Income Tax: Individual	3								
ACNT 1382 Cooperative Education-Accounting Technology/ Technician and Bookkeeping	3								
XXXX #3## Humanities/Fine Arts/General Education Elective	3								
SEMESTER TOTAL	15								
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* The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

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ACCOUNTING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
SECOND SEMESTER									
BMGT 1327 Principles of Management	3								
ACNT 2331 Internal Control and Auditing <i>OR</i>									
ACNT 1313 Computerized Accounting Applications	3								
ACNT 1347 Federal Income Tax for Partnerships and Corporations	3								
ACNT 2382 Cooperative Education-Accounting Technology/ Technician and Bookkeeping	3								
ACNT 2304 Intermediate Accounting II**	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
**Capstone									

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ACCOUNTING - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
ACCT 2301 Principles of Accounting I (Financial)	3								
XXXX #3## Computer Applications Elective*	3								
XXXX #3## Math/Natural Science/General Education Elective	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
ACCT 2302 Principles of Accounting II (Managerial)	3								
ACNT 2331 Internal Control and Auditing <i>OR</i>									
ACNT 1313 Computerized Accounting Applications	3								
ACNT 1331 Federal Income Tax: Individual	3								
ACNT 1382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
SEMESTER TOTAL	12								
THIRD SEMESTER									
ACNT 2309 Cost Accounting <i>OR</i>									
ACNT 1392 Special Topics in Accounting Technician	3								
ITSW 2334 Advanced Spreadsheets	3								
ACNT 1347 Federal Income Tax for Partnerships and Corporations	3								
ACNT 2382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
ACNT 2303 Intermediate Accounting I**	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	39								
**Capstone									

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ACCOUNTING - PAYROLL SPECIALIST - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)				Signature	
					Comment/Disapproval				
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
ACNT 1303 Introduction to Accounting I	3								
ACNT 1329 Payroll & Business Tax Accounting	3								
POFI 1301 Computer Applications I <u>OR</u>									
ITSC 1309 Integrated Software Applications I	3								
POFI 1349 Spreadsheets <u>OR</u>									
ITSW 2334 Advanced Spreadsheets	3								
ACNT 1313 Computerized Accounting Applications	3								
SEMESTER TOTAL	18								
PROGRAM TOTAL	18								

Updated: 01/01/2015

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ACCOUNTING - FORENSIC ACCOUNTING AND FRAUD EXAMINATION - ENHANCED SKILLS CERTIFICATE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST YEAR									
FIRST SEMESTER									
ACNT 2303 Intermediate Accounting I	3								
ACNT 2331 Internal Control and Auditing	3								
ACNT 1305 Forensic Accounting	3								
ACNT 1391 Special Topics in Accounting	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	12								

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS ADMINISTRATION - BUSINESS MANAGEMENT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
BUSG 1301 Introduction to Business <u>OR</u>									
BUSI 1301 Introduction to Business (Business Principles)	3								
BMGT 1327 Principles of Management	3								
ENGL 1301 Composition I	3								
MATH 1324 Finite Mathematics with Applications <u>OR</u>									
XXXX #3## Math/Natural Science General Ed. Elective	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
XXXX #3## Computer Applications Elective*	3								
XXXX #3## Humanities/Fine Arts Elective	3								
ACNT 1303 Introduction to Accounting I <u>OR</u>									
ACCT 2301 Principles of Accounting I	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
MRKG 1311 Principles of Marketing	3								
XXXX #3## General Education Elective	3								
BUSG 1370 Personal Financial Planning	3								
BUSG 2305 Business Law/Contracts <u>OR</u>									
BUSI 2301 Business Law I	3								
HRPO 2301 Human Resource Management	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

* The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Introduction to Computers, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

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BUSINESS ADMINISTRATION - BUSINESS MANAGEMENT SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
(Continued from page 1)	hr	Institution	Course	Transfer (TR)		Comment/Disapproval		Signature	
SECOND SEMESTER									
HRPO 2307 Organizational Behavior <i>OR</i>									
BMGT 1341 Business Ethics	3								
ECON 2302 Principles of Economics	3								
BUSG 2380 Cooperative Educ. Business/Commerce General <i>OR</i>									
BMGT 2303 Problem Solving and Decision Making	3								
XXXX #3## General Education Elective	3								
BUSG 2309 Small Business Management/Entrepreneurship	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:		TEL#:	EMAIL:	CAT YR: 8/15/15-8/14/16

BUSINESS ADMINISTRATION - BUSINESS MANAGEMENT - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
PREREQUISITE SEMESTER									
BUSG 1370 Personal Financial Planning	3								
ETWR 1302 Introduction to Technical Writing	3								
SEMESTER TOTAL	6								
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
BMGT 1327 Principles of Management	3								
BUSG 1301 Introduction to Business <i>OR</i>									
BUSI 1301 Introduction to Business (Business Principles)	3								
HRPO 1311 Human Relations	3								
HRPO 2301 Human Resource Management	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BUSG 2305 Business Law/Contracts <i>OR</i>									
BUSI 2301 Business Law I	3								
BMGT 1301 Supervision	3								
BUSG 2380 Cooperative Education I	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	30								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS ADMINISTRATION - ENTREPRENEURSHIP - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
PREREQUISITE SEMESTER									
BUSG 1370 Personal Finance	3								
ETWR 1302 Introduction to Technical Writing	3								
SEMESTER TOTAL	6								
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
BUSG 1307 Entrepreneurship and Economic Development	3								
ACNT 1303 Introduction to Accounting I	3								
MRKG 1311 Principles of Marketing <u>OR</u>									
MRKG 2312 e-Commerce	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BUSG 1301 Introduction to Business <u>OR</u>									
BUSI 1301 Introduction to Business	3								
BUSG 2305 Business Law/Contracts <u>OR</u>									
BUSI 2301 Business Law I	3								
BUSG 2309 Small Business Management	3								
BUSG 2380 Cooperative Education - Business/Commerce,									
General	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	30								

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BUSINESS ADMINISTRATION - BUSINESS PLAN - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
PREREQUISITE SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
BUSG 1370 Personal Finance	3								
ETWR 1302 Introduction to Technical Writing	3								
SEMESTER TOTAL	9								
FIRST SEMESTER									
BUSG 2309 Small Business Management	3								
BUSG 1373 Entrepreneurship and Economic Development	3								
ACNT 1303 Introduction to Accounting I <i>OR</i>									
ACCT 2301 Principles of Accounting	3								
MRKG 1311 Principles of Marketing	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	21								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
BUSG 1301 Introduction to Business <i>OR</i>									
BUSI 1301 Introduction to Business	3								
ENGL 1301 Composition I	3								
BMGT 1327 Principles of Management	3								
XXXX #3## Computer Applications Elective*	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
MATH 1314 College Algebra <i>OR</i>									
XXXX #3## Approved Math/Natural Science Elective	3								
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
ACNT 1303 Introduction to Accounting I <i>OR</i>									
ACCT 2301 Principles of Accounting I	3								
XXXX #3## Approved Humanities/Fine Arts Elective	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
XXXX #3## Program-Related Elective**	3								
BUSG 2305 Business Law/Contracts <i>OR</i>									
BUSI 2301 Business Law I	3								
HRPO 1302 Human Resources Training and Development	3								
HRPO 2301 Human Resource Management	3								
(Continued on page 2)									

*The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

** Program- Related Electives may be chosen from the following: BUSG , BMGT, HRPO, IBUS, MRKG, OR LMG

Updated: 09/02/2015

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:		SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
(Continued from page 1)						Comment/Disapproval			
BUSG 2380 Cooperative Education I** <i>OR</i>									
BMGT 2303 Problem Solving and Decision Making**	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
HRPO 2371 Recruitment, Interviewing and Placement of Human Resources	3								
HRPO 2306 Benefits and Compensation	3								
HRPO 1305 Management and Labor Relations	3								
ECON 2302 Principles of Microeconomics	3								
XXXX #3## Approved General Education Elective	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
**Capstone									

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BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
PREREQUISITE SEMESTER									
BUSG 1370 Personal Finance	3								
ETWR 1302 Introduction to Technical Writing	3								
SEMESTER TOTAL	6								
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
HRPO 1302 Human Resources Training and Development	3								
HRPO 1305 Management and Labor Relations	3								
BMGT 1327 Principles of Management	3								
HRPO 2371 Recruiting, Interviewing, and Placement	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
HRPO 2301 Human Resource Management	3								
HRPO 2306 Benefits and Compensation	3								
BUSG 2380 Cooperative Education I	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	30								

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BUSINESS ADMINISTRATION - INSURANCE SPECIALIST/ASSOCIATE - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
INSR 1205 Personal Insurance	2								
INSR 1209 Principles of Insurance	2								
INSR 1370 Commercial Insurance	3								
INSR 2340 Multiline Insurance Sales and Marketing	3								
INSR 1217 Insurance Customer Service Representative	2								
SEMESTER TOTAL	15								
PROGRAM TOTAL	15								

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BUSINESS ADMINISTRATION - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
LMGT 1319 Introduction to Business Logistics	3								
IBUS 1341 Global Supply Chain Management	3								
MATH 1324 Finite Math with Applications	3								
ETWR 1302 Introduction to Technical Writing	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ENGL 1301 Composition I	3								
IBUS 1301 Principles of Exports	3								
BMGT 1301 Supervision	3								
BMGT 1313 Principles of Purchasing	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
LMGT 1321 Introduction to Materials Handling	3								
LMGT 2288 Internship: Logistics and Materials Management	2								
IBUS 1302 Principles of Imports	3								
LMGT 1323 Domestic & International Transportation Mgmt	3								
ECON 2302 Principles of Microeconomics	3								
LMGT 1193 Special Topics in Logistics and Materials Management: GLA Exam Preparation	1								
SEMESTER TOTAL	15								

(Continued on next page)

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS ADMINISTRATION - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
LMGT 1319 Introduction to Business Logistics	3								
IBUS 1301 Principles of Exports	3								
LMGT 1321 Introduction to Materials Handling	3								
IBUS 1341 Global Supply Chain Management	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
LMGT 1323 Domestic and International Transportation Management	3								
LMGT 1325 Warehouse and Distribution Center Management	3								
IBUS 1302 Principles of Imports	3								
BMGT 1313 Principles of Purchasing	3								
LMGT 1193 Special Topics: GLA Exam Prep	1								
SEMESTER TOTAL	13								
PROGRAM TOTAL	28								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS ADMINISTRATION - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT-SPECIALIST - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success									
	3								
LMGT 1319 Introduction to Business Logistics									
	3								
IBUS 1301 Principles of Exports									
	3								
SEMESTER TOTAL	9								
SECOND SEMESTER									
LMGT 1323 Domestic and International Transportation Management									
	3								
IBUS 1302 Principles of Imports									
	3								
LMGT 1325 Warehouse and Distribution Center Management									
	3								
LGMT 1193 Special Topics: GLA Exam Prep									
	1								
SEMESTER TOTAL	10								
PROGRAM TOTAL	19								

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BUSINESS ADMINISTRATION - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT/MARITIME TRANSPORTATION LOGISTICS SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)				Signature	
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
LMGT 1319 Introduction to Business Logistics	3								
ENGL 1301 Composition I	3								
MATH 1324 Finite Mathematics with Applications	3								
IBUS 1341 Global Supply Chain Management	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
LMGT 1170 Certified Logistics Assistant	1								
LMGT 1271 Certified Logistics Technician	2								
ETWR 1302 Introduction to Technical Writing <i>OR</i>									
ENGL 2311 Technical Writing	3								
ECON 2302 Principles of Microeconomics	3								
XXXX #3## Humanities/Fine Arts/General Education Elective	3								
IBUS 1301 Principles of Exports	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
IBUS 2335 International Business Law	3								
OSHT 1301 Introduction to Safety and Health	3								
LMGT 1345 Economics of Transportation and Distribution	3								
IBUS 1302 Principles of Imports	3								
LMGT 1323 Domestic and International Transportation Mgmt.	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS ADMINISTRATION - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT/MARITIME SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND SEMESTER									
LMGT 1325 Warehouse and Distribution Center Management	3								
LGMT 2388 Internship: Logistics and Materials Management	3								
MART 1370 Introduction to Maritime Shipping	3								
XXXX #3## Approved General Education Elective	3								
LMGT 1370 Equipment Operation	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS ADMINISTRATION - MARITIME LOGISTICS SPECIALIZATION - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
MART 1370 Introduction to Maritime Shipping	3								
LMGT 1170 Certified Logistics Associate	1								
OSHT 1301 Introduction to Safety and Health	3								
SEMESTER TOTAL	10								
SECOND SEMESTER									
LMGT 1370 Equipment Operation	3								
LMGT 1271 Certified Logistics Technician Certification	2								
LMGT 1325 Warehouse and Distribution Center Management	3								
SEMESTER TOTAL	8								
PROGRAM TOTAL	18								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
TSI Testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
POFT 1325 Business Math and Machine Applications	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ENGL 1301 Composition I	3								
POFT 1319 Records and Information Management I	3								
XXXX #3## Humanities/Fine Arts Elective	3								
POFT 2301 Intermediate Keyboarding	3								
POFI 1341 Computer Applications II	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1345 Shorthand/Notetaking	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
BMGT 1325 Office Management	3								
POFI 1349 Spreadsheets	3								
POFT 1380 Cooperative Education I - Administrative Assistant									
and Secretarial Science, General	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
SECOND SEMESTER									
POFT 2331 Administrative Systems	3								
POFT 2380 Cooperative Education II - Administrative Assistant and Secretarial Science, General	3								
XXXX #3## Math/Natural Science General Ed. Elective	3								
PSYC 2301 Introduction to Psychology	3								
ECON 2301 Principles of Macroeconomics <u>OR</u>									
ECON 2302 Principles of Microeconomics	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION SPECIALIZATION - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFT 1325 Business Math and Machine Applications	3								
POFT 1329 Keyboarding and Document Formatting	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
POFT 1319 Records and Information Management I	3								
POFI 1341 Computer Applications II	3								
POFT 1370 Introduction to Office Technology	3								
POFT 2301 Intermediate Keyboarding	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	24								

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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BUSINESS TECHNOLOGY - BILINGUAL BUSINESS TECHNOLOGY SPECIALIZATION - CERTIFICATE: LEVEL II

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFT 1370 Introduction to Office Technology	3								
POFT 1329 Beginning Keyboarding	3								
XXXX #4## Foreign Language I	4								
SEMESTER TOTAL	16								
SECOND SEMESTER									
ENGL 1301 Composition I	3								
POFI 1341 Computer Applications II	3								
XXXX #4## Foreign Language I	4								
BMGT 1325 Office Management	3								
POFT 2331 Administrative Systems	3								
SEMESTER TOTAL	16								
THIRD SEMESTER									
POFI 1349 Spreadsheets	3								
POFT 1319 Records and Information Management I	3								
SEMESTER TOTAL	6								
PROGRAM TOTAL	38								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - HUMAN RESOURCES/PEOPLESOFT SPECIALIZATION - CERTIFICATE: LEVEL 1

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
BMGT 1370 Introduction to HR/PeopleSoft Applications	3								
POFT 1329 Beginning Keyboarding	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
POFI 1341 Computer Applications II	3								
BMGT 1371 Intermediate HR/PeopleSoft Applications	3								
BMGT 2305 Advanced Communications in Management/ PeopleSoft Applications	3								
SEMESTER TOTAL	9								
THIRD SEMESTER									
BMGT 2331 Total Quality Management/ PeopleSoft Applications	3								
BMGT 2310 Financial Management/PeopleSoft Applications	3								
POFT 2331 Administrative Systems	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	30								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)				Signature	
Comment/Disapproval									
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
BMGT 1325 Office Management	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFI 1341 Computer Applications II	3								
ENGL 1301 Composition I	3								
POFT 2301 Intermediate Keyboarding	3								
XXXX #3## Humanities/Fine Arts Elective	3								
POFT 1325 Business Math and Machine Applications	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFI 1380 Cooperative Education I Administrative									
Assistant and Secretarial Services, General	3								
POFI 1349 Spreadsheets	3								
ECON 2301 Principles of Macroeconomics <i>OR</i>									
ECON 2302 Principles of Microeconomics	3								
POFI 2331 Desktop Publishing for the Office	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
SECOND SEMESTER									
BMGT 1371 Intermediate HR/Peoplesoft Applications	3								
POFT 2331 Administrative Systems	3								
PSYC 2301 Introduction to Psychology	3								
XXXX #3## Math/Natural Science General Ed. Elective	3								
POFI 2380 Cooperative Education II Administrative Assistant and Secretarial Services, General**	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
**Capstone									

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BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFI 1341 Computer Applications II	3								
POFT 1329 Beginning Keyboarding	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
POFI 1349 Spreadsheets	3								
POFT 1325 Business Math and Machine Applications	3								
POFI 2331 Desktop Publishing	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	21								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
POFL 1305 Legal Terminology	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFT 1319 Records and Information Management I	3								
ENGL 1301 Composition I	3								
POFT 2301 Intermediate Keyboarding	3								
POFT 1345 Shorthand/Notetaking	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFL 2305 Legal Research	3								
BMGT 1325 Office Management	3								
POFT 1380 Cooperative Education I_ Administrative									
Assistant and Secretarial Services, General	3								
ECON 2301 Principles of Macroeconomics <i>OR</i>									
ECON 2302 Principles of Microeconomics	3								
POFL 1359 Legal Transcription	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND YEAR (Cont'd)									
SECOND SEMESTER									
POFT 2380 Cooperative Education II - Administrative Assistant and Secretarial Services , General	3								
PSYC 2301 Introduction to Psychology	3								
XXXX #3## Math/Natural Science General Ed. Elective	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
POFT 2331 Administrative Systems	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFL 1305 Legal Terminology	3								
POFT 1345 Shorthand/Notetaking	3								
POFL 1359 Legal Transcription	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
POFL 2305 Legal Research	3								
POFT 2301 Intermediate Keyboarding	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	24								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
PSYC 2301 Introduction to Psychology	3								
MDCA 1313 Medical Terminology I	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFT 2301 Intermediate Keyboarding	3								
ENGL 1301 Composition I	3								
POFT 1370 Introduction to Office Technology	3								
MRMT 1307 Medical Transcription I	3								
XXXX #3## Humanities/Fine Arts General Educ. Elective*	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1380 Cooperative Education I - Administrative									
Assistant and Secretarial Services , General	3								
POFI 1341 Computer Applications II	3								
BMGT 1325 Office Management	3								
BIOL 1308 Introductory Biology I	3								
POFT 1319 Records and Information Management I	3								
SEMESTER TOTAL	15								
* Must be an Approved Elective									
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BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND SEMESTER									
POFM 1300 Medical Coding Basics	3								
POFT 2380 Cooperative Education II Administrative Assistant and Secretarial Services , General	3								
POFM 2333 Medical Document Production (Coding II)	3								
ECON 2301 Principles of Macroeconomics <u>OR</u>									
ECON 2302 Principles of Microeconomics	3								
POFT 2331 Administrative Systems	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

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BUSINESS TECHNOLOGY - MEDICAL CODING/TRANSCRIPTION SPECIALIST SPECIALIZATION* - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)		Comment/Disapproval		Signature	
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
MDCA 1313 Medical Terminology	3								
POFI 1301 Computer Applications I	3								
POFT 2301 Intermediate Keyboarding	3								
POFM 1300 Medical Coding Basics	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
MRMT 1307 Medical Transcription I	3								
POFM 2333 Medical Document Production (Coding II)	3								
POFT 2331 Administrative Systems	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	24								

* Complete certificate also offered through Distance Education.

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FINANCE-BANKING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
ENGL 1301 Composition I	3								
BNKG 1303 Principles of Bank Operation	3								
ECON 2302 Principles of Microeconomics	3								
BUSG 1301 Introduction to Business	3								
SECOND SEMESTER									
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
XXXX #3## Social/Behavioral/General Education Elective	3								
BNKG 1340 Money and Banking	3								
BUSG 2305 Business Law Contracts	3								
XXXX #3## General Education/Science Elective	3								
SECOND YEAR									
FIRST SEMESTER									
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
ACCT 2301 Principles of Accounting I	3								
IBUS 2339 International Banking and Finance	3								
BNKG 2380 Cooperative Education- Banking and Financial Support Services	3								
BNKG 1349 Commercial Lending <i>OR</i>									
BNKG 1345 Consumer Lending	3								
SECOND SEMESTER									
BNKG 1356 Analyzing Financial Statements I	3								
BUSG 1303 Principles of Finance	3								
BNKG 1351 Selling Bank/Financial Products and Services	3								
BNKG 2381 Coop.Ed.- Banking and Financial Support Ser.	3								
BNKG 2374 Financial Business Administration	3								
PROGRAM TOTAL	60								

Updated: 04/14/2015

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FINANCE-BANKING - FINANCIAL LENDING - CERTIFICATE:LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
BNKG 1303 Principles of Bank Operation	3								
BNKG 1340 Money and Banking	3								
BNKG 1351 Selling Bank Products and Services	3								
IBUS 2339 International Banking and Finance	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BNKG 1356 Analyzing Financial Statements I	3								
BNKG 1349 Commercial Lending	3								
BNKG 1345 Consumer Lending	3								
BNKG 2380 Cooperative Education - Banking and Financial Support Services	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	27								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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__ FA __ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:		COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/15-8/14/16

FINANCE-BANKING - FINANCIAL OPERATIONS - CERTIFICATE:LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
BNKG 1303 Principles of Bank Operation	3								
BNKG 1340 Money and Banking	3								
BNKG 1351 Selling Bank Products and Services	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BUSG 1303 Principles of Finance	3								
ENGL 1301 Composition I	3								
BNKG 2380 Cooperative Education - Banking and Financial Support Services	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	21								

<div style="display: flex; justify-content: space-between;"> Updated: ___ FA ___ VA HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION Page 1 of 1 </div>									
NAME:			SID#:		TEL#:		EMAIL:		DATE:
COLLEGE:		COU/ADV:			TEL#:		EMAIL:		CAT YR: 8/15/15-8/14/16
FINANCE-BANKING - TELLER TRAINING - MARKETABLE SKILLS ACHIEVEMENT AWARD									
HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
BNKG 1305 Teller Training	3								
BNKG 1373 Teller Training Lab	3								
BNKG 1351 Selling Bank Products and Services	3								
PROGRAM TOTAL	9								
<i>A student can only earn one MSA per academic year.</i>									

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**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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INTERNATIONAL BUSINESS - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
ENGL 1301 Composition I	3								
BUSG 1301 Introduction to Business	3								
MATH 1324 Finite Mathematics with Applications	3								
MRKG 2312 E-Commerce	3								
SECOND SEMESTER									
IBUS 1301 Principles of Exports	3								
XXXX #3## Approved Humanities/Fine Arts Elective	3								
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1370 Economic Geography	3								
IBUS 1341 Global Supply Chain Management	3								
SECOND YEAR									
FIRST SEMESTER									
SPCH 1321 Business and Professional Speaking	3								
IBUS 1302 Principles of Imports	3								
IBUS 1354 International Marketing Management	3								
ECON 2302 Principles of Economics (Micro)	3								
LMGT 1319 Introduction to Business Logistics <u>OR</u>									
IBUS 2339 International Banking and Finance <u>OR</u>									
IBUS 2345 Customs Regulations	3								
SECOND SEMESTER									
IBUS 2335 International Business Law	3								
IBUS 1300 Global Logistics Management	3								
IBUS 1373 Entrepreneurship and Economic Development	3								
IBUS 2380 Cooperative Education - International Business/ Trade/Commerce <u>OR</u>									
IBUS 1391 Special Topics in International Business	3								
IBUS 2341 Intercultural Management	3								
PROGRAM TOTAL	60								

*Recommended for transfer **The Approved Program Elective may be chosen from the following courses: IBUS 1391, IBUS 2339, LMGT 1323, LMGT 1345, ANTH 2351, Foreign Language, or Computer Applications.

Updated:
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HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SID#:	TEL#:	EMAIL:	DATE:
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INTERNATIONAL BUSINESS - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
								Comment/Disapproval	
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1354 International Marketing Management	3								
IBUS 1301 Principles of Exports	3								
IBUS 2335 International Business Law	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
IBUS 1341 Global Supply Chain Management	3								
IBUS 1302 Principles of Imports	3								
IBUS 2341 Intercultural Management	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	24								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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INTERNATIONAL BUSINESS - GLOBAL EXPORTING - CERTIFICATE LEVEL II

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
IBUS 1301 Principles of Exports	3								
BUSG 1301 Introduction to Business	3								
IBUS 1341 Global Supply Chain Management	3								
MRKG 2312 E-commerce	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1302 Principles of Imports	3								
IBUS 1354 International Marketing Management	3								
IBUS 1300 Global Logistics Management	3								
IBUS 2335 International Business Law	3								
SEMESTER TOTAL	15								
THIRD SEMESTER									
IBUS 2339 International Banking and Trade Finance	3								
IBUS 2345 Import Customs Regulations									
IBUS 1191 Special Topics in International Business	1								
IBUS 2341 Intercultural Management	3								
IBUS 2380 Cooperative Education - International Business/Trade/Commerce <i>OR</i>	3								
IBUS 1391 Special Topics in International Business	3								
SEMESTER TOTAL	13								
PROGRAM TOTAL	43								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/15-8/14/16

INTERNATIONAL BUSINESS - TRANSLATION AND INTERPRETATION - ADVANCED TECHNICAL CERTIFICATE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST YEAR									
FIRST SEMESTER									
TRAI 1371 Fundamentals of the Theory and Practice of Translation and Interpretation	3								
TRAI 1271 Technology for Translation and Interpretation	2								
TRAI 1272 Terminology Management and Research	2								
TRAI 1372 Writing, Editing and Revising for Translation	3								
TRAI 1373 Intercultural Communication	3								
SEMESTER TOTAL	13								
SECOND SEMESTER									
HITT 1205 Medical Terminology I	2								
TRAI 1176 Business Terminology for Translation and Interpretation	1								
POFL 1305 Legal Terminology	3								
TRAI 2271 Fundamentals of Specialized Written Translation (Sci-Tech)	2								
TRAI 2272 Fundamentals of Specialized Written Translation (Commercial)	2								
TRAI 2273 Fundamentals of Specialized Written Translation (Legal and Medical)	2								
SEMESTER TOTAL	12								
THIRD SEMESTER									
TRAI 2274 Introduction to Interpreting (Consecutive and Sight)	2								
TRAI 2275 Advanced Project in Translation	2								
TRAI 2376 Internship**	3								
SEMESTER TOTAL	7								
PROGRAM TOTAL	32								
**Capstone									

**HOUSTON COMMUNITY COLLEGE SYSTEM
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MARKETING/MARKETING MANAGEMENT - MARKETING GENERAL SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior ro first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
ENGL 1301 Composition I	3								
ECON 2302 Principles of Microeconomics	3								
MRKG 1311 Principles of Marketing	3								
MATH 1324 Finite Mathematics with Applications <u>OR</u>									
XXXX #3## Math/Natural Science Elective	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ENGL 1302 Composition II <u>OR</u>									
ENGL 2311 Technical Writing	3								
MRKG 2312 e-Commerce Marketing	3								
MRKG 2371 Services Marketing <u>OR</u>									
MRKG 1391 Special Topics in Business Marketing and Management <u>OR</u>									
MRKG 1302 Principles of Retailing	3								
BUSG 1301 Introduction to Business <u>OR</u>									
BUSI 1301 Introduction to Business	3								
ACNT 1303 Introduction to Accounting I <u>OR</u>									
ACCT 2301 Principles of Accounting I	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
BMGT 1327 Principles of Management	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
(Continued on Page 2)									

* The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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MARKETING/MARKETING MANAGEMENT - MARKETING GENERAL SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)				Signature	
First Semester (Cont'd)									
MRKG 2380 Cooperative Education I- Marketing/Marketing Management, General	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
MRKG 2348 Marketing Research and Strategies	3								
MRKG 2374 Marketing Case Studies	3								
HRPO 1311 Human Relations	3								
IBUS 1354 International Marketing Management	3								
MRKG 2349 Advertising and Sales Promotion	3								
XXXX #3## Approved Humanities/Fine Arts Elective	3								
SEMESTER TOTAL	18								
PROGRAM TOTAL	60								

* The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

NAME: _____	SID#: _____	TEL#: _____	EMAIL: _____	DATE: _____
COLLEGE: _____	COU/ADV: _____	TEL#: _____	EMAIL: _____	CAT YR: 8/15/15-8/14/16

MARKETING/MARKETING MANAGEMENT - MARKETING - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval Signature	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
MRKG 1311 Principles of Marketing	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
MRKG 2349 Advertising and Sales Promotion	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
IBUS 1354 International Marketing Management <i>OR</i>									
MRKG 1391 Special Topics in Business Marketing and Marketing Management	3								
MRKG 2312 E - Commerce <i>OR</i>									
MRKG 2371 Services Marketing	3								
MRKG 2380 Cooperative Education- Marketing/Marketing Management, General	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	24								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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MARKETING/MARKETING MANAGEMENT - MARKETING - INNOVATION AND ENTERPRISE SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)				Signature	
Comment/Disapproval									
TSI testing is required prior ro first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
SPCH 1318 Interpersonal Communication	3								
ENGL 1301 Composition I	3								
MATH 1332 Math For Liberal Arts	3								
MRKG 1371 Enterprise Mindset	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
XXXX #3## Approved Humanities/Fine Arts Elective	3								
ECON 2302 Principles of Microeconomics	3								
MRKG 1311 Principles of Marketing	3								
ACNT 1303 Introduction to Accounting I	3								
BUSG 1373 Entrepreneurship	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
MRKG 2370 Creativity and Innovation	3								
BUSG 2370 Legal Issues for Enterprise	3								
MRKG 2375 Social Enterprise	3								
MRKG 2377 Financial Managment/Budgeting for Enterprise									
Marketing	3								
MRKG 2312 e-Commerce Marketing	3								
SEMESTER TOTAL	15								

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MARKETING/MARKETING MANAGEMENT - MARKETING - INNOVATION AND ENTERPRISE SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
(Continued from Page 1)									
SECOND SEMESTER									
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
MRKG 2376 Enterprise Opportunity Analysis	3								
BUSG 2309 Small Business Management/Entrepreneurship	3								
BUSG 2382 Cooperative Education - Entrepreneurship/ Entrepreneurial Studies	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

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MARKETING/MARKETING MANAGEMENT - MARKETING - SOCIAL ENTERPRISE - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
MRKG 1311 Principles of Marketing	3								
BUSG 1373 Entrepreneurship	3								
IBUS 1379 Economic Geography	3								
MRKG 2372 Consumer Behavior	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BUSG 2309 Small Business Management/Entrepreneurship	3								
IBUS 2370 Global Issues in Enterprise	3								
MRKG 2376 Enterprise Opportunity Analysis	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	24								

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MARKETING/MARKETING MANAGEMENT - MARKETING - ENTERPRISE DEVELOPMENT - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
MRKG 1311 Principles of Marketing	3								
BUSG 1373 Entrepreneurship	3								
MRKG 2370 Creativity and Innovation	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
MRKG 2378 Franchising	3								
MRKG 2376 Enterprise Opportunity Analysis	3								
SEMESTER TOTAL	6								
PROGRAM TOTAL	18								

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REAL ESTATE - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
RELE 1201 Principles of Real Estate I	2								
ENGL 1301 Composition I	3								
RELE 1238 Principles of Real Estate II	2								
RELE 2201 Law of Agency	2								
RELE 1211 Law of Contracts	2								
RELE 1200 Contract Forms and Addenda	2								
SEMESTER TOTAL	16								
SECOND SEMESTER									
XXXX ##3# Social/Behavioral Science General Ed. Elective	3								
RELE 1325 Real Estate Mathematics	3								
RELE 1321 Real Estate Marketing	3								
RELE 1219 Real Estate Finance <i>OR</i>	2								
RELE 1324 Loan Origination and Quality Control	3								
RELE 1323 Real Estate Computer Application	3								
SEMESTER TOTAL	14-15								
SECOND YEAR									
FIRST SEMESTER									
ECON 2301 Principles of Economics	3								
RELE 1303 Real Estate Appraisal	3								
RELE 1307 Real Estate Investments	3								
RELE 2331 Real Estate Brokerage	3								
RELE 1381 Cooperative Education - Real Estate	3								
SEMESTER TOTAL	15								
(Continued on Page 2)									

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REAL ESTATE - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND SEMESTER									
RELE 1309 Real Estate Law	3								
RELE 1329 Fundamentals of Environmental Issues <u><i>OR</i></u>									
RELE 1315 Property Management	3								
XXXX #3## Approved Humanities/Fine Arts	3								
General Education Elective									
ENVR 1301 Environmental Science	3								
RELE 2381 Cooperative Education - Real Estate	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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REAL ESTATE - MORTGAGE LENDING SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
RELE 1201 Principles of Real Estate I	2								
ENGL 1301 Composition I	3								
RELE 1325 Real Estate Mathematics	3								
RELE 1324 Loan Origination and Quality Control	3								
RELE 1211 Law of Contracts	2								
SECOND SEMESTER									
XXXX #3## Social/Behavioral Science General Ed. Elective	3								
RELE 2201 Law of Agency	2								
RELE 1238 Principles of Real Estate II	2								
RELE 1303 Real Estate Appraisal	3								
RELE 1381 Cooperative Education - Real Estate	3								
RELE 2331 Real Estate Brokerage	3								
SECOND YEAR									
FIRST SEMESTER									
ECON 2301 Principles of Macroeconomics	3								
RELE 2307 Real Estate Title and Settlement	3								
RELE 1219 Real Estate Finance	2								
ENVR 1301 Environmental Science	3								
RELE 1371 Loan Processing	3								
SECOND SEMESTER									
RELE 1309 Real Estate Law	3								
RELE 2311 Fundamentals of Mortgage Lending	3								
XXXX #3## Social/Behavioral Science General Education Elective	3								
XXXX #3## Approved Humanities/Fine Arts General Education Elective	3								
RELE 2381 Cooperative Education - Real Estate	3								
PROGRAM TOTAL	61								

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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REAL ESTATE - COMMERCIAL REAL ESTATE - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
RELE 1307 Real Estate Investments	3								
RELE 1391 Special Topics in Real Estate	3								
RELE 1315 Property Management <i>OR</i>									
RELE 1329 Fundamentals of Environmental Issues	3								
RELE 1303 Real Estate Appraisal <i>OR</i>									
RELE 1327 Real Estate Commercial Appraisal	3								
RELE 1381 Cooperative Education - Real Estate	3								
PROGRAM TOTAL	18								

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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REAL ESTATE - MORTGAGE LENDING PROFESSIONAL - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
RELE 1219 Real Estate Finance	2								
RELE 1324 Loan Origination and Quality Control	3								
RELE 1371 Loan Processing <u>OR</u>									
RELE 2307 Real Estate Title and Settlement	3								
RELE 1303 Real Estate Appraisal	3								
RELE 2311 Fundamentals of Mortgage Lending	3								
SEMESTER TOTAL	17								
SECOND SEMESTER									
RELE 1381 Cooperative Education - Real Estate	3								
SEMESTER TOTAL	3								
PROGRAM TOTAL	20								

HOUSTON COMMUNITY COLLEGE SYSTEM
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REAL ESTATE - PROPERTY MANAGEMENT - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
Comment/Disapproval									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
RELE 1335 Real Estate Construction	3								
RELE 1315 Property Management	3								
RELE 1307 Real Estate Investment	3								
RELE 1309 Real Estate Law	3								
RELE 1381 Cooperative Education - Real Estate	3								
PROGRAM TOTAL	18								

HOUSTON COMMUNITY COLLEGE SYSTEM
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REAL ESTATE - COMPARATIVE MAREKT ANALYSIS - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
Comment/Disapproval									
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success	3								
RELE 1307 Real Estate Investment	3								
RELE 1329 Fundamentals of Environmental Issues	3								
RELE 1335 Real Estate Construction	3								
RELE 1303 Real Estate Appraisal	3								
RELE 1327 Real Estate Commercial Appraisal	3								
SEMESTER TOTAL	18								
SECOND SEMESTER									
RELE 1381 Cooperative Education - Real Estate	3								
SEMESTER TOTAL	3								
PROGRAM TOTAL	21								

HOUSTON COMMUNITY COLLEGE SYSTEM
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REAL ESTATE - RESIDENTIAL REAL ESTATE - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1370 Workforce Leadership and Critical Thinking									
Skills for Student Success	3								
RELE 1201 Principles of Real Estate I	2								
RELE 1238 Principles of Real Estate II	2								
RELE 1211 Law of Contracts	2								
RELE 2201 Law of Agency	2								
RELE 1200 Contract Forms and Addenda	2								
SEMESTER TOTAL	13								
SECOND SEMESTER									
RELE 1219 Real Estate Finance	2								
RELE 1381 Cooperative Education - Real Estate	3								
SEMESTER TOTAL	5								
PROGRAM TOTAL	18								