# COE – Business Programs - Catalog Year 2016 - 2017

HCC HOUSTON COMMUNITY COLLEGE

### 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.

## Business

### Accounting


Accounting - AAS . . . . . 3-4
Accounting - Certificate Level I . . . . . 5
Accounting - Payroll Specialist - Certificate Level I . . . . . 6
Accounting - Forensic Accounting and Fraud Examination - ESC . . . . . 7


### Business Administration & Management


Associate of Arts in Business . . . . . 8-9
Business Management Specialization - AAS . . . . . 10-11
Business Management - Certificate Level I . . . . . 12
Business Management Entrepreneurship - 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


### Business Technology


Bilingual Business Technology Specialization - Certificate Level II . . . . . 18
General Office Administration Specialization - AAS . . . . . 19-20
General Office Administration Specialization - Certificate Level I . . . . . 21
Human Resources/Peoplesoft - Certificate Level I . . . . . 22
Legal Office Assistant Specialization - AAS . . . . . 23-24
Legal Office Assistant Specialization - Certificate Level I . . . . . 25
Medical Office Specialist Specialization - AAS . . . . . 26-27
Medical Coding/Transcription Specialist Specialization - Certificate Level I 28
Microsoft Office Technology Specialization - AAS . . . . . 29-30
Microsoft Office Technology Specialization - Certificate Level I . . . . . 31


### Banking/Finance


Financial Banking - AAS . . . . . 32-33
Financial Lending - Certificate Level I . . . . . 34
Financial Operations - Certificate Level I . . . . . 35
Teller Training - Occupational Skills Award . . . . . 36


### International Business


International Business - AAS . . . . . 37-38
International Business - Certificate Level I . . . . . 39
International Business - Global Exporting - Certificate Level II . . . . . 40
International Business - Translation and Interpretation - ATC . . . . . 41
Certified Global Business Specialist - Occupational Skills Award . . . . . 42


### Marketing/Marketing Management


Marketing - AAS . . . . . 43-44
Marketing - Certificate Level I . . . . . 45
Retailing - Certificate Level I . . . . . 46
Marketing - Innovation and Enterprise Specialization - AAS . . . . . 47-48
Marketing - Enterprise Development - Certificate Level I . . . . . 49
Marketing - Social Enterprise - Certificate Level I . . . . . 50


### Paralegal Technology


Paralegal Technology - AAS . . . . . 51-52
Law Office Clerk - Certificate Level I . . . . . 53
Legal Assistant - Certificate Level I . . . . . 54
Legal Assistant - Medical Specialization - Certificate Level I . . . . . 55

# COE – Business Programs - Catalog Year 2016 - 2017

HCC HOUSTON COMMUNITY COLLEGE

## 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.

## Real Estate

Real Estate - AAS . . . . . .56-57
Real Estate - Comparative Market Analysis - Certificate Level I . . . . . 58
Commercial Real Estate - Certificate Level I . . . . . 59
Property Management - Certificate Level I . . . . . 60
Residential Real Estate - Certificate Level I. . . . . 61
Real Estate - Mortgage Lending Specialization - AAS . . . . . .62-63
Mortgage Lending Professional - Certificate Level I . . . . . 64

Updated: 05/31/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## ACCOUNTING - ASSOCIATE OF 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 | | | | | | | | |
| ACCT 2301 Principles of Financial Accounting | 3 | | | | | | | | |
| XXXX #3## Math/Natural Science/General Education Elective | 3 | | | | | | | | |
| XXXX #3## Computer Applications Elective* | 3 | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| ACCT 2302 Principles of Managerial Accounting | 3 | | | | | | | | |
| ACNT 2331 Internal Control and Auditing ***OR*** | | | | | | | | | |
| ACNT 1313 Computerized Accounting Applications | 3 | | | | | | | | |
| ACNT 1331 Federal Income Tax: Individual | 3 | | | | | | | | |
| ACNT 1382 Cooperative Education-Accounting Technology/ | | | | | | | | | |
| Technician and Bookkeeping | 3 | | | | | | | | |
| XXXX #3## Approved Humanities/Fine Arts/Gen Ed. Elective | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| ITSW 2334 Advanced Spreadsheets ***OR*** | | | | | | | | | |
| POFI 1349 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 | | | | | | | | |
| PSYC 2301 Introduction to Psychology | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **(Continued on next page)** | | | | | | | | | |

* 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.



Return to Table of Contents

Updated: 05/31/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## ACCOUNTING - ASSOCIATE OF 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** | | | | | | | | | |
| BMGT 1327 Principles of Management | 3 | | | | | | | | |
| ECON 2301 Principles of Macroeconomics | 3 | | | | | | | | |
| XXXX #3## Humanities/Fine Arts/General Education Elective | 3 | | | | | | | | |
| BUSG 2305 Business Law/Contracts | 3 | | | | | | | | |
| ACNT 2304 Intermediate Accounting II** | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 07/06/2016

___ FA ___ VA

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



| NAME: | | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|---|
| COLLEGE: | COU/ADV: | | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 Financial Accounting *** | 3 | | | | | | | | |
| XXXX #3## Computer Applications Elective* | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| ACCT 2302 Principles of Managerial Accounting | 3 | | | | | | | | |
| ACNT 2331 Internal Control and Auditing ***OR*** | | | | | | | | | |
| ACNT 1313 Computerized Accounting Applications | 3 | | | | | | | | |
| ACNT 1331 Federal Income Tax: Individual | 3 | | | | | | | | |
| ACNT 1382 Cooperative Education-Accounting | | | | | | | | | |
| Technology/Technician and Bookeeping | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| | | | | | | | | | |
| **Third Semester** | | | | | | | | | |
| ITSW 2334 Advanced Spreadsheets ***OR*** | | | | | | | | | |
| POFI 1349 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 | | | | | | | | |
| ACNT 2309 Cost Accounting ***OR*** | | | | | | | | | |
| ACNT 1392 Special Topics in Accounting Technician | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **36** | | | | | | | | |
| | | | | | | | | | |
| **Capstone Class | | | | | | | | | |
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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 Application. *** Students without an accounting background are strongly advised to complete: ACNT 1303 - Introduction to Accounting.**



Return to Table of Contents

Updated: 05/31/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## ACCOUNTING - PAYROLL SPECIALIST - 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 | | | | | | | | |
| ACNT 1303 Introduction to Accounting I | 3 | | | | | | | | |
| ACNT 1329 Payroll & Business Tax Accounting | 3 | | | | | | | | |
| POFI 1301 Computer Applications I ***OR*** | | | | | | | | | |
| ITSC 1309 Integrated Software Applications I | 3 | | | | | | | | |
| POFI 1349 Spreadsheets ***OR*** | | | | | | | | | |
| ITSW 2334 Advanced Spreadsheets | 3 | | | | | | | | |
| ACNT 1313 Computerized Accounting Applications | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| **Program Total** | **18** | | | | | | | | |

Updated: 12/08/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | |
| **Graduates of the Accounting Program seeking further training in Forensic Accounting may pursue this certificate.** | | | | | | | | | |
| | | | | | | | | | |
| **FIRST YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| ACNT 1305 Forensic Accounting | 3 | | | | | | | | |
| ACNT 1335 Accounting Ethics | 3 | | | | | | | | |
| ACNT 2330 Governmental and Not-for-Profit Accounting | 3 | | | | | | | | |
| ACNT 1391 Special Topics in Accounting-Fraud Examination | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| **Program Total** | **12** | | | | | | | | |

Updated: 06/28/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | | | | | |
| | ECON 2301 Principles of Macroeconomics | 3 | | | | | | | | |
| | BCIS 1405 Business Computer Applications | 3 | | | | | | | | |
| A. | XXXX #3## Natural Science Elective | 3 | | | | | | | | |
| | **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | | |
| | **Second Semester** | | | | | | | | | |
| | ACCT 2301 Principles of Accounting I | 3 | | | | | | | | |
| | HIST #3## American History I | 3 | | | | | | | | |
| | *(May choose from HIST 1301, 1302, 2301, 2328, 2381)* | | | | | | | | | |
| | MATH 1324 Finite Mathematics with Applications | 3 | | | | | | | | |
| | ENGL 1302 Composition II | 3 | | | | | | | | |
| | GOVT 2305 Federal Government | 3 | | | | | | | | |
| | **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | | |
| | **SECOND YEAR** | | | | | | | | | |
| | **First Semester** | | | | | | | | | |
| | ACCT 2302 Principles of Accounting II | 3 | | | | | | | | |
| | HIST 1302 American History II | 3 | | | | | | | | |
| | *(May choose from HIST 1301, 1302, 2301, 2328, 2381)* | | | | | | | | | |
| | ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| | MATH 1325 Elements of Calculus with Applications | 3 | | | | | | | | |
| | PHIL 2306 Introduction to Ethics | 3 | | | | | | | | |
| | **Semester Total** | **15** | | | | | | | | |
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(Continued on next page)



Return to Table of Contents

Updated: 06/28/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | |
| | **Second Semester** | | | | | | | | | |
| A. | XXXX #3## Natural Science Elective | 3 | | | | | | | | |
| | GOVT 2306 Texas Government | 3 | | | | | | | | |
| B. | XXXX #3## Creative Arts Elective | 3 | | | | | | | | |
| | PSYC 2301 Introduction to Psychology ***OR*** | | | | | | | | | |
| | SOCI 1301 Introduction to Sociology | 3 | | | | | | | | |
| | SPCH 1315 Public Speaking ***OR*** | | | | | | | | | |
| | SPCH 1321 Business and Professional Communication | 3 | | | | | | | | |
| | **Semester Total** | **15** | | | | | | | | |
| | **Program Total** | **60** | | | | | | | | |
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## 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. **Natural Science:** *May choose from:* **ANTH** 2301, **ASTR** 1303, 1304, 1403, 1404, **BIOL** 1308, 1309, 1322, 1406, 1407, **CHEM** 1305, 1405, 1411, 1412, **GEOG** 1301, GEOL 1305, 1345, 1347, 1403, 1404, PHYS 1305, 1401, 1402, 2325, 2326

B. **Creative Arts**: *May choose from:* **ARTS** 1301, **ARTS** 1303, 1304, **DANC** 2303, **DRAM** 1310, 2361, 2366, **ENGL** 2307,2308, **HUMA**1301, **MUSI** 1301, 1306,1310.

Updated: 06/01/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 | | | | | | | | |
| ETWR 1302 Introduction to Technical Writing ***OR*** | | | | | | | | | |
| ENGL 1301 Compostion I | 3 | | | | | | | | |
| BUSG 1370 Personal Financial Planning | 3 | | | | | | | | |
| BMGT 1327 Principles of Management | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BMGT 1301 Supervision | 3 | | | | | | | | |
| HRPO 1311 Human Relations | 3 | | | | | | | | |
| BUSG 2305 Business Law/Contracts ***OR*** | | | | | | | | | |
| BUSI 2301 Business Law I | 3 | | | | | | | | |
| HRPO 2307 Organizational Behavior | 3 | | | | | | | | |
| HRPO 2301 Human Resource Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| BUSG 2309 Small Business Mmgt/Entrepreneurship** | 3 | | | | | | | | |
| MRKG 1311 Principles of Marketing | 3 | | | | | | | | |
| XXXX #3## General Education Elective | 3 | | | | | | | | |
| XXXX #3## Approved Program Related Elective | 3 | | | | | | | | |
| ACNT 1303 Introduction to Accounting I ***OR*** | | | | | | | | | |
| ACCT 2301 Principles of Accounting I | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **(Continued on page 2)** | | | | | | | | | |



Return to Table of Contents

Updated: 06/01/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 | | | | |
| (Continued from page 1) | | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BCIS 1405 Business Computer Applications | 3 | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| MATH 1324 Finite Mathematics with Applications | 3 | | | | | | | | |
| XXXX #3## General Education Elective | 3 | | | | | | | | |
| BUSG 2380 Cooperative Educ. Business/Commerce General | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated:
___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - BUSINESS 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 | | | | | | | | |
| BUSG 1370 Personal Financial Planning | 3 | | | | | | | | |
| ETWR 1302 Introduction to Technical Writing | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business | 3 | | | | | | | | |
| BMGT 1327 Principles of Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BMGT 1301 Supervision | 3 | | | | | | | | |
| HRPO 1311 Human Relations | 3 | | | | | | | | |
| BUSG 2305 Business Law/Contracts ***OR*** | | | | | | | | | |
| BUSI 2301 Business Law I | 3 | | | | | | | | |
| HRPO 2301 Human Resource Management | 3 | | | | | | | | |
| BUSG 2380 Cooperative Education I ** | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **30** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/06/16

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 | | | | |
| **First 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 | | | | | | | | |
| MRKG 1311 Principles of Marketing ***OR*** | | | | | | | | | |
| MRKG 2312 e-Commerce Marketing | 3 | | | | | | | | |
| BUSG 1373 Entrepreneurship and Economic Development | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BUSG 2309 Small Business Management | 3 | | | | | | | | |
| BUSG 2305 Business Law/Contracts ***OR*** | | | | | | | | | |
| BUSI 2301 Business Law I | 3 | | | | | | | | |
| ACNT 1303 Introduction to Accounting I ***OR*** | | | | | | | | | |
| ACCT 2301 Principles of Financial Accounting | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business ***OR*** | | | | | | | | | |
| BUSI 1301 Introduction to Business | 3 | | | | | | | | |
| BUSG 2380 Cooperative Education - Business/Commerce, | | | | | | | | | |
| General ** | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **30** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/01/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 | | | | | | | | |
| ETWR 1302 Introduction to Technical Writing (or ENGL 1301) | 3 | | | | | | | | |
| BMGT 1327 Principles of Management | 3 | | | | | | | | |
| HRPO 1305 Management and Labor Relations | 3 | | | | | | | | |
| HRPO 2371 Recruitment, Interviewing and Placement | | | | | | | | | |
| of Human Resources | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| HRPO 2306 Benefits and Compensation | 3 | | | | | | | | |
| HRPO 1302 Human Resources Training and Development | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business | 3 | | | | | | | | |
| BUSI 2301 Business Law I ***OR*** | | | | | | | | | |
| BUSG 2305 Business Law/Contracts | 3 | | | | | | | | |
| HRPO 2301 Human Resource Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| BMGT 1301 Supervision | 3 | | | | | | | | |
| HRPO 1311 Human Relations | 3 | | | | | | | | |
| XXXX #3## Approved Humanities/Fine Arts Elective | 3 | | | | | | | | |
| XXXX #3## Program-Related Elective **(Capstone) | 3 | | | | | | | | |
| ACCT 2301 Principles of Financial Accounting | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **(Continued on page 2)** | | | | | | | | | |
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** Program- Related Electives may be chosen from the following: BUSG , BMGT, HRPO, IBUS, MRKG, OR LMGT



Return to Table of Contents

Updated: 06/01/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 | | | | |
| (Continued from page 1) | | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BCIS 1405 Business Computer Applications | 3 | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| MATH 1314 College Algebra | 3 | | | | | | | | |
| XXXX #3## Approved General Education Elective | 3 | | | | | | | | |
| BUSG 2380 Cooperative Education - Business / Commerce - General ** | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Updated: 06/06/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 | | | | |
| **First Semester** | | | | | | | | | |
| LEAD 1370 Workforce Leadership and Critical Thinking Skills for Student Success | 3 | | | | | | | | |
| BUSG 1370 Personal Financial Planning | 3 | | | | | | | | |
| ETWR 1302 Introduction to Technical Writing | 3 | | | | | | | | |
| HRPO 1305 Management and Labor Relations | 3 | | | | | | | | |
| HRPO 2371 Recruiting, Interviewing, and Placement | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| HRPO 2306 Benefits and Compensation | 3 | | | | | | | | |
| BMGT 1327 Principles of Management | 3 | | | | | | | | |
| HRPO 2301 Human Resource Management | 3 | | | | | | | | |
| HRPO 1302 Human Resources Training and Development | 3 | | | | | | | | |
| BUSG 2380 Cooperative Education I ** | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **30** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 10/10/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS ADMINISTRATION & MANAGEMENT - 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 1301 Commercial Insurance | 3 | | | | | | | | |
| INSR 2340 Multiline Insurance Sales and Marketing | 3 | | | | | | | | |
| INSR 1209 Principles of Insurance | 2 | | | | | | | | |
| INSR 1217 Insurance Customer Service Representative | 2 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **15** | | | | | | | | |



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | | | | | |
| POFI 1349 Spreadsheets | 3 | | | | | | | | |
| POFT 1319 Records and Information Management I | 3 | | | | | | | | |
| **Semester Total** | **16** | | | | | | | | |
| | | | | | | | | | |
| **Third Semester** | | | | | | | | | |
| BMGT 1325 Office Management | 3 | | | | | | | | |
| POFT 2331 Administrative Systems | 3 | | | | | | | | |
| **Semester Total** | **6** | | | | | | | | |
| **Program Total** | **38** | | | | | | | | |



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | | | | | | | | |
| 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** | | | | | | | | |
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| (Continued on page 2) | | | | | | | | | |



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| | | | | | | | | | |
| **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 ***OR*** | | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
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| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| **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** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| **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** | | | | | | | | |

** Capstone Class



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | | | | | |
| POFL 1305 Legal Terminology | 3 | | | | | | | | |
| POFT 1345 Shorthand/Notetaking | 3 | | | | | | | | |
| POFT 1329 Beginning Keyboarding | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| POFT 2301 Intermediate Keyboarding | 3 | | | | | | | | |
| POFL 2305 Legal Research | 3 | | | | | | | | |
| POFT 1319 Records and Information Management I | 3 | | | | | | | | |
| POFT 1370 Introduction to Office Technology | 3 | | | | | | | | |
| XXXX #3## Humanities/Fine Arts General Ed. Elective | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| POFT 1380 Cooperative Education I_ Administrative | | | | | | | | | |
| Assistant and Secretarial Services, General | 3 | | | | | | | | |
| POFL 1359 Legal Transcription | 3 | | | | | | | | |
| BMGT 1325 Office Management | 3 | | | | | | | | |
| ECON 2301 Principles of Macroeconomics ***OR*** | | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| **(Continued on page 2)** | | | | | | | | | |

Updated: 06/07/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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** | | | | | | | | |
| | | | | | | | | | |
| ****CAPSTONE CLASS** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT 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 | | | | | | | | |
| 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** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | | | | | |
| POFM 1300 Medical Coding Basics | 3 | | | | | | | | |
| POFT 1329 Beginning Keyboarding | 3 | | | | | | | | |
| MDCA 1313 Medical Terminology I | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| MRMT 1307 Medical Transcription I | 3 | | | | | | | | |
| POFT 2301 Intermediate Keyboarding | 3 | | | | | | | | |
| POFM 2333 Medical Document Production (Coding II) | 3 | | | | | | | | |
| POFT 2331 Administrative Systems ** | 3 | | | | | | | | |
| POFI 1341 Computer Applications II | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| POFT 1370 Introduction to Office Technology | 3 | | | | | | | | |
| POFT 1380 Cooperative Education I - Administrative | | | | | | | | | |
| Assistant and Secretarial Services , General | 3 | | | | | | | | |
| BMGT 1325 Office Management | 3 | | | | | | | | |
| POFT 1319 Records and Information Management I | 3 | | | | | | | | |
| PSYC 2301 Introduction to Psychology | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| | | | | | | | | | |
| (Continued on page 2) | | | | | | | | | |



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| BIOL 1308 Introductory Biology I | 3 | | | | | | | | |
| XXXX #3## Humanities/Fine Arts General Educ. Elective * | 3 | | | | | | | | |
| POFT 2380 Cooperative Education II Administrative | | | | | | | | | |
| Assistant and Secretarial Services , General | 3 | | | | | | | | |
| ECON 2301 Principles of Macroeconomics ***OR*** | | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Class** | | | | | | | | | |
| * Must be an Approved Elective | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS TECHNOLOGY - MEDICAL CODING/TRANSCRIPTION SPECIALIST 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 | | | | | | | | |
| 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** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |

* Complete certificate also offered through Distance Education.



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY 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 | | | | | | | | |
| POFI 1349 Spreadsheets | 3 | | | | | | | | |
| POFI 1325 Business Math and Machine Applications | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| POFI 1341 Computer Applications II | 3 | | | | | | | | |
| POFI 2331 Desktop Publishing for the Office | 3 | | | | | | | | |
| POFT 2301 Intermediate Keyboarding | 3 | | | | | | | | |
| POFT 1370 Introduction to Office Technology | 3 | | | | | | | | |
| BMGT 1325 Office Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| POFI 1380 Cooperative Education I_Administrative | | | | | | | | | |
| Assistant and Secretarial Services, General | 3 | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| XXXX #3## Humanities/Fine Arts/Gen. Ed. Elective | 3 | | | | | | | | |
| ECON 2301 Principles of Macroeconomics ***OR*** | | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| BMGT 1370 Introduction to HR/Peoplesoft Applications | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
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| (Continued on page 2) | | | | | | | | | |



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY 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** | | | | | | | | | |
| 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 | | | | | | | | |
| POFT 2380 Cooperative Education II Administrative | | | | | | | | | |
| Assistant and Secretarial Services, General | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
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| **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 1349 Spreadsheets | 3 | | | | | | | | |
| POFT 1329 Beginning Keyboarding | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| POFI 1341 Computer Applications II | 3 | | | | | | | | |
| POFT 1325 Business Math and Machine Applications | 3 | | | | | | | | |
| POFI 2331 Desktop Publishing ** | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| **Program Total** | **21** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |



Return to Table of Contents

Updated: 10/04/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BANKING/FINANCE - ASSOCIATE OF 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 | | | | | | | | |
| BNKG 1303 Principles of Bank Operation | 3 | | | | | | | | |
| BNKG 1351 Selling Bank/Financial Products and Services | 3 | | | | | | | | |
| BNKG 1340 Money and Banking | 3 | | | | | | | | |
| ACCT 2301 Principles of Accounting I | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BNKG 1356 Analyzing Financial Statements I | 3 | | | | | | | | |
| IBUS 2339 International Banking and Finance | 3 | | | | | | | | |
| BNKG 1345 Consumer Lending | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business | 3 | | | | | | | | |
| BNKG 1380 Cooperative Education I - Banking and | | | | | | | | | |
| Financial Support Services | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| BUSG 2305 Business Law Contracts | 3 | | | | | | | | |
| XXXX #3## Math/Natural Science Elective | 3 | | | | | | | | |
| BUSG 1303 Principles of Finance | 3 | | | | | | | | |
| BUSG 1327 Principles of Management | 3 | | | | | | | | |
| XXXX #3## Humanities/Fine Arts/General Educ. Elective | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
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| (Continued on Page 2) | | | | | | | | | |
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Updated: 10/04/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BANKING/FINANCE - ASSOCIATE OF APPLIED SCIENCE

| 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** | **15** | | | | | | | | |
| XXXX #3## Social/Behavioral Science/General Educ. Elective | 3 | | | | | | | | |
| ECON 2302 Principles of Economics (Micro) | 3 | | | | | | | | |
| BNKG 2374 Financial Business Administration ** | 3 | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| BNKG 2381 Cooperative Education I - Banking and | | | | | | | | | |
| Financial Support Services | 3 | | | | | | | | |
| **PROGRAM TOTAL** | **60** | | | | | | | | |
| | | | | | | | | | |
| ****CAPSTONE CLASS** | | | | | | | | | |
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Return to Table of Contents

Updated: 05/26/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BANKING/FINANCE - 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 1351 Selling Bank Products and Services | 3 | | | | | | | | |
| BNKG 1340 Money and Banking | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BNKG 1356 Analyzing Financial Statements I | 3 | | | | | | | | |
| IBUS 2339 International Banking and Finance | 3 | | | | | | | | |
| BNKG 1345 Consumer Lending | 3 | | | | | | | | |
| BNKG 1349 Commercial Lending | 3 | | | | | | | | |
| BNKG 2380 Cooperative Education - Banking and Financial Support Services ** | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **27** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |



Return to Table of Contents

Updated: 05/26/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BANKING/FINANCE - 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 1351 Selling Bank Products and Services | 3 | | | | | | | | |
| BNKG 1340 Money and Banking | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| BUSG 1303 Principles of Finance | 3 | | | | | | | | |
| ETWR 1302 Introduction to Technical Writing (or higher) | 3 | | | | | | | | |
| BNKG 2380 Cooperative Education - Banking and Financial Support Services ** | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| **Program Total** | **21** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |



Return to Table of Contents

Updated: 05/26/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## BANKING/FINANCE - TELLER TRAINING - OCCUPATIONAL SKILLS 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** | | | | | | | | |

*A student can only earn one OSA per academic year.*



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## INTERNATIONAL BUSINESS - ASSOCIATE OF 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 | | | | | | | | |
| IBUS 1305 Introduction to International Business and Trade | 3 | | | | | | | | |
| IBUS 1354 International Marketing Management | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| IBUS 1301 Principles of Exports | 3 | | | | | | | | |
| ECON 2302 Principles of Economics (Micro) | 3 | | | | | | | | |
| IBUS 1341 Global Supply Chain Management | 3 | | | | | | | | |
| BUSG 1373 Entrepreneurship and Economic Development | 3 | | | | | | | | |
| IBUS 1300 Global Logistics Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| MATH 1324 Finite Mathematics with Applications | 3 | | | | | | | | |
| IBUS 1370 Economic Geography | 3 | | | | | | | | |
| IBUS 1302 Principles of Imports | 3 | | | | | | | | |
| MRKG 2312 E-Commerce | 3 | | | | | | | | |
| XXXX #3## Approved Humanities/Fine Arts Elective | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| (Continued on page 2) | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## INTERNATIONAL BUSINESS - ASSOCIATE OF 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** | | | | | | | | | |
| IBUS 2335 International Business Law | 3 | | | | | | | | |
| IBUS 2280 Cooperative Education - International Business/ | | | | | | | | | |
| Trade/Commerce ***OR*** | | | | | | | | | |
| IBUS 1291 Special Topics in International Business | 2 | | | | | | | | |
| SPCH 1321 Business and Professional Speaking | 3 | | | | | | | | |
| IBUS 1191 CGBP Preparation Exam | 1 | | | | | | | | |
| IBUS 2339 International Banking and Finance ***OR*** | | | | | | | | | |
| LMGT 1345 Economics of Transportation & Distribution | 3 | | | | | | | | |
| IBUS 2341 Intercultural Management ** | 3 | | | | | | | | |
| **SEMESTER TOTAL** | **15** | | | | | | | | |
| **PROGRAM TOTAL** | **60** | | | | | | | | |
| ** **CAPSTONE CLASS** | | | | | | | | | |

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |



Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | | | | | |
| IBUS 1305 Introduction to International Business and Trade | 3 | | | | | | | | |
| IBUS 1354 International Marketing Management | 3 | | | | | | | | |
| IBUS 2335 International Business Law | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| IBUS 1302 Principles of Imports | 3 | | | | | | | | |
| IBUS 2341 Intercultural Management | 3 | | | | | | | | |
| IBUS 1341 Global Supply Chain Management | 3 | | | | | | | | |
| BUSG 1301 Introduction to Business | 3 | | | | | | | | |
| IBUS 1300 Global Logistics Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Third Semester** | | | | | | | | | |
| IBUS 1349 International E-Commerce Systems | 3 | | | | | | | | |
| IBUS 1191 Special Topics in International Business | 1 | | | | | | | | |
| IBUS 2280 Cooperative Education - International | | | | | | | | | |
| Business/Trade/Commerce ***OR*** | | | | | | | | | |
| IBUS 1291 Special Topics in International Business ** | 2 | | | | | | | | |
| **Semester Total** | **6** | | | | | | | | |
| **Program Total** | **36** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Course** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/27/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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** | | | | | Prerequisites: AA, AS, AAS, or Bachelor Degree. | | | | |
| **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 1305 Medical Terminology I | 3 | | | | | | | | |
| POFL 1305 Legal Terminology | 3 | | | | | | | | |
| TRAI 2271 Fundamentals of Specialized Written Translation (Sci-Tech) | 2 | | | | | | | | |
| TRAI 2277 Fundamentals of Specialized Written Translation (Legal) | 2 | | | | | | | | |
| TRAI 2278 Fundamentals of Specialized Written Translation (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 - Translation & Interpretation ** | 3 | | | | | | | | |
| **Semester Total** | **7** | | | | | | | | |
| **Program Total** | **32** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 06/07/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## INTERNATIONAL BUSINESS - CERTIFIED GLOBAL BUSINESS SPECIALIST - OCCUPATIONAL SKILLS AWARD

| HCCS Course Requirement | cr hr | Transfer Institution | Substitute Course | Substitute (SU) Transfer (TR) | Term | Credits | Grade | Approval Signature | Date |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| **First Semester** | | | | | | | | | |
| IBUS 1305 Introduction to International Business and Trade | 3 | | | | | | | | |
| IBUS 1301 Principles of Exports ***OR*** | | | | | | | | | |
| IBUS 2341 Intercultural Management | 3 | | | | | | | | |
| IBUS 1354 International Marketing Management | 3 | | | | | | | | |
| IBUS 1191 Special Topics in International Business | 1 | | | | | | | | |
| **Program Total** | **10** | | | | | | | | |

*A student can only earn one OSA per academic year*



Return to Table of Contents

Updated: 06/08/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## MARKETING/MARKETING MANAGEMENT - MARKETING - 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 | | | | | | | | |
| 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** | | | | | | | | | |
| MRKG 1391 Special Topics in Business Marketing | | | | | | | | | |
| and Management | 3 | | | | | | | | |
| MRKG 2312 e-Commerce Marketing ***OR*** | | | | | | | | | |
| MRKG 2371 Services Marketing | 3 | | | | | | | | |
| MRKG 1302 Principles of Retailing | 3 | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| BMGT 1327 Principles of Management | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| MRKG 2380 Cooperative Education I - Marketing/Marketing | | | | | | | | | |
| Management, General | 3 | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| HRPO 1311 Human Relations | 3 | | | | | | | | |
| IBUS 1354 International Marketing Management | 3 | | | | | | | | |
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| (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.



Return to Table of Contents

Updated: 06/08/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## MARKETING/MARKETING MANAGEMENT - MARKETING - AAS

| HCCS Course Requirement | cr hr | Transfer Institution | Substitute Course | Substitute (SU) Transfer (TR) | Term | Credits | Grade | Approval Signature | Date |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| ACNT 1303 Introduction to Accounting I ***OR*** | | | | | | | | | |
| ACCT 2301 Principles of Accounting I | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| ENGL 1302 Composition II ***OR*** | | | | | | | | | |
| ENGL 2311 Technical Writing | 3 | | | | | | | | |
| MRKG 2348 Marketing Research and Strategies | 3 | | | | | | | | |
| MRKG 2374 Marketing Case Studies** | 3 | | | | | | | | |
| MATH 1324 Finite Mathematics with Applications | 3 | | | | | | | | |
| XXXX #3## Approved Humanities/Fine Arts Elective | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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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.



Return to Table of Contents

Updated: 06/08/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## MARKETING/MARKETING MANAGEMENT - MARKETING - 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 | | | | | | | | |
| 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 ***OR*** | | | | | | | | | |
| MRKG 1391 Special Topics in Business Marketing and Marketing Management | 3 | | | | | | | | |
| MRKG 2312 E - Commerce ***OR*** | | | | | | | | | |
| MRKG 2371 Services Marketing | 3 | | | | | | | | |
| MRKG 2380 Cooperative Education- Marketing/Marketing Management, General ** | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| **Program Total** | **24** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Class** | | | | | | | | | |



Return to Table of Contents

Updated: 06/08/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## MARKETING/MARKETING MANAGEMENT - RETAILING - 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 | | | | | | | | |
| MRKG 1311 Principles of Marketing | 3 | | | | | | | | |
| MRKG 2372 Consumer Behavior | 3 | | | | | | | | |
| MRKG 2333 Principles of Selling | 3 | | | | | | | | |
| MRKG 1302 Principles of Retailing | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| HRPO 1311 Human Relations | 3 | | | | | | | | |
| XXXX #3## Program- Related Elective * | 3 | | | | | | | | |
| XXXX #3## Program- Related Elective * | 3 | | | | | | | | |
| MRKG 2371 Services Marketing | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| **Program Total** | **27** | | | | | | | | |

* Program Related Electives may be chosen from the following: BUSG, BMGT, HRPO, IBUS, MRKG, or LMGT.



Return to Table of Contents

Updated: 02/16/2016, Edited: 04/10/17

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | |
| TSI testing is required prior ro first enrollment. | | | | | | | | | |
| | | | | | | | | | |
| **FIRST YEAR** | | | | | | | | | |
| **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 1371 Enterprise Mindset | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| MRKG 2370 Creativity and Innovation | 3 | | | | | | | | |
| BUSG 2370 Legal Issues for Enterprise | 3 | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| MRKG 2312 e-Commerce Marketing ***OR*** | | | | | | | | | |
| MRKG 2371 Services Marketing | 3 | | | | | | | | |
| MATH 1332 Math For Liberal Arts | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| ECON 2302 Principles of Microeconomics | 3 | | | | | | | | |
| MRKG 2377 Financial Managment/Budgeting for Enterprise | | | | | | | | | |
| Marketing | 3 | | | | | | | | |
| BUSG 1307 Entrepreneurship and Economic Development | 3 | | | | | | | | |
| SPCH 1318 Interpersonal Communication | 3 | | | | | | | | |
| ACNT 1303 Introduction to Accounting I | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| (Continued on Page 2) | | | | | | | | | |



Return to Table of Contents

Updated: 02/16/2016, Edited: 04/10/17

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 2375 Social Enterprise | 3 | | | | | | | | |
| XXXX #3## Approved Humanities/Fine Arts Elective | 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** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Class** | | | | | | | | | |

Updated: 06/08/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 1307 Entrepreneurship & Economic Development | 3 | | | | | | | | |
| MRKG 2370 Creativity and Innovation | 3 | | | | | | | | |
| MRKG 2378 Franchising | 3 | | | | | | | | |
| MRKG 2376 Enterprise Opportunity Analysis | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| **Program Total** | **18** | | | | | | | | |

Updated: 06/08/2016

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 1307 Entrepreneurship and Economic Development | 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** | | | | | | | | |

Updated: 02/02/15 Reviewed: 06/03/16

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## PARALEGAL TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE

| HCCS Course Requirement | cr hr | Transfer Institution | Substitute Course | Substitute (SU) Transfer (TR) | Term / Comment/Disapproval | Credits | Grade | Approval Signature | 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 | | | | | | | | |
| LGLA 1303 Legal Research | 3 | | | | | | | | |
| LGLA 1344 Texas Civil Litigation | 3 | | | | | | | | |
| LGLA 1351 Contracts | 3 | | | | | | | | |
| MATH 1314 College Algebra ***OR*** | | | | | | | | | |
| XXXX #3## Math/Natural Science General Ed. Elective | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| LGLA 1305 Legal Writing | 3 | | | | | | | | |
| LGLA 1345 Civil Litigation | 3 | | | | | | | | |
| ENGL 1301 Composition I | 3 | | | | | | | | |
| XXXX #3## Paralegal Technology Elective* | 3 | | | | | | | | |
| PSYC 2301 Introduction to Psychology | 3 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| LGLA 1353 Wills, Trusts and Probate Administration | 3 | | | | | | | | |
| LGLA 2303 Torts and Personal Injury Law | 3 | | | | | | | | |
| ACNT 1303 Introduction to Accounting I | 3 | | | | | | | | |
| LGLA 2309 Real Property | 3 | | | | | | | | |
| GOVT 2305 Federal Government ***OR*** | | | | | | | | | |
| GOVT 2306 Texas Government | 3 | | | | | | | | |
| LGLA 1380 Cooperative Ed.: Legal Asst./Paralegal | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| | | | | | | | | | |
| (Continued on page 2) | | | | | | | | | |

*** The Paralegal Technology Elective may be chosen from the following courses: LGLA 1370, LGLA 1355, LGLA 2315, POFI 1301 or MDCA 1313.**

Updated: 02/02/15 Reviewed: 06/03/16

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## PARALEGAL TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE

| 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** | | | | | | | | | |
| LGLA 2307 Law Office Management | 3 | | | | | | | | |
| XXXX #3## Humanities/Fine Arts General Ed.Elective | 3 | | | | | | | | |
| XXXX #3## Paralegal Technology Elective* | 3 | | | | | | | | |
| LGLA 2381 Cooperative Education-Legal Assistant/Paralegal** | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| **Capstone Class** | | | | | | | | | |
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Updated:
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# HOUSTON COMMUNITY COLLEGE SYSTEM
# EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## PARALEGAL TECHNOLOGY - LAW OFFICE CLERK - 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 | | | | | | | | |
| LGLA 1303 Legal Research | 3 | | | | | | | | |
| LGLA 1344 Texas Civil Litigation | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| ACNT 1303 Introduction to Accounting | 3 | | | | | | | | |
| LGLA 2307 Law Office Management | 3 | | | | | | | | |
| LGLA 1380 Cooperative Education- Legal Assistant/ | | | | | | | | | |
| Paralegal | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| **Program Total** | **18** | | | | | | | | |



Return to Table of Contents

Updated:
___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - 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 | | | | | | | | |
| LGLA 1303 Legal Research | 3 | | | | | | | | |
| LGLA 1344 Texas Civil Litigation | 3 | | | | | | | | |
| LGLA 2309 Real Property | 3 | | | | | | | | |
| LGLA #3## Paralegal Technology Elective | 3 | | | | | | | | |
| ACNT 1303 Introduction to Accounting I | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| LGLA 1305 Legal Writing | 3 | | | | | | | | |
| LGLA 1345 Civil Litigation | 3 | | | | | | | | |
| LGLA 2303 Torts and Personal Injury Law | 3 | | | | | | | | |
| LGLA 2307 Law Office Management | 3 | | | | | | | | |
| LGLA #3## Paralegal Technology Elective * | 3 | | | | | | | | |
| LGLA 1380 Cooperative Education-Legal | | | | | | | | | |
| Assistant/Paralegal | 3 | | | | | | | | |
| **Semester Total** | **9** | | | | | | | | |
| **Program Total** | **36** | | | | | | | | |

* The Paralegal Technology Elective may be chosen from the following courses: LGLA 1370, LGLA 1355, LGLA 2315, POFI 1301 or MDCA 1313.



Return to Table of Contents

Updated:
___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - MEDICAL 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 YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| LEAD 1370 Workforce Leadership and Critical Thinking | | | | | | | | | |
| Skills for Student Success | 3 | | | | | | | | |
| LGLA 1303 Legal Research | 3 | | | | | | | | |
| LGLA 1344 Texas Civil Litigation | 3 | | | | | | | | |
| XXXX #3## Paralegal Technology Elective * | 3 | | | | | | | | |
| LGLA 2309 Real Property | 3 | | | | | | | | |
| MDCA 1313 Medical Terminology I | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| LGLA 1305 Legal Writing | 3 | | | | | | | | |
| LGLA 1345 Civil Litigation | 3 | | | | | | | | |
| LGLA 2303 Torts and Personal Injury Law | 3 | | | | | | | | |
| LGLA 2307 Law Office Management | 3 | | | | | | | | |
| LGLA #3## Paralegal Technology Elective * | 3 | | | | | | | | |
| LGLA 1380 Cooperative Ed.- Legal Assistant/Paralegal | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| **Program Total** | **36** | | | | | | | | |

* The Paralegal Technology Elective may be chosen from the following courses: LGLA 1370, LGLA 1355, LGLA 2315, or POFI 1301.



Return to Table of Contents

Updated:04/26/2017

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## REAL ESTATE - ASSOCIATE OF 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 2201 Law of Agency | 2 | | | | | | | | |
| RELE 1211 Law of Contracts | 2 | | | | | | | | |
| RELE 1323 Real Estate Computer Application | 3 | | | | | | | | |
| RELE 1325 Real Estate Mathematics | 3 | | | | | | | | |
| **Semester Total** | **18** | | | | | | | | |
| | | | | | | | | | |
| **Second Semester** | | | | | | | | | |
| RELE 1321 Real Estate Marketing | 3 | | | | | | | | |
| RELE 1238 Principles of Real Estate II | 2 | | | | | | | | |
| RELE 1200 Contract Forms and Addenda | 2 | | | | | | | | |
| RELE 1219 Real Estate Finance ***OR*** | | | | | | | | | |
| RELE 1224 Loan Origination and Quality Control | 2 | | | | | | | | |
| RELE 1309 Real Estate Law | 3 | | | | | | | | |
| **Semester Total** | **12** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| ECON 2301 Principles of Economics (Macro) | 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) | | | | | | | | | |



Return to Table of Contents

Updated:04/26/2017

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## REAL ESTATE - ASSOCIATE OF 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** | | | | | | | | | |
| XXXX ##3# Social/Behavioral Science General Ed. Elective | 3 | | | | | | | | |
| RELE 1329 Fundamentals of Environmental Issues ***OR*** | | | | | | | | | |
| RELE 1315 Property Management | 3 | | | | | | | | |
| XXXX #3## Approved Humanities/Fine Arts | 3 | | | | | | | | |
| General Education Elective | | | | | | | | | |
| GEOL 1305 Environmental Science | 3 | | | | | | | | |
| RELE 2381 Cooperative Education - Real Estate ** | 3 | | | | | | | | |
| **SEMESTER TOTAL** | **15** | | | | | | | | |
| **PROGRAM TOTAL** | **60** | | | | | | | | |
| | | | | | | | | | |
| ****CAPSTONE CLASS** | | | | | | | | | |



Return to Table of Contents

Updated: 01/12/2015, Reviewed: 06/08/16

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated:08/10/2016

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## REAL ESTATE - COMMERCIAL 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 1307 Real Estate Investments | 3 | | | | | | | | |
| RELE 1391 Special Topics in Real Estate | 3 | | | | | | | | |
| RELE 1315 Property Management | 3 | | | | | | | | |
| RELE 1303 Real Estate Appraisal | 3 | | | | | | | | |
| RELE 1381 Cooperative Education - Real Estate ** | 3 | | | | | | | | |
| **Program Total** | **18** | | | | | | | | |
| | | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |
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Return to Table of Contents

Updated: 01/12/2015, Reviewed: 06/08/16

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| **First Semester** | | | | | | | | | |
| 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** | | | | | | | | |
| ** **Capstone Class** | | | | | | | | | |



Return to Table of Contents

Updated: 01/12/2015, Reviewed: 06/08/16

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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** | | | | | | | | |



Return to Table of Contents

Updated:04/26/2017

___FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 ro 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 1224 Loan Origination and Quality Control | 2 | | | | | | | | |
| RELE 1211 Law of Contracts | 2 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| | | | | | | | | | |
| **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 | | | | | | | | |
| **Semester Total** | **16** | | | | | | | | |
| | | | | | | | | | |
| **SECOND YEAR** | | | | | | | | | |
| **First Semester** | | | | | | | | | |
| ECON 2301 Principles of Macroeconomics | 3 | | | | | | | | |
| RELE 2307 Real Estate Title and Settlement | 3 | | | | | | | | |
| RELE 1219 Real Estate Finance | 2 | | | | | | | | |
| GEOL 1305 Environmental Science | 3 | | | | | | | | |
| RELE 1371 Loan Processing | 3 | | | | | | | | |
| **Semester Total** | **14** | | | | | | | | |
| | | | | | | | | | |
| (Continued on page 2) | | | | | | | | | |

Updated:04/26/2017

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 | | | | |
| (Continued from page 1) | | | | | | | | | |
| | | | | | | | | | |
| **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 | | | | | | | | |
| **Semester Total** | **15** | | | | | | | | |
| **Program Total** | **60** | | | | | | | | |
| | | | | | | | | | |
| **Capstone Class | | | | | | | | | |
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Return to Table of Contents

Updated: 01/12/2015, Reviewed: 06/08/16

___ FA ___ VA

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



| NAME: | SID#: | TEL#: | EMAIL: | DATE: |
|---|---|---|---|---|
| COLLEGE: | COU/ADV: | TEL#: | EMAIL: | CAT YR: 8/15/16-8/14/17 |

## 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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Comment/Disapproval | | | | |
| **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 ***OR*** | | | | | | | | | |
| 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** | | | | | | | | |
| | | | | | | | | | |
| ****Capstone Class** | | | | | | | | | |
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Return to Table of Contents