

# Business, Management and Administration

**Accounting (52.0301)**  
**Business Management (52.0201)**  
**Business Technology (52.0407)**  
**International Business (52.1101)**  
**Logistics and Global Supply Chain Management (52.0203)**

(See Academic Degrees and Certificates 46-60)

A Career Cluster is a grouping of occupations and broad industries based on commonalities. The Business, Management and Administration career cluster is concerned with providing knowledge and skills related to planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy. This would include careers related to Accounting, Business Info Systems, International Business, Management, Office Administration, Human Resources and Real Estate.

Every HCCD Career and Technology Education program contains a “capstone,” an experience for the student to “put it all together.” The capstone might consist of an external learning experience (e.g., co-op, clinical, etc.), a course especially designed to help students synthesize knowledge and skills, or other licensure as appropriate.

## Accounting

The Accounting Department provides students with occupational and technical instruction, continuing education, college-parallel courses, professional assistance, and resources for learning. This program prepares students for careers as paraprofessionals in accounting firms, to assist certified public accountants as generalists, to do tax preparations, to perform audits, and to prepare financial statements.

The Accounting program offers courses that will qualify students for the CPA exam. The State of Texas’ State Board of Public Accountancy has accredited these courses for CPA candidates.

*The capstone for the AAS in Accounting is ACNT 2304, Intermediate Accounting II and the capstone for the Accounting Certificate is ACNT 2382, Cooperative Education-Accounting Technician.*

*For more information, call 713.718.7905 or e-mail marina.grau@hccs.edu.*

## Accounting

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| ECON 2301             | Principles of Economics (Macro) .....  | 3              |
| ENGL 1301             | Composition I .....                    | 3              |
| ACCT 2301             | Principles of Accounting I* .....      | 3              |
| XXXX #3##             | Computer Applications Elective** ..... | 3              |
| HRPO 2301             | Human Resources Management .....       | 3              |
| <b>Semester Total</b> |  | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| ITSW 2334              | Advanced Spreadsheets .....                  | 3              |
| ENGL 1302              | Composition II .....                         | 3              |
| PSYC 2301              | Introduction to Psychology .....             | 3              |
| BUSG 2305              | Business Law/Contracts .....                 | 3              |
| ACCT 2302              | Principles of Accounting II .....            | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts Elective ..... | 3              |
| <b>Semester Total</b>  |  | <b>18</b>      |

#### SECOND YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| MATH 1314             | College Algebra .....                             | 3              |
| ACNT 2331             | Internal Control and Auditing OR                  |                |
| ACNT 1313             | Computerized Accounting Applications .....        | 3              |
| ACNT 2303             | Intermediate Accounting I .....                   | 3              |
| ACNT 1331             | Federal Income Tax: Individual .....              | 3              |
| ACNT 1382             | Cooperative Education-Accounting Technician ..... | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| BMGT 1303              | Principles of Management .....                          | 3              |
| ACNT 2309              | Cost Accounting OR                                      |                |
| ACNT 1392              | Small Business Accounting .....                         | 3              |
| ACNT 1347              | Federal Income Tax for Partnerships and Corporations .. | 3              |
| ACNT 2382              | Cooperative Education-Accounting Technician .....       | 3              |
| ACNT 2304              | Intermediate Accounting II .....                        | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |
| <b>Program Total</b>   |   | <b>63</b>      |

*\*Recommended Prerequisite: ACNT 1303, high school accounting or bookkeeping or department approval based on business experience.*

*\*\*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.*

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## Accounting

### CERTIFICATE

Course prerequisite needs to be met for math.

#### First Semester Credits

|           |                                  |   |
|-----------|----------------------------------|---|
| ACCT 2301 | Principles of Accounting I*      | 3 |
| XXXX #3## | Computer Applications Elective** | 3 |
| HRPO 2301 | Human Resources Management       | 3 |
| MATH 1314 | College Algebra                  | 3 |

**Semester Total 12**

#### Second Semester Credits

|           |   |   |
|-----------|---|---|
| ACCT 2302 | Principles of Accounting II                 | 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 Technician | 3 |

**Semester Total 12**

#### Third Semester Credits

|           |   |   |
|-----------|---|---|
| ACNT 2303 | Intermediate Accounting I   | 3 |
| ACNT 2309 | Cost Accounting OR  |   |
| ACNT 1392 | Special Topics in Accounting Technician-Small Business Accounting | 3 |
| ITSW 2334 | Advanced Spreadsheets   | 3 |
| ACNT 1347 | Federal Income Tax for Partnerships and Corporations              | 3 |
| ACNT 2382 | Cooperative Education-Accounting Technician                       | 3 |

**Semester Total 15**

**Program Total 39**

\*Recommended Prerequisite: ACNT 1303, high school accounting or bookkeeping or department approval based on business experience.

\*\*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.

## Payroll Specialist

The Payroll Specialist Marketable Skills Achievement Award prepares the student to perform activities associated with human resources, payroll transactions, payroll tax compliance and filing of all quarterly and yearly payroll tax reports required by company policies and government regulations.

## MSA

### FIRST YEAR

#### First Semester

|           |   |   |
|-----------|---|---|
| ACNT 1303 | Introduction to Accounting I                    | 3 |
| ACNT 1329 | Payroll Accounting                              | 3 |
| POFI 1301 | Computer Applications I OR                      |   |
| ITSC 1309 | Integrated Software Applications                | 3 |
| BMGT 1391 | Introduction to HR/PeopleSoft Applications I OR |   |
| ITSW 2334 | Advanced Spreadsheets OR                        |   |
| ACNT 1313 | Computerized Accounting Applications            | 3 |

**Semester Total 12**

**Program Total 12**

## Business Administration

The AAS in Management provides up-to-date management skills for the Houston business and industrial community and anyone seeking first-line business positions as well as upgrading the skills of those presently in the industry. The degree offers management, marketing and academic core courses.

The capstones in Business Administration are as follows: Management AAS—BUSG 2381, Cooperative Education II. Management Certificate—BUSG 2380, Cooperative Education I. Human Resource Management Specialization AAS—BUSG 2381, Cooperative Education II. Human Resource Management Certificate—BUSG 2380, Cooperative Education I.

For more information, call 713.718.5222 or e-mail rudy.soliz@hccs.edu.

## Management

### AAS

TSI Testing is required prior to first enrollment.

### FIRST YEAR

#### First Semester

|           |  |   |
|-----------|--|---|
| BMGT 1303 | Principles of Management               | 3 |
| BUSG 1301 | Introduction to Business               | 3 |
| ENGL 1301 | Composition I                          | 3 |
| XXXX #3## | General Education Elective*            | 3 |
| MATH 1314 | College Algebra OR                     |   |
| XXXX #3## | Approved Math/Natural Science Elective | 3 |

**Semester Total 15**

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| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| ENGL 1302              | Composition II.....                         | 3              |
| BMGT 1301              | Supervision.....                            | 3              |
| HRPO 1311              | Human Relations.....                        | 3              |
| XXXX #3##              | Computer Applications Elective**.....       | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts Elective..... | 3              |
| ACNT 1303              | Introduction to Accounting I OR             |                |
| ACCT 2301              | Principles of Accounting I.....             | 3              |
| <b>Semester Total</b>  |   | <b>18</b>      |

## SECOND YEAR

| <b>First Semester</b> |                                  | <b>Credits</b> |
|-----------------------|----------------------------------|----------------|
| MRKG 1311             | Principles of Marketing.....     | 3              |
| XXXX #3##             | General Education Elective*..... | 3              |
| BUSG 2380             | Cooperative Education I.....     | 3              |
| BUSG 2305             | Business Law/Contracts.....      | 3              |
| HRPO 2301             | Human Resource Management.....   | 3              |
| <b>Semester Total</b> |                                  | <b>15</b>      |

| <b>Second Semester</b> |                                      | <b>Credits</b> |
|------------------------|--------------------------------------|----------------|
| BUSG 2381              | Cooperative Education II.....        | 3              |
| BUSG 1370              | Personal Financial Planning.....     | 3              |
| HRPO 2307              | Organizational Behavior.....         | 3              |
| ECON 2302              | Principles of Economics (Micro)..... | 3              |
| BUSG 2309              | Small Business Management.....       | 3              |
| <b>Semester Total</b>  |                                      | <b>15</b>      |
| <b>Program Total</b>   |                                      | <b>63</b>      |

\*See section for General Education Elective options.

\*\*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.

## Management

The Management Certificate provides the student with the knowledge and skills required for entry-level positions in management. This certificate can apply to the Management AAS.

### CERTIFICATE

| <b>First Semester</b> |                                | <b>Credits</b> |
|-----------------------|--------------------------------|----------------|
| BUSG 2305             | Business Law/Contracts.....    | 3              |
| HRPO 1311             | Human Relations.....           | 3              |
| HRPO 2301             | Human Resource Management..... | 3              |
| BMGT 1303             | Principles of Management.....  | 3              |
| <b>Semester Total</b> |                                | <b>12</b>      |

| <b>Second Semester</b> |                               | <b>Credits</b> |
|------------------------|-------------------------------|----------------|
| BUSG 2380              | Cooperative Education I.....  | 3              |
| BUSG 1301              | Introduction to Business..... | 3              |
| BMGT 1301              | Supervision.....              | 3              |
| <b>Semester Total</b>  |                               | <b>9</b>       |
| <b>Program Total</b>   |                               | <b>21</b>      |

## Human Resource Management Specialization

The Human Resource Management Specialization AAS will provide the student with the knowledge and skills necessary to pursue a career in the human resource area including benefits, compensation, and other aspects of human resource management.

### AAS

TSI Testing is required prior to first enrollment.

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| ENGL 1301             | Composition I.....                          | 3              |
| BMGT 1303             | Principles of Management.....               | 3              |
| BUSG 1301             | Introduction to Business.....               | 3              |
| XXXX #3##             | Approved General Education Elective.....    | 3              |
| XXXX #3##             | Computer Applications Elective*.....        | 3              |
| MATH 1314             | College Algebra OR                          |                |
| XXXX #3##             | Approved Math/Natural Science Elective..... | 3              |
| <b>Semester Total</b> |   | <b>18</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| ENGL 1302              | Composition II.....                         | 3              |
| BMGT 1301              | Supervision.....                            | 3              |
| HRPO 1311              | Human Relations.....                        | 3              |
| ACNT 1303              | Introduction to Accounting I OR             |                |
| ACCT 2301              | Principles of Accounting I.....             | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts Elective..... | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |

#### SECOND YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| BUSG 2380             | Cooperative Education I.....                  | 3              |
| BUSG 2305             | Business Law/Contracts.....                   | 3              |
| HRPO 1302             | Human Resources Training and Development..... | 3              |
| XXXX #3##             | Program-Related Elective**.....               | 3              |
| HRPO 2301             | Human Resource Management.....                | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| BUSG 2381              | Cooperative Education II.....                                   | 3              |
| HRPO 2371              | Recruitment, Interviewing and Placement of Human Resources..... | 3              |
| HRPO 2372              | Wage and Salary Administration.....                             | 3              |
| HRPO 1305              | Management and Labor Relations.....                             | 3              |
| ECON 2302              | Principles of Economics (Micro).....                            | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |
| <b>Program Total</b>   |   | <b>63</b>      |

\*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.

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

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## Human Resource Management

The Human Resource Management Certificate will provide the student with the knowledge and ability to apply individual technical skills within the defined area. This certificate can also apply to the Human Resource Management AAS.

### CERTIFICATE

| <b>First Semester</b>  |   | <b>Credits</b> |
|------------------------|---|----------------|
| HRPO 1302              | Human Resources Training and Development..... | 3              |
| HRPO 2371              | Recruiting, Interviewing, and Placement.....  | 3              |
| HRPO 1305              | Management and Labor Relations.....           | 3              |
| BMGT 1303              | Principles of Management.....                 | 3              |
| <b>Semester Total</b>  |   | <b>12</b>      |
| <b>Second Semester</b> |   | <b>Credits</b> |
| HRPO 2372              | Wage and Salary Administration.....           | 3              |
| HRPO 2301              | Human Resource Management.....                | 3              |
| BUSG 2380              | Cooperative Education I.....                  | 3              |
| <b>Semester Total</b>  |   | <b>9</b>       |
| <b>Program Total</b>   |   | <b>21</b>      |

## Business Technology

The Business Technology curricula are designed to provide students an opportunity to develop the knowledge, skills, and abilities required for assuming administrative assistant and other office positions in today's competitive workplace. The curricula are competency-based and organized to teach industry-driven educational outcomes.

The AAS degree in Business Technology has specializations in the following four areas: General Office Administration, General Office Administration-Bilingual Option, Microsoft Office Technology, Legal Office Assistant and Medical Office Specialist.

The Business Technology certificates have specializations in the following areas: Bilingual Business Technology, Human Resources/PeopleSoft, General Office Administration, Microsoft Office Technology, Legal Office Assistant, Medical Coding/Transcription Specialist.

All courses in the Business Technology Certificate programs may apply toward the AAS in Business Technology.

A Certified Administrative Professional or Certified Professional Secretary will be granted 15 semester hours credit for the following courses: POFT 1392, Special Topics: Introduction to Office Technology; POFT 2301, Document Formatting and Skill Building; ACNT 1303, Introduction to Accounting I; POFT 1325, Business Math and Machine Applications; POFT 2331, Administrative Systems.

To receive credit, the applicant must:

1. Request that direct notification be given to the College by the Institute for Certifying Secretaries that the applicant has passed all sections of the exam;
2. Earn 15 hours of credit for courses within the Houston Community College.

The capstones in Business Technology are as follows:

*General Office Administration Specialization AAS, POFT 2380, Cooperative Education II.*

*General Office Administration Specialization Certificate, POFI 2301, Computer Applications I.*

*General Office Administration Specialization-Bilingual Option AAS, POFT 2380, Cooperative Education II.*

*Bilingual Business Technology Specialization Certificate, POFT 2331, Administrative Systems.*

*Human Resources/PeopleSoft Specialization Certificate, POFT 2331, Administrative Systems.*

*Microsoft Office Technology Specialization AAS, POFI 2380, Cooperative Education II.*

*Microsoft Office Technology Specialization Certificate, POFI 2331, Desktop Publishing for the Office.*

*Legal Office Assistant Specialization AAS, POFT 2380, Cooperative Education II.*

*Legal Office Assistant Specialization Certificate, POFI 2301, Computer Applications I.*

*Medical Office Specialist Specialization AAS, POFT 2380, Cooperative Education II.*

*Medical Coding/Transcription Specialist Specialization Certificate, POFT 2331, Administrative Systems.*

For more information, call 713.718.7807 or e-mail [willie.caldwell@hccs.edu](mailto:willie.caldwell@hccs.edu).

## General Office Administration Specialization

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| POFI 1301             | Computer Applications I OR                            |                |
| ITSC 1309             | Integrated Software Applications I.....               | 3              |
| ENGL 1301             | Composition I.....                                    | 3              |
| POFT 1329             | Beginning Keyboarding.....                            | 3              |
| POFT 1392             | Special Topics-Introduction to Office Technology..... | 3              |
| POFT 1325             | Business Math and Machine Applications.....           | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

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| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| ACNT 1303              | Introduction to Accounting I.....                                | 3              |
| POFT 1319              | Records and Information Management I.....                        | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts<br>General Education Elective..... | 3              |
| POFT 2301              | Intermediate Keyboarding.....                                    | 3              |
| POFI 1341              | Computer Applications II.....                                    | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

## SECOND YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| POFT 1345             | Shorthand/Notetaking.....                   | 3              |
| POFT 2359             | Records and Information Management III..... | 3              |
| BMGT 1325             | Office Management.....                      | 3              |
| POFI 1349             | Spreadsheets.....                           | 3              |
| POFT 1380             | Cooperative Education I.....                | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| HRPO 1311              | Human Relations.....                   | 3              |
| POFT 2331              | Administrative Systems.....            | 3              |
| POFT 2380              | Cooperative Education II.....          | 3              |
| POFI 2331              | Desktop Publishing for the Office..... | 3              |
| PSYC 2301              | Introduction to Psychology.....        | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

| <b>Third Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| XXXX #3##             | Math/Science General Education Elective..... | 3              |
| ECON 2301             | Principles of Economics (Macro) OR           |                |
| ECON 2302             | Principles of Economics (Micro) OR           |                |
| ECON 1301             | Introduction to Economics.....               | 3              |
| <b>Semester Total</b> |  | <b>6</b>       |
| <b>Program Total</b>  |  | <b>66</b>      |

## General Office Administration Specialization

### CERTIFICATE

*Course prerequisite needs to be met for English.*

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| POFT 1325             | Business Math and Machine Applications..... | 3              |
| POFT 1329             | Beginning Keyboarding.....                  | 3              |
| POFI 1301             | Computer Applications I OR                  |                |
| ITSC 1309             | Integrated Software Applications I.....     | 3              |
| <b>Semester Total</b> |   | <b>9</b>       |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| POFT 1319              | Records and Information Management I.....             | 3              |
| ENGL 1301              | Composition I.....                                    | 3              |
| POFT 1392              | Special Topics-Introduction to Office Technology..... | 3              |
| POFT 2301              | Intermediate Keyboarding.....                         | 3              |
| <b>Semester Total</b>  |   | <b>12</b>      |
| <b>Program Total</b>   |   | <b>21</b>      |

## General Office Administration Bilingual Option

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| POFI 1301             | Computer Applications I OR                            |                |
| ITSC 1309             | Integrated Software Applications I.....               | 3              |
| ENGL 1301             | Composition I.....                                    | 3              |
| POFT 1329             | Beginning Keyboarding.....                            | 3              |
| POFT 1392             | Special Topics-Introduction to Office Technology..... | 3              |
| POFT 1325             | Business Math and Machine Applications.....           | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| ACNT 1303              | Introduction to Accounting I.....         | 3              |
| POFT 1319              | Records and Information Management I..... | 3              |
| SPAN 1411              | Beginning Spanish I OR                    |                |
| FREN 1411              | Beginning French I OR                     |                |
| JAPN 1411              | Beginning Japanese I OR                   |                |
| KORE 1411              | Beginning Korean I OR                     |                |
| VIET 1411              | Beginning Vietnamese I.....               | 4              |
| POFT 2301              | Intermediate Keyboarding.....             | 3              |
| POFI 1341              | Computer Applications II.....             | 3              |
| <b>Semester Total</b>  |   | <b>16</b>      |

#### SECOND YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| POFT 1345             | Shorthand/Notetaking.....                   | 3              |
| POFT 2359             | Records and Information Management III..... | 3              |
| BMGT 1325             | Office Management.....                      | 3              |
| POFI 1349             | Spreadsheets.....                           | 3              |
| POFT 1380             | Cooperative Education I.....                | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

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## Second Semester

|  | <b>Credits</b> |
|--|----------------|
| SPAN 1412 Beginning Spanish II OR                |                |
| FREN 1412 Beginning French II OR                 |                |
| JAPN 1412 Beginning Japanese II OR               |                |
| KORE 1412 Beginning Korean II OR                 |                |
| VIET 1412 Beginning Vietnamese I .....           | 4              |
| POFT 2331 Administrative Systems.....            | 3              |
| POFT 2380 Cooperative Education II.....          | 3              |
| POFI 2331 Desktop Publishing for the Office..... | 3              |
| PSYC 2301 Introduction to Psychology.....        | 3              |
| <b>Semester Total</b>                            | <b>16</b>      |

## Third Semester

|  | <b>Credits</b> |
|--|----------------|
| XXXX #3## Math/Science General Education Elective..... | 3              |
| ECON 2301 Principles of Economics (Macro) OR           |                |
| ECON 2302 Principles of Economics (Micro) OR           |                |
| ECON 1301 Introduction to Economics.....               | 3              |
| <b>Semester Total</b>                                  | <b>6</b>       |
| <b>Program Total</b>                                   | <b>68</b>      |

## Bilingual Business Technology Specialization

### CERTIFICATE

*Course prerequisite needs to be met for English.*

#### First Semester

|  | <b>Credits</b> |
|--|----------------|
| POFT 1392 Special Topics-Introduction to Office Technology ..... | 3              |
| POFT 1329 Beginning Keyboarding.....                             | 3              |
| POFI 1301 Computer Applications I OR                             |                |
| ITSC 1309 Integrated Software Applications I .....               | 3              |
| SPAN 1300 Beginning Spanish Conversation I OR                    |                |
| FREN 1300 Beginning French Conversation I OR                     |                |
| JAPN 1300 Beginning Japanese Conversation I OR                   |                |
| KORE 1411 Beginning Korean I OR                                  |                |
| VIET 1411 Beginning Vietnamese I .....                           | 3-4            |
| <b>Semester Total</b>  | <b>12-13</b>   |

#### Second Semester

|  | <b>Credits</b> |
|--|----------------|
| ENGL 1301 Composition I.....                   | 3              |
| POFI 1341 Computer Applications II.....        | 3              |
| SPAN 1310 Beginning Spanish Conversation II OR |                |
| FREN 1310 Beginning French Conversation I OR   |                |
| JAPN 1310 Beginning Japanese Conversation I OR |                |
| KORE 1412 Beginning Korean I OR                |                |
| VIET 1412 Beginning Vietnamese I .....         | 3-4            |
| BMGT 1325 Office Management.....               | 3              |
| POFT 2331 Administrative Systems.....          | 3              |
| <b>Semester Total</b>                          | <b>15-16</b>   |
| <b>Program Total</b>                           | <b>27-29</b>   |

## Financial Peoplesoft

The Financial PeopleSoft Marketable Skills Achievement Award prepares the student for financial accounting positions in Human Resources departments. Financial departments, executives in corporations and in independently owned businesses, constantly search for trained PeopleSoft end-users, qualified to successfully integrate PeopleSoft software and effectively demonstrate Human Resources processes, using PeopleSoft functions. These secure positions offer good working conditions and numerous fringe benefits. All courses apply toward the Human Resources/ Peoplesoft Specialization Certificate.

### MSA

*Marketable Skills Achievement Award.*

#### FIRST YEAR

##### First Semester

|  | <b>Credits</b> |
|--|----------------|
| BMGT 1391 Special Topics-Introduction to HR/PeopleSoft Applications..... | 3              |
| POFI 1301 Computer Applications I.....                                   | 3              |
| BMGT 2310 Financial Management/PeopleSoft Applications.....              | 3              |
| POFT 1325 Business Math and Machine Applications.....                    | 3              |
| <b>Semester Total</b>  | <b>12</b>      |
| <b>Program Total</b>   | <b>12</b>      |

## Human Resources/PeopleSoft Specialization

### CERTIFICATE

*TSI Testing is required prior to first enrollment.*

#### First Semester

|  | <b>Credits</b> |
|--|----------------|
| BMGT 1391 Special Topics-Introduction to HR/PeopleSoft Applications..... | 3              |
| POFT 1329 Beginning Keyboarding.....                                     | 3              |
| POFI 1301 Computer Applications I OR                                     |                |
| ITSC 1309 Integrated Software Applications I .....                       | 3              |
| <b>Semester Total</b>  | <b>9</b>       |

#### Second Semester

|  | <b>Credits</b> |
|--|----------------|
| POFI 1341 Computer Applications II.....                                      | 3              |
| BMGT 1394 Special Topics-Intermediate HR/PeopleSoft Applications.....        | 3              |
| BMGT 2305 Advanced Communications in Management/PeopleSoft Applications..... | 3              |
| <b>Semester Total</b>  | <b>9</b>       |

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| <b>Third Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| BMGT 2331             | Total Quality Management/PeopleSoft Applications ..... | 3              |
| BMGT 2310             | Financial Management/PeopleSoft Applications.....      | 3              |
| POFT 2331             | Administrative Systems.....                            | 3              |
| <b>Semester Total</b> |  | <b>9</b>       |
| <b>Program Total</b>  |  | <b>27</b>      |

| <b>Third Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| BUSG 2305             | Business Law/Contracts .....                 | 3              |
| POFT 2331             | Administrative Systems.....                  | 3              |
| PSYC 2301             | Introduction to Psychology.....              | 3              |
| XXXX #3##             | Math/Science General Education Elective..... | 3              |
| <b>Semester Total</b> |  | <b>12</b>      |
| <b>Program Total</b>  |  | <b>69</b>      |

## Microsoft Office Technology Specialization

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| POFT 1329             | Beginning Keyboarding.....                             | 3              |
| POFT 1392             | Special Topics-Introduction to Office Technology ..... | 3              |
| BMGT 1325             | Office Management.....                                 | 3              |
| ENGL 1301             | Composition I.....                                     | 3              |
| POFI 1301             | Computer Applications I OR                             |                |
| ITSC 1309             | Integrated Software Applications I .....               | 3              |
| <b>Semester Total</b> |  | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| POFI 1341              | Computer Applications II.....                                    | 3              |
| BUSG 1301              | Introduction to Business.....                                    | 3              |
| POFT 2301              | Intermediate Keyboarding.....                                    | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts<br>General Education Elective..... | 3              |
| POFT 1325              | Business Math and Machine Applications.....                      | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

#### SECOND YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| POFI 1380             | Cooperative Education I.....              | 3              |
| POFI 1349             | Spreadsheets.....                         | 3              |
| POFT 1319             | Records and Information Management I..... | 3              |
| ACNT 1303             | Introduction to Accounting I.....         | 3              |
| <b>Semester Total</b> |   | <b>12</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| POFI 2331              | Desktop Publishing for the Office..... | 3              |
| ACCT 2301              | Principles of Accounting I.....        | 3              |
| POFI 2380              | Cooperative Education II.....          | 3              |
| HRPO 1311              | Human Relations .....                  | 3              |
| ECON 2301              | Principles of Economics (Macro) OR     |                |
| ECON 2302              | Principles of Economics (Micro) OR     |                |
| ECON 1301              | Introduction to Economics.....         | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

## Microsoft Office Technology Specialization

### CERTIFICATE

*TSI Testing is required prior to first enrollment.*

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| POFI 1301             | Computer Applications I OR               |                |
| ITSC 1309             | Integrated Software Applications I ..... | 3              |
| POFI 1341             | Computer Applications II.....            | 3              |
| POFT 1329             | Beginning Keyboarding.....               | 3              |
| <b>Semester Total</b> |  | <b>9</b>       |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| POFI 1349              | Spreadsheets.....                           | 3              |
| POFI 2331              | Desktop Publishing for the Office.....      | 3              |
| POFT 1325              | Business Math and Machine Applications..... | 3              |
| <b>Semester Total</b>  |   | <b>9</b>       |
| <b>Program Total</b>   |   | <b>18</b>      |

## Legal Office Assistant Specialization

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| ENGL 1301             | Composition I.....                                     | 3              |
| POFT 1329             | Beginning Keyboarding.....                             | 3              |
| POFT 1325             | Business Math and Machine Applications.....            | 3              |
| POFT 1392             | Special Topics-Introduction to Office Technology ..... | 3              |
| POFL 1305             | Legal Terminology.....                                 | 3              |
| <b>Semester Total</b> |  | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| POFT 1319              | Records and Information Management I.....                        | 3              |
| POFT 2301              | Intermediate Keyboarding.....                                    | 3              |
| POFI 1301              | Computer Applications I OR                                       |                |
| ITSC 1309              | Integrated Software Applications I .....                         | 3              |
| POFT 1345              | Shorthand/Notetaking .....                                       | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts<br>General Education Elective..... | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

# Business, Management and Administration

## SECOND YEAR

### First Semester Credits

|           |  |   |
|-----------|--|---|
| POFL 2305 | Legal Research.....                    | 3 |
| POFI 2331 | Desktop Publishing for the Office..... | 3 |
| POFT 1380 | Cooperative Education I.....           | 3 |
| HRPO 1311 | Human Relations .....                  | 3 |
| POFL 1359 | Legal Transcription.....               | 3 |

**Semester Total 15**

### Second Semester Credits

|           |                                    |   |
|-----------|------------------------------------|---|
| POFT 2380 | Cooperative Education II.....      | 3 |
| BMGT 1325 | Office Management.....             | 3 |
| BUSG 1301 | Introduction to Business.....      | 3 |
| POFT 2331 | Administrative Systems.....        | 3 |
| ACNT 1303 | Introduction to Accounting I.....  | 3 |
| ECON 2301 | Principles of Economics (Macro) OR |   |
| ECON 2302 | Principles of Economics (Micro) OR |   |
| ECON 1301 | Introduction to Economics.....     | 3 |

**Semester Total 18**

### Third Semester Credits

|           |  |   |
|-----------|--|---|
| PSYC 2301 | Introduction to Psychology.....              | 3 |
| XXXX #3## | Math/Science General Education Elective..... | 3 |
| BUSG 2305 | Business Law/Contracts .....                 | 3 |

**Semester Total 9**

**Program Total 72**

## Legal Office Assistant Specialization

### CERTIFICATE

#### First Semester Credits

|           |  |   |
|-----------|--|---|
| POFL 1305 | Legal Terminology.....                   | 3 |
| POFT 1345 | Shorthand/Notetaking .....               | 3 |
| POFL 1359 | Legal Transcription.....                 | 3 |
| POFI 1301 | Computer Applications I OR               |   |
| ITSC 1309 | Integrated Software Applications I ..... | 3 |

**Semester Total 12**

#### Second Semester Credits

|           |                               |   |
|-----------|-------------------------------|---|
| BUSG 2305 | Business Law/Contracts .....  | 3 |
| POFL 2305 | Legal Research.....           | 3 |
| POFT 2301 | Intermediate Keyboarding..... | 3 |

**Semester Total 9**

**Program Total 21**

## Medical Office Specialist Specialization

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

##### First Semester Credits

|           |  |   |
|-----------|--|---|
| POFT 1329 | Beginning Keyboarding.....                             | 3 |
| MDCA 1313 | Medical Terminology .....                              | 3 |
| POFT 1392 | Special Topics-Introduction to Office Technology ..... | 3 |
| ENGL 1301 | Composition I.....                                     | 3 |
| PSYC 2302 | Applied Psychology OR                                  |   |
| PSYC 2301 | Introduction to Psychology.....                        | 3 |

**Semester Total 15**

##### Second Semester Credits

|           |  |   |
|-----------|--|---|
| POFT 2301 | Intermediate Keyboarding.....                                    | 3 |
| POFI 1301 | Computer Applications I OR                                       |   |
| ITSC 1309 | Integrated Software Applications I .....                         | 3 |
| MRMT 1307 | Medical Transcription I.....                                     | 3 |
| XXXX #3## | Approved Humanities/Fine Arts<br>General Education Elective..... | 3 |
| POFT 1325 | Business Math and Machine Applications.....                      | 3 |

**Semester Total 15**

#### SECOND YEAR

##### First Semester Credits

|           |   |   |
|-----------|---|---|
| POFT 1380 | Cooperative Education I.....              | 3 |
| HRPO 1311 | Human Relations .....                     | 3 |
| POFI 1341 | Computer Applications II.....             | 3 |
| BMGT 1325 | Office Management.....                    | 3 |
| POFT 1319 | Records and Information Management I..... | 3 |

**Semester Total 15**

##### Second Semester Credits

|           |                                   |   |
|-----------|-----------------------------------|---|
| ACNT 1303 | Introduction to Accounting I..... | 3 |
| POFT 2331 | Administrative Systems.....       | 3 |
| POFM 1300 | Medical Coding Basics.....        | 3 |
| POFT 2380 | Cooperative Education II.....     | 3 |
| BIOL 1308 | Introductory Biology I.....       | 3 |

**Semester Total 15**

##### Third Semester Credits

|           |   |   |
|-----------|---|---|
| POFM 2333 | Medical Document Production (Coding II) ..... | 3 |
| ECON 2301 | Principles of Economics (Macro) OR            |   |
| ECON 2302 | Principles of Economics (Micro) OR            |   |
| ECON 1301 | Introduction to Economics.....                | 3 |

**Semester Total 6**

**Program Total 66**

# Business, Management and Administration

## Medical Coding/Transcription Specialist Specialization\*

### CERTIFICATE

*TSI Testing is required prior to first enrollment.*

| <b>First Semester</b>                              | <b>Credits</b> |
|--|----------------|
| MDCA 1313 Medical Terminology .....                | 3              |
| POFI 1301 Computer Applications I OR               |                |
| ITSC 1309 Integrated Software Applications I ..... | 3              |
| POFT 2301 Intermediate Keyboarding.....            | 3              |
| POFM 1300 Medical Coding Basics.....               | 3              |
| <b>Semester Total</b>                              | <b>12</b>      |

| <b>Second Semester</b>                                 | <b>Credits</b> |
|--|----------------|
| SPAN 1300 Beginning Spanish Conversation I.....        | 3              |
| MRMT 1307 Medical Transcription I.....                 | 3              |
| POFT 2331 Administrative Systems.....                  | 3              |
| POFM 2333 Medical Document Production (Coding II)..... | 3              |
| <b>Semester Total</b>                                  | <b>12</b>      |
| <b>Program Total</b>                                   | <b>24</b>      |

*\*Complete certificate also offered through Distance Education.*

## International Business

The International Business program will provide the student with the knowledge and ability to apply individual technical skills necessary to pursue a career in areas such as freight forwarding, shipping, international logistics management and other areas involved in import/export.

*The capstone for the AAS degree in International Business is IBUS 2381, Cooperative Education - International Business/Trade/Commerce.*

*For more information, call 713.718.5222 or e-mail rudy.soliz@hccs.edu.*

## International Business

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b>                                 | <b>Credits</b> |
|---|----------------|
| ENGL 1301 Composition I.....                          | 3              |
| IBUS 2341 Intercultural Management .....              | 3              |
| BUSG 1301 Introduction to Business.....               | 3              |
| MATH 1314 College Algebra OR                          |                |
| XXXX #3## General Education Science Elective.....     | 3              |
| XXXX #3## Approved Humanities/Fine Arts Elective..... | 3              |
| <b>Semester Total</b>                                 | <b>15</b>      |

#### Second Semester

|   | <b>Credits</b> |
|---|----------------|
| ENGL 1302 Composition II.....                                   | 3              |
| IBUS 1305 Introduction to International Business and Trade..... | 3              |
| IBUS 1301 Principles of Exports .....                           | 3              |
| IBUS 1370 Economic Geography OR                                 |                |
| ANTH 2351 Cultural Anthropology* .....                          | 3              |
| XXXX #3## Computer Applications Elective**.....                 | 3              |
| <b>Semester Total</b>   | <b>15</b>      |

#### SECOND YEAR

| <b>First Semester</b>   | <b>Credits</b> |
|---|----------------|
| IBUS 2335 International Business Law .....                                    | 3              |
| IBUS 2380 Cooperative Education - International Business/Trade/Commerce ..... | 3              |
| BUSG 2309 Small Business Management .....                                     | 3              |
| LMGT 1345 Economics of Transportation and Distribution .....                  | 3              |
| IBUS 1354 International Marketing Management .....                            | 3              |
| <b>Semester Total</b>   | <b>15</b>      |

| <b>Second Semester</b>  | <b>Credits</b> |
|---|----------------|
| ECON 2302 Principles of Economics (Micro).....                                | 3              |
| IBUS 1302 Principles of Imports .....   | 3              |
| LMGT 1319 Introduction to Business Logistics.....                             | 3              |
| XXXX #3## General Education Elective.....                                     | 3              |
| IBUS 2381 Cooperative Education - International Business/Trade/Commerce ..... | 3              |
| <b>Semester Total</b>   | <b>15</b>      |
| <b>Program Total</b>  | <b>60</b>      |

*\*Recommended for transfer.*

*\*\*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.*

## International Business

The International Business Certificate will provide the student with the knowledge and ability to apply individual technical skills for an entry-level position in international business. The certificate can also be applied to the International Business AAS.

*The capstone for the International Business Certificate is IBUS 2341, Intercultural Management.*

### CERTIFICATE

| <b>First Semester</b>   | <b>Credits</b> |
|---|----------------|
| 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              |
| <b>Semester Total</b>   | <b>12</b>      |

# Business, Management and Administration

| <b>Second Semester</b> |                                       | <b>Credits</b> |
|------------------------|---------------------------------------|----------------|
| XXXX #3##              | Computer Applications Elective**..... | 3              |
| IBUS 1302              | Principles of Imports .....           | 3              |
| IBUS 2341              | Intercultural Management .....        | 3              |
| <b>Semester Total</b>  |                                       | <b>9</b>       |
| <b>Program Total</b>   |                                       | <b>21</b>      |

\*\*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.

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| LMGT 1325              | Warehouse and Distribution Center Management.....    | 3              |
| LMGT 1345              | Economics of Transportation and Distribution .....   | 3              |
| LMGT 2334              | Principles of Traffic Management.....                | 3              |
| XXXX #3##              | Approved General Education Elective.....             | 3              |
| BUSG 2381              | Cooperative Education-Business/Commerce, General ... | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |
| <b>Program Total</b>   |  | <b>60</b>      |

\*Pending Approval of the Texas Higher Education Coordinating Board.

## Logistics and Global Supply Chain Management\*

The Logistics and Global Supply Chain Management AAS will provide the student with the knowledge and ability to apply individual technical skills necessary to pursue a career in areas such as exporting/importing, materials handling, global transportation, warehouse and distribution center management, purchasing management, and traffic management.

The capstone for the AAS is BUSG 2381, Cooperative Education - Business/Commerce, General.

### AAS\*

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| ENGL 1301             | Composition I.....                                    | 3              |
| LMGT 1319             | Introduction to Business Logistics.....               | 3              |
| IBUS 1341             | Global Supply Chain Management.....                   | 3              |
| MATH 1314             | College Algebra OR.....                               |                |
| XXXX #3##             | General Education Science Elective.....               | 3              |
| XXXX #3##             | Humanities/Fine Arts General Education Elective ..... | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| ENGL 1302              | Composition II.....                      | 3              |
| IBUS 1301              | Principles of Exports .....              | 3              |
| ECON 2302              | Principles of Microeconomics .....       | 3              |
| BMGT 1301              | Supervision .....                        | 3              |
| LMGT 1321              | Introduction to Materials Handling ..... | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

#### SECOND YEAR

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| IBUS 2335             | International Business Law.....                      | 3              |
| BUSG 2380             | Cooperative Education-Business/Commerce, General ... | 3              |
| IBUS 1302             | Principles of Imports .....                          | 3              |
| BMGT 1313             | Principles of Purchasing .....                       | 3              |
| LMGT 1323             | Domestic and International Transportation Management | 3              |
| <b>Semester Total</b> |  | <b>15</b>      |

## Logistics and Global Supply Chain Management Certificate\*

The Logistics and Global Supply Chain Management Certificate will provide the student with the knowledge and ability to apply individual technical skills for an entry-level position.

The capstone for the certificate is IBUS 1341, Global Supply Chain Management.

### CERTIFICATE\*

#### FIRST YEAR

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| LMGT 1319             | Introduction to Business Logistics.....  | 3              |
| IBUS 1301             | Principles of Exports .....              | 3              |
| LMGT 1321             | Introduction to Materials Handling ..... | 3              |
| BMGT 1313             | Principles of Purchasing .....           | 3              |
| <b>Semester Total</b> |  | <b>12</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| LMGT 1323              | Domestic and International Transportation Management | 3              |
| IBUS 1302              | Principles of Imports .....                          | 3              |
| LMGT 1325              | Warehouse and Distribution Center Management.....    | 3              |
| IBUS 1341              | Global Supply Chain Management.....                  | 3              |
| <b>Semester Total</b>  |  | <b>12</b>      |
| <b>Program Total</b>   |  | <b>24</b>      |

\*Pending Approval of the Texas Higher Education Coordinating Board.

# Finance

## Finance (Banking) (52.0803)

(See Academic Degrees and Certificates 46-60)

A Career Cluster is a grouping of occupations and broad industries based on commonalities. The Finance career cluster is concerned with providing knowledge and skills related to planning, services for financial and investment planning, banking, insurance, and business financial management. This would include careers related to Banking and Finance.

Every HCCD Career and Technology Education program contains a “capstone,” an experience for the student to “put it all together.” The capstone might consist of an external learning experience (e.g., co-op, clinical, etc.), a course especially designed to help students synthesize knowledge and skills, or other licensure as appropriate.

## Finance (Banking)

The AAS in Finance provides strong training in the financial services industry. The HCC School of Finance is fortunate to have a long standing relationship (over 36 years) with the American Institute of Banking, the educational branch of the American Bankers’ Association (AIB). This link is provided by the Texas Banker’s Association (TBA), which is the local training provider for the ABA and helps with assistance and placement within the finance industry.

Although the major emphasis of the program is on commercial banking, the AAS degree may be used in a broad range of financial service areas. Upon consultation with the Department Chair, the student may tailor his or her curriculum to fit the type of financial business desired.

*The capstone for the AAS is BNKG 2374, Financial Business Administration. The capstone for each of the certificates is BNKG 2380, Cooperative Education I-Banking and Financial Support Services.*

*For more information, call 713.718.5404 or e-mail earl.smith@hccs.edu.*

## Finance (Banking)

### AAS

*TSI Testing is required prior to first enrollment.*

### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| ENGL 1301             | Composition I.....                      | 3              |
| BNKG 1303             | Principles of Bank Operation.....       | 3              |
| ECON 2302             | Principles of Economics (Micro).....    | 3              |
| BUSG 1301             | Introduction to Business.....           | 3              |
| MATH 1314             | College Algebra OR                      |                |
| XXXX #3##             | General Education Science Elective..... | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| XXXX #3##              | Approved Humanities/Fine Arts Elective..... | 3              |
| XXXX #3##              | General Education Elective.....             | 3              |
| BNKG 1340              | Money and Banking.....                      | 3              |
| BMGT 1303              | Principles of Management.....               | 3              |
| BUSG 2305              | Business Law Contracts.....                 | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |

### SECOND YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| HRPO 1311             | Human Relations.....  | 3              |
| ACCT 2301             | Principles of Accounting I.....                                       | 3              |
| XXXX #3##             | Banking Elective*.....  | 3              |
| BNKG 2380             | Cooperative Education I-Banking and Financial Support Services I..... | 3              |
| BNKG 1349             | Commercial Lending OR   |                |
| BNKG 1345             | Consumer Lending.....   | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| BNKG 1356              | Analyzing Financial Statements I.....                                | 3              |
| BUSG 1303              | Principles of Finance.....   | 3              |
| BNKG 2374              | Financial Business Administration.....                               | 3              |
| BNKG #3##              | Banking Elective.....  | 3              |
| BNKG 2381              | Cooperative Education II-Banking and Financial Support Services..... | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |
| <b>Program Total</b>   |  | <b>60</b>      |

*The Banking elective may be chosen from the following: BNKG 1304, BNKG 1345, BNKG 1349, BNKG 1351, BNKG 1353, BNKG 1373, IBUS 2339 or POFI 1301.*

# Finance

## Financial Lending

The Financial Lending Certificate is designed to provide the student with a solid foundation for a career in the financial lending industry. For those students who wish to pursue a four-year degree, both the certificate and the AAS can be tailored to their best advantage. Most courses with the BNKG prefix earn dual credit for those students who are members of the American Institute of Banking (AIB).

For more information, call 713-718-5404 or e-mail earl.smith@hccs.edu.

### CERTIFICATE

| First Semester                                     | Credits   |
|--|-----------|
| BNKG 1303 Principles of Bank Operation .....       | 3         |
| BNKG 1340 Money and Banking .....                  | 3         |
| BNKG 1351 Selling Bank Products and Services ..... | 3         |
| IBUS 2339 International Banking and Finance .....  | 3         |
| <b>Semester Total</b>                              | <b>12</b> |

| Second Semester  | Credits   |
|--|-----------|
| BNKG 1356 Analyzing Financial Statements I.....                                | 3         |
| BNKG 1349 Commercial Lending.....  | 3         |
| BNKG 1345 Consumer Lending.....  | 3         |
| BNKG 2380 Cooperative Education I-Banking and Financial Support Services ..... | 3         |
| <b>Semester Total</b>  | <b>12</b> |
| <b>Program Total</b>   | <b>24</b> |

## Financial Operations

The Financial Operations Certificate is designed to provide the student with a solid foundation for a career in the retail banking industry. For those students who wish to pursue a four-year degree, both the certificate and the AAS can be tailored to their best advantage. Most courses with the BNKG prefix earn dual credit for those students who are members of the American Institute of Banking (AIB).

For more information, call 713-718-5404 or e-mail earl.smith@hccs.edu.

### CERTIFICATE

Course prerequisite needs to be met for English.

| First Semester                                     | Credits  |
|--|----------|
| BNKG 1303 Principles of Bank Operation .....       | 3        |
| BNKG 1340 Money and Banking .....                  | 3        |
| BNKG 1351 Selling Bank Products and Services ..... | 3        |
| <b>Semester Total</b>                              | <b>9</b> |

## Second Semester

## Credits

|  |           |
|--|-----------|
| BUSG 1303 Principles of Finance.....   | 3         |
| ENGL 1301 Composition I.....   | 3         |
| BNKG 2380 Cooperative Education I-Banking and Financial Support Services ..... | 3         |
| <b>Semester Total</b>  | <b>9</b>  |
| <b>Program Total</b>   | <b>18</b> |

## Teller Training

The entry level teller training prepares the student for employment in a financial institution as a teller. Training starts multiple times in a semester. Contact the office for specific start dates.

For more information, call 713-718-5404 or e-mail earl.smith@hccs.edu.

### MSA

(Marketable Skills Achievement Award)

| First Semester  | Credits  |
|---|----------|
| BNKG 1305 Teller Training.....  | 3        |
| BNKG 1373 Teller Training Lab.....  | 3        |
| BNKG 1380 Cooperative Education I- Banking and Financial Support Services ..... | 3        |
| <b>Program Total</b>  | <b>9</b> |

# Marketing, Sales and Service

## Marketing (52.1401) Real Estate (52.1501)

(See Academic Degrees and Certificates 46-60)

A Career Cluster is a grouping of occupations and broad industries based on commonalities. The Marketing, Sales and Service career cluster is concerned with providing knowledge and skills related to planning, managing, and performing marketing activities to reach organizational objectives. This would include careers related to Advertising, Marketing and Public Relations.

Every HCCD Career and Technology Education program contains a “capstone,” an experience for the student to “put it all together.” The capstone might consist of an external learning experience (e.g., co-op, clinical, etc.), a course especially designed to help students synthesize knowledge and skills, or other licensure as appropriate.

## Marketing/Marketing Management

The AAS in Marketing will provide the student with the knowledge, skills, and abilities to pursue a career in marketing, marketing research, advertising, retailing or sales. The degree offers a wide spectrum of courses in all aspects of marketing including marketing services. It is designed for anyone seeking entry-level employment in the field of Marketing.

The capstone for the Marketing AAS is MRKG 2381, Cooperative Education II.

For more information, call 713.718.5222 or e-mail rudy.soliz@hccs.edu.

## Marketing

### AAS

TSI Testing is required prior to first enrollment.

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| ENGL 1301             | Composition I.....                          | 3              |
| ECON 2302             | Principles of Economics (Micro).....        | 3              |
| XXXX #3##             | Approved Humanities/Fine Arts Elective..... | 3              |
| MRKG 1311             | Principles of Marketing.....                | 3              |
| MATH 1314             | College Algebra OR                          |                |
| XXXX #3##             | Approved Math/Natural Science Elective..... | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| ENGL 1302              | Composition II.....                                      | 3              |
| MRKG 2312              | e-Commerce.....  | 3              |
| MRKG 2371              | Services Marketing OR                                    |                |
| MRKG 1391              | Special Topics in Business Marketing and Management..... | 3              |
| MRKG 2348              | Marketing Research and Strategies.....                   | 3              |
| BUSG 1301              | Introduction to Business.....                            | 3              |
| ACNT 1303              | Introduction to Accounting I OR                          |                |
| ACCT 2301              | Principles of Accounting I.....                          | 3              |
| <b>Semester Total</b>  |  | <b>18</b>      |

#### SECOND YEAR

| <b>First Semester</b> |                                      | <b>Credits</b> |
|-----------------------|--------------------------------------|----------------|
| XXXX #3##             | Computer Applications Elective*..... | 3              |
| BMGT 1303             | Principles of Management.....        | 3              |
| MRKG 2372             | Consumer Behavior.....               | 3              |
| MRKG 2333             | Principles of Selling.....           | 3              |
| MRKG 2380             | Cooperative Education I.....         | 3              |
| <b>Semester Total</b> |                                      | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| MRKG 2374              | Marketing Case Studies OR               |                |
| MRKG 1302              | Principles of Retailing.....            | 3              |
| HRPO 1311              | Human Relations.....                    | 3              |
| IBUS 1354              | International Marketing Management..... | 3              |
| MRKG 2349              | Advertising and Sales Promotion.....    | 3              |
| MRKG 2381              | Cooperative Education II.....           | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |
| <b>Program Total</b>   |   | <b>63</b>      |

\*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.

## Marketing

The Marketing Certificate provides the student with specialized skills needed for entry-level positions in marketing or retailing. Courses in this certificate can apply to the Marketing AAS.

The capstone for the Marketing Certificate is MRKG 2380, Cooperative Education I.

### CERTIFICATE \*

| <b>First Semester</b> |                                      | <b>Credits</b> |
|-----------------------|--------------------------------------|----------------|
| MRKG 1311             | Principles of Marketing.....         | 3              |
| MRKG 2372             | Consumer Behavior.....               | 3              |
| MRKG 2333             | Principles of Selling.....           | 3              |
| MRKG 2349             | Advertising and Sales Promotion..... | 3              |
| <b>Semester Total</b> |                                      | <b>12</b>      |

# Marketing, Sales and Service

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| IBUS 1354              | International Marketing Management OR                           |                |
| MRKG 1391              | Special Topics-Business Marketing and Marketing Management..... | 3              |
| MRKG 2312              | e-Commerce OR   |                |
| MRKG 2371              | Services Marketing .....  | 3              |
| MRKG 2380              | Cooperative Education I.....                                    | 3              |
| <b>Semester Total</b>  |   | <b>9</b>       |
| <b>Program Total</b>   |   | <b>21</b>      |

*\*Pending Approval of the Texas Higher Education Coordinating Board.*

## Retailing

The Retailing Certificate provides the student with specialized skills needed for entry-level positions in marketing or retailing. Courses in this certificate apply to the Marketing AAS.

*The capstone for the Retailing Certificate is MRKG 2371, Services Marketing.*

### CERTIFICATE

| <b>First Semester</b>  |                                | <b>Credits</b> |
|------------------------|--------------------------------|----------------|
| MRKG 1311              | Principles of Marketing.....   | 3              |
| MRKG 2372              | Consumer Behavior .....        | 3              |
| MRKG 2333              | Principles of Selling.....     | 3              |
| MRKG 1302              | Principles of Retailing .....  | 3              |
| <b>Semester Total</b>  |                                | <b>12</b>      |
| <b>Second Semester</b> |                                | <b>Credits</b> |
| HRPO 1311              | Human Relations .....          | 3              |
| XXXX #3##              | Program-Related Elective*..... | 3              |
| XXXX #3##              | Program-Related Elective*..... | 3              |
| MRKG 2371              | Services Marketing .....       | 3              |
| <b>Semester Total</b>  |                                | <b>12</b>      |
| <b>Program Total</b>   |                                | <b>24</b>      |

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

## Real Estate

The Real Estate Program provides students with the knowledge and specialized skills required for career opportunities in the real estate profession. Individuals may choose to prepare for specialized fields in residential sales, commercial real estate, mortgage lending, appraisal, inspection, or property management. Courses are available for professional development or for personal information.

The Real Estate Program offers current workplace curriculum and training in the use of technology to assist individuals and business and industry in meeting their professional goals.

This HCC Real Estate Program is accredited by the Texas Real Estate Commission. (1101 Camino La Costa, Austin, TX 78711-2188, 512-459-6544).

*The capstone for the AAS in Real Estate and AAS in Real Estate /Mortgage Lending Specialization is RELE 2381, Cooperative Education.*

*For more information, call 713.718.5229 or e-mail alex.binkley@hccs.edu.*

## Real Estate

### AAS

*TSI Testing is required prior to first enrollment.*

#### **FIRST YEAR**

| <b>First Semester</b> |                                   | <b>Credits</b> |
|-----------------------|-----------------------------------|----------------|
| ENGL 1301             | Composition I.....                | 3              |
| RELE 1301             | Principles of Real Estate.....    | 3              |
| RELE 1338             | Principles of Real Estate II..... | 3              |
| RELE 2301             | Law of Agency.....                | 3              |
| RELE 1311             | Law of Contracts.....             | 3              |
| <b>Semester Total</b> |                                   | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| ENGL 1302              | Composition II.....                       | 3              |
| RELE 1325              | Real Estate Mathematics OR                |                |
| XXXX #3##              | Approved Mathematics.....                 | 3              |
| RELE 1321              | Real Estate Marketing.....                | 3              |
| RELE 1319              | Real Estate Finance OR                    |                |
| RELE 1324              | Loan Origination and Quality Control..... | 3              |
| RELE 1323              | Real Estate Computer Application .....    | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |

#### **SECOND YEAR**

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| ECON 2301             | Principles of Economics (Macro).....   | 3              |
| RELE 1372             | Basic Appraisal Principles.....        | 3              |
| RELE 1307             | Real Estate Investment OR              |                |
| RELE 2331             | Real Estate Brokerage.....             | 3              |
| ENVR 1301             | Environmental Science .....            | 3              |
| RELE 1381             | Cooperative Education-Real Estate..... | 3              |
| <b>Semester Total</b> |  | <b>15</b>      |

# Marketing, Sales and Service

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| RELE 1309              | Real Estate Law.....                        | 3              |
| RELE 1329              | Fundamentals of Environmental Issues OR     |                |
| RELE 1315              | Property Management.....                    | 3              |
| GOVT 2301              | American Government OR                      |                |
| PSYC 2302              | Applied Psychology.....                     | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts Elective..... | 3              |
| RELE 2381              | Cooperative Education-Real Estate.....      | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |
| <b>Program Total</b>   |   | <b>60</b>      |

## Real Estate-Mortgage Lending Specialization

### AAS

*TSI Testing is required prior to first enrollment.*

#### FIRST YEAR

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| ENGL 1301             | Composition I.....                        | 3              |
| RELE 1301             | Principles of Real Estate.....            | 3              |
| RELE 1325             | Real Estate Mathematics OR                |                |
| XXXX #3##             | Approved Mathematics.....                 | 3              |
| RELE 1324             | Loan Origination and Quality Control..... | 3              |
| RELE 1311             | Real Estate Contracts.....                | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |

| <b>Second Semester</b> |  | <b>Credits</b> |
|------------------------|--|----------------|
| ENGL 1302              | Composition II.....                    | 3              |
| RELE 2301              | Law of Agency.....                     | 3              |
| RELE 1338              | Principles of Real Estate II.....      | 3              |
| RELE 1372              | Basic Appraisal Principles.....        | 3              |
| RELE 1381              | Cooperative Education-Real Estate..... | 3              |
| <b>Semester Total</b>  |  | <b>15</b>      |

#### SECOND YEAR

| <b>First Semester</b> |                                       | <b>Credits</b> |
|-----------------------|---------------------------------------|----------------|
| ECON 2301             | Principles of Economics (Macro).....  | 3              |
| RELE 2307             | Real Estate Title and Settlement..... | 3              |
| RELE 1319             | Real Estate Finance.....              | 3              |
| ENVR 1301             | Environmental Science.....            | 3              |
| RELE 1371             | Loan Processing.....                  | 3              |
| <b>Semester Total</b> |                                       | <b>15</b>      |

| <b>Second Semester</b> |   | <b>Credits</b> |
|------------------------|---|----------------|
| RELE 1309              | Real Estate Law.....                        | 3              |
| RELE 2311              | Fundamentals of Mortgage Lending.....       | 3              |
| GOVT 2301              | American Government OR                      |                |
| PSYC 2302              | Applied Psychology.....                     | 3              |
| XXXX #3##              | Approved Humanities/Fine Arts Elective..... | 3              |
| RELE 2381              | Cooperative Education-Real Estate.....      | 3              |
| <b>Semester Total</b>  |   | <b>15</b>      |
| <b>Program Total</b>   |   | <b>60</b>      |

The Real Estate certificate options listed below provide the student with the knowledge and ability to apply individualized technical skills within the defined area. Some or all of the courses in these certificates apply to the Real Estate AAS.

*The capstone for the certificates in Real Estate is RELE 1381, Cooperative Education.*

*For more information, call 713.718.5229 or e-mail alex.binkley@hccs.edu.*

## Commercial Real Estate

The Commercial Real Estate program prepares the student to enter the non-residential real estate market as an owner, broker or sales agent. The curriculum focuses on the general environment of commercial real estate and includes valuation, environmental issues, selling, listing, and leasing activities.

### CERTIFICATE

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| RELE 1307             | Real Estate Investment.....               | 3              |
| RELE 1315             | Property Management.....                  | 3              |
| RELE 1329             | Fundamentals of Environmental Issues..... | 3              |
| RELE 1372             | Basic Appraisal Principles.....           | 3              |
| RELE 1381             | Cooperative Education-Real Estate.....    | 3              |
| <b>Semester Total</b> |   | <b>15</b>      |
| <b>Program Total</b>  |   | <b>15</b>      |

## Mortgage Lending Professional

The Mortgage Lending Professional program prepares the student to enter the mortgage lending industry as a Loan Officer, Loan Processor, Loan Clerk or Administrative Assistant. The coursework meets the Texas Department of Savings and Mortgage Lending educational requirement for Loan Officer licensure and provides basic information to pass the Loan Officer exam.

# Marketing, Sales and Service

## **CERTIFICATE**

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| RELE 1319             | Real Estate Finance.....                  | 3              |
| RELE 1324             | Loan Origination and Quality Control..... | 3              |
| RELE 1371             | Loan Processing OR                        |                |
| RELE 2307             | Real Estate Title and Settlement .....    | 3              |
| RELE 1372             | Basic Appraisal Principles.....           | 3              |
| RELE 2311             | Fundamentals of Mortgage Lending.....     | 3              |
| RELE 1381             | Cooperative Education-Real Estate.....    | 3              |
| <b>Semester Total</b> |   | <b>18</b>      |
| <b>Program Total</b>  |   | <b>18</b>      |

## **Property Management**

The Property Management program is designed for the student wanting to enter the property management field as an Onsite Manager, Consultant, Owner, or Assistant. The curriculum focuses on the operational side of non-residential real estate and includes maintenance, rent collection, insurance and legal issues.

## **CERTIFICATE**

| <b>First Semester</b> |  | <b>Credits</b> |
|-----------------------|--|----------------|
| RELE 1381             | Cooperative Education-Real Estate..... | 3              |
| RELE 1335             | Real Estate Construction .....         | 3              |
| RELE 1315             | Property Management .....              | 3              |
| RELE 1307             | Real Estate Investment.....            | 3              |
| RELE 1309             | Real Estate Law OR                     |                |
| RELE 1338             | Principles of Real Estate II.....      | 3              |
| <b>Semester Total</b> |  | <b>15</b>      |
| <b>Program Total</b>  |  | <b>15</b>      |

## **Real Estate Appraisal**

The Real Estate Appraisal program prepares the student to enter the appraisal/valuation industry as a Trainee under a Texas certified appraiser. RELE 1372, Basic Appraisal Principles and RELE 1373, Basic Appraisal Procedures count as “fundamental” appraisal courses by the Texas Appraiser Licensing and Certification Board (TALCB).

## **CERTIFICATE**

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| RELE 1307             | Real Estate Investments.....              | 3              |
| RELE 1329             | Fundamentals of Environmental Issues..... | 3              |
| RELE 1335             | Real Estate Construction.....             | 3              |
| RELE 1372             | Basic Appraisal Principles .....          | 3              |
| <b>Semester Total</b> |   | <b>12</b>      |

## **Second Semester**

## **Credits**

|                       |   |           |
|-----------------------|---|-----------|
| RELE 1105             | Uniform Standards of Professional Appraisal Practice..... | 1         |
| RELE 1373             | Basic Appraisal Procedures.....                           | 3         |
| RELE 1381             | Cooperative Education-Real Estate.....                    | 3         |
| <b>Semester Total</b> |   | <b>7</b>  |
| <b>Program Total</b>  |   | <b>19</b> |

## **Residential Real Estate**

The Residential Real Estate program prepares the student to enter the world of residential real estate as a Salesperson, Broker or Leasing Agent. The curriculum meets the Texas Real Estate Commission’s educational requirement to obtain a Salesperson license and the Statutory Annual Education (SAE) requirement.

## **CERTIFICATE**

| <b>First Semester</b> |                                | <b>Credits</b> |
|-----------------------|--------------------------------|----------------|
| RELE 1301             | Principles of Real Estate..... | 3              |
| RELE 2301             | Law of Agency.....             | 3              |
| RELE 1311             | Law of Contracts.....          | 3              |
| <b>Semester Total</b> |                                | <b>9</b>       |

## **Second Semester**

## **Credits**

|                       |  |           |
|-----------------------|--|-----------|
| RELE #3##             | Real Estate Elective.....              | 3         |
| RELE 1338             | Principles of Real Estate II.....      | 3         |
| RELE 1381             | Cooperative Education-Real Estate..... | 3         |
| <b>Semester Total</b> |  | <b>9</b>  |
| <b>Program Total</b>  |  | <b>18</b> |

## **Loan Processing and Loan Origination**

The Loan Processing and Loan Origination Marketable Skills Achievement Award will prepare the student for entry-level employment in the mortgage lending industry as a Loan and Credit Clerk, Loan Interviewer or Loan Officer/ Counselor.

## **MSA**

*(Marketable Skills Achievement Award)*

| <b>First Semester</b> |   | <b>Credits</b> |
|-----------------------|---|----------------|
| RELE 1371             | Loan Processing .....                     | 3              |
| RELE 1324             | Loan Origination and Quality Control..... | 3              |
| RELE 1372             | Basic Appraisal Principles.....           | 3              |
| <b>Semester Total</b> |   | <b>9</b>       |
| <b>Program Total</b>  |   | <b>9</b>       |