

Business, Marketing and Management Degree Plans

Accounting

- 2 Accounting-AAS
- 3 Accounting Certificate
- 4 Payroll Specialist- Marketable Skills Achievement Award

Business Administration

- 5 Management-AAS
- 6 Business Management-Certificate
- 7 Human Resource Management Specialization-AAS
- 8 Human Resource Management Certificate

Business Technology

- 9 General Office Administration Specialization-AAS
- 10 General Office Administration Specialization-Certificate
- 11 General Office Administration Bilingual Option- AAS
- 12 Bilingual Business Technology Specialization-Certificate
- 13 Financial Peoplesoft- Marketable Skills Achievement Award
- 14 Human Resources/Peoplesoft-Certificate
- 15 Microsoft Office Technology Specialization- AAS
- 16 Microsoft Office Technology Specialization-Certificate
- 17 Legal Office Assistant Specialization-AAS
- 19 Legal Office Assistant Specialization-Certificate
- 20 Medical Office Specialist Specialization-AAS
- 21 Medical Coding/Transcription Specialist Specialization-Certificate

Finance

- 22 Financial Banking-AAS
- 23 Banking Call Center- Certificate
- 24 Financial Lending- Certificate
- 25 Financial Operations-Certificate
- 26 Financial Securities- Certificate
- 27 Teller Training-Institutional-Certificate

Hotel/Restaurant Management

- 28 Hotel/Restaurant Management-AAS
- 30 Hotel Management-Certificate

- 31 Restaurant Management-Certificate

International Business

- 32 International Business-AAS
- 33 International Business-Certificate
- 34 Global Logistics and Trade Specialization- Certificate

Marketing Management and Research

- 35 Marketing-AAS
- 37 Marketing-Certificate
- 38 Retailing-Certificate

Paralegal Technology

- 39 Paralegal Technology-AAS
- 40 Law Office Clerk- Certificate
- 41 Legal Assistant- Certificate
- 42 Legal Assistant- Medical Specialization- Certificate

Real Estate

- 43 Real Estate-AAS
- 44 Real Estate- Mortgage Lending Specialization- AAS
- 45 Commercial Real Estate-Certificate
- 46 Mortgage Lending Professional-Certificate
- 47 Property Management-Certificate
- 48 Real Estate Appraisal-Certificate
- 49 Residential Real Estate-Certificate
- 50 Loan Processing and Loan Origination -Marketable Skills Achievement Award

Travel and Tourism

- 51 Travel and Tourism- AAS
- 52 Travel and Tourism-Certificate
- 53 Travel Automation-Marketable Skills Achievement Award

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

ACCOUNTING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement <small>TSI Testing is required prior to first enrollment.</small>	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
ECON 2301 Principles of Economics						
ENGL 1301 Composition I						
ACCT 2301 Principles of Accounting I*						
XXXX #3## Computer Application Elective**						
HRPO 2301 Human Resources Management						
SECOND SEMESTER						
ITSW 2334 Advanced Spreadsheets						
ENGL 1302 Composition II						
PSYC 2301 Introduction to Psychology						
BUSG 2305 Business Law/Contracts						
ACCT 2302 Principles of Accounting II						
XXXX #3## Approved Humanities/Fine Arts Elective						
SECOND YEAR						
FIRST SEMESTER						
MATH 1314 College Algebra						
ACNT 2331 Internal Control and Auditing OR						
ACNT 1313 Computerized Accounting Applications						
ACNT 2303 Intermediate Accounting I						
ACNT 1331 Federal Income Tax: Individual						
ACNT 1382 Cooperative Education-Accounting Technician						
SECOND SEMESTER						
BMGT 1303 Principles of Management						
ACNT 2304 Intermediate Accounting II						
ACNT 2309 Cost Accounting OR						
ACNT 1392 Small Business Accounting						
ACNT 1347 Federal Income Tax for Partnerships and Corp.						
ACNT 2382 Cooperative Education-Accounting Technician						

*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, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications.

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

BUSINESS ADMINISTRATION - AAS - MANAGEMENT

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
BMGT 1303 Principles of Management						
BUSG 1301 Introduction to Business						
ENGL 1301 Composition I						
XXXX #3## General Education Elective*						
MATH 1314 College Algebra OR						
XXXX #3## Approved Math/Natural Science Elective*						
SECOND SEMESTER						
ENGL 1302 Composition II						
BMGT 1301 Supervision						
HRPO 1311 Human Relations						
XXXX #3## Computer Applications Elective**						
XXXX #3## Approved Humanities/Fine Arts Elective*						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
SECOND YEAR						
FIRST SEMESTER						
MRKG 1311 Principles of Marketing						
XXXX #3## General Education Elective*						
BUSG 2380 Cooperative Education I						
BUSG 2305 Business Law/Contracts						
HRPO 2301 Human Resource Management						
SECOND SEMESTER						
BUSG 2381 Cooperative Education II						
BUSG 1370 Personal Financial Planning						
HRPO 2307 Organizational Behavior						
ECON 2302 Principles of Economics						
BUSG 2309 Small Business Management						

*See Page 44 of the catalog for the General Education Elective Options

**The Computer Applications Elective may be chosen from the following courses: ITSE 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

BUSINESS ADMINISTRATION - AAS - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301 Composition I						
BMGT 1303 Principles of Management						
BUSG 1301 Introduction to Business						
XXXX #3## Approved General Education Elective*						
XXXX #3## Computer Applications Elective**						
MATH 1314 College Algebra OR						
XXXX #3## Approved Math/Natural Science Elective*						
SECOND SEMESTER						
ENGL 1302 Composition II						
BMGT 1301 Supervision						
HRPO 1311 Human Relations						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
XXXX #3## Approved Humanities/Fine Arts Elective*						
SECOND YEAR						
FIRST SEMESTER						
BUSG 2380 Cooperative Education I						
BUSG 2305 Business Law/Contracts						
HRPO 1302 Human Resources Training and Development						
XXXX #3## Program-Related Elective***						
HRPO 2301 Human Resource Management						
SECOND SEMESTER						
BUSG 2381 Cooperative Education II						
HRPO 2371 Recruitment, Interviewing and Placement of Human Resources						
HRPO 2372 Wage and Salary Administration						
HRPO 1305 Management and Labor Relations						
ECON 2302 Principles of Economics						

*See Page 44 of the catalog for the 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, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications.

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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

BUSINESS TECHNOLOGY - AAS - GENERAL OFFICE ADMINISTRATION SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
POFI 1301 Computer Applications I OR						
ITSC 1309 Integrated Software Applications I						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1392 Special Topics-Introduction to Office Technology						
POFT 1325 Business Math and Machine Applications						
SECOND SEMESTER						
ACNT 1303 Introduction to Accounting I						
POFT 1319 Records and Information Management I						
XXXX #3## Approved Humanities/Fine Arts General Education Elective						
POFT 2301 Intermediate Keyboarding						
POFI 1341 Computer Applications II						
SECOND YEAR						
FIRST SEMESTER						
POFT 1345 Shorthand/Notetaking						
POFT 2359 Records and Information Management III						
BMGT 1325 Office Management						
POFI 1349 Spreadsheets						
POFT 1380 Cooperative Education I						
SECOND SEMESTER						
HRPO 1311 Human Relations						
POFT 2331 Administrative Systems						
POFT 2380 Cooperative Education II						
POFI 2331 Desktop Publishing for the Office						
PSYC 2301 Introduction to Psychology						
THIRD SEMESTER						
XXXX #3## Math/Natural Science General Ed. Elective						
ECON 2301 Principles of Economics (Macro) OR						
ECON 2302 Principles of Economics (Micro) OR						
ECON 1301 Introduction to Economics						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

BUSINESS TECHNOLOGY- AAS- GENERAL OFFICE ADMINISTRATION BILINGUAL OPTION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
First Year						
FIRST SEMESTER						
POFI 1301 Computer Applications I OR						
ITSC 1309 Integrated Software Applications I						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1392 Special Topics- Intro. to Office Technology						
POFT 1325 Business Math and Machine Applications						
SECOND SEMESTER						
ACNT 1303 Introduction to Accounting I						
POFT 1319 Records and Information Management I						
SPAN 1411 Beginning Spanish I						
POFT 2301 Intermediate Keyboarding						
POFI 1341 Computer Applications II						
Second Year						
FIRST SEMESTER						
POFT 1345 Shorthand/Notetaking						
POFT 2359 Records and Information Management III						
BMGT 1325 Office Management						
POFI 1349 Spreadsheets						
POFT 1380 Cooperative Education I						
SECOND SEMESTER						
SPAN 1412 Beginning Spanish II						
POFT 2331 Administrative Systems						
POFT 2380 Cooperative Education II						
POFI 2331 Desktop Publishing for the Office						
PSYC 2301 Introduction to Psychology						
THIRD SEMESTER						
XXXX #3## Math/Science General Education Elective						
ECON 2301 Principles of Economics (Macro) OR						
ECON 2302 Principles of Economics (Micro) OR						
ECON 1301 Introduction to Economics						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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BUSINESS TECHNOLOGY - AAS - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI Testing is required prior to first enrollment.</small>						
FIRST YEAR						
FIRST SEMESTER						
POFT 1329 Beginning Keyboarding						
POFT 1392 Special Topics-Intro. to Office Technology						
BMGT 1325 Office Management						
ENGL 1301 Composition I						
POFI 1301 Computer Applications I OR						
ITSC 1309 Integrated Software Applications I						
SECOND SEMESTER						
POFI 1341 Computer Applications II						
BUSG 1301 Introduction to Business						
POFT 2301 Intermediate Keyboarding						
XXXX #3## Approved Humanities/Fine Arts Gen. Elective						
POFT 1325 Business Math and Machine Applications						
SECOND YEAR						
FIRST SEMESTER						
POFI 1380 Cooperative Education I						
POFI 1349 Spreadsheets						
POFT 1319 Records and Information Management I						
ACNT 1303 Introduction to Accounting I						
SECOND SEMESTER						
POFI 2331 Desktop Publishing for the Office						
ACCT 2301 Principles of Accounting I						
POFI 2380 Cooperative Education II						
HRPO 1311 Human Relations						
ECON 2301 Principles of Economics (Macro) OR						
ECON 2302 Principles of Economics (Micro) OR						
ECON 1301 Introduction to Economics						
THIRD SEMESTER						
BUSG 2305 Business Law/Contracts						
POFT 2331 Administrative Systems						
PSYC 2301 Introduction to Psychology						
XXXX #3## Math/Science General Education Elective						

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NAME:	SS#:	DATE:
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BUSINESS TECHNOLOGY - AAS - LEGAL OFFICE ASSISTANT SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1325 Business Math and Machine Applications						
POFT 1392 Special Topics-Intro. to Office Technology						
POFL 1305 Legal Terminology						
SECOND SEMESTER						
POFT 1319 Records and Information Management I						
POFT 2301 Intermediate Keyboarding						
POFI 1301 Computer Applications I OR						
ITSC 1309 Integrated Software Applications I						
POFT 1345 Shorthand/Notetaking						
XXXX #3## Approved Humanities/Fine Arts Gen. Elective						
SECOND YEAR						
FIRST SEMESTER						
POFL 2305 Legal Research						
POFI 2331 Desktop Publishing for the Office						
POFT 1380 Cooperative Education I						
HRPO 1311 Human Relations						
POFL 1359 Legal Transcription						
SECOND SEMESTER						
POFT 2380 Cooperative Education II						
BMGT 1325 Office Management						
BUSG 1301 Introduction to Business						
POFT 2331 Administrative Systems						
ACNT 1303 Introduction to Accounting I						
ECON 2301 Principles of Economics (Macro) OR						
ECON 2302 Principles of Economics (Micro) OR						
ECON 1301 Introduction to Economics						
(Continued on page 2)						

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

BUSINESS TECHNOLOGY - AAS - MEDICAL OFFICE SPECIALIST SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
POFT 1329 Beginning Keyboarding						
MDCA 1313 Medical Terminology I						
POFT 1392 Special Topics-Introduction to Office Technology						
ENGL 1301 Composition I						
PSYC 2302 Applied Psychology OR						
PSYC 2301 Introduction to Psychology						
SECOND SEMESTER						
POFT 2301 Intermediate Keyboarding						
POFI 1301 Computer Applications I OR						
ITSC 1309 Integrated Software Applications I						
MRMT 1307 Medical Transcription I						
XXXX #3## Approved Humanities/Fine Arts Gen. Elective						
POFT 1325 Business Math and Machine Applications						
SECOND YEAR						
FIRST SEMESTER						
POFT 1380 Cooperative Education I						
HRPO 1311 Human Relations						
POFI 1341 Computer Applications II						
BMGT 1325 Office Management						
POFT 1319 Records and Information Management I						
SECOND SEMESTER						
ACNT 1303 Introduction to Accounting I						
POFT 2331 Administrative Systems						
POFM 1300 Medical Coding Basics						
POFT 2380 Cooperative Education II						
BIOL 1308 Introductory Biology I						
THIRD SEMESTER						
POFM 2333 Medical Document Production (Coding II)						
ECON 2301 Principles of Economics (Macro) OR						
ECON 2302 Principles of Economics (Micro) OR						
ECON 1301 Introduction to Economics						

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

FINANCE (BANKING) - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<i>TSI Testing is required prior to first enrollment</i>						
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301		Composition I				
BNKG 1303		Principles of Banking				
ECON 2302		Principles of Economics (Micro)				
BUSG 1301		Introduction to Business				
MATH 1314		College Algebra OR				
XXXX #3##		General Education Science Elective				
SECOND SEMESTER						
XXXX #3##		Approved Humanities/Fine Arts Elective				
XXXX #3##		General Education Elective				
BNKG 1340		Money and Banking				
BMGT 1303		Principles of Management				
BUSG 2305		Business Law Contracts				
SECOND YEAR						
FIRST SEMESTER						
HRPO 1311		Human Relations				
ACCT 2301		Principles of Accounting I				
XXXX #3##		Computer Applications Elective*				
BNKG 2380		Cooperative Education I				
BNKG 1349		Commercial Lending OR				
BNKG 1345		Consumer Lending				
SECOND SEMESTER						
BNKG 1356		Analyzing Financial Statements I				
BUSG 1303		Principles of Finance				
BNKG 2374		Financial Business Administration				
BNKG #3##		Banking Elective				
BNKG 2381		Cooperative Education II				

*The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Intergrated Software Applications I, POFI 1301 Computer Applications I, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications.

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

HOTEL/RESTAURANT MANAGEMENT - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI Testing is required prior to first enrollment.</small>						
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301 Composition I						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
CHEF 1305 Sanitation and Safety						
HAMG 1321 Introduction to Hospitality						
SOCI 1301 Introduction to Sociology OR						
ECON 2302 Principles of Economics (Micro)						
SECOND SEMESTER						
RSTO 1325 Purchasing for Hospitality Operations						
HAMG 1313 Front Office Procedures						
XXXX #3## Computer Applications Elective*						
XXXX #3## Approved Humanities/Fine Arts Elective						
ACNT 1303 Introduction to Office Accounting I						
THIRD SEMESTER						
HAMG 2337 Hospitality Facilities Management						
HAMG 1324 Hospitality Human Resources Management						
XXXX #3## Approved Program-Related Elective						
SECOND YEAR						
FIRST SEMESTER						
HAMG 2332 Hospitality Financial Management						
HAMG 2380 Cooperative Education I- Hospitality Administration and Management						
RSTO 2301 Principles of Food and Beverage Control						
XXXX #3## Approved Program-Related Elective						
PSYC 2301 Introduction to Psychology OR						
PSYC 2302 Applied Psychology						
(Continued on page 2)						

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NAME:	SS#:	DATE:
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INTERNATIONAL BUSINESS - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301		Composition I				
IBUS 2341		Intercultural Management				
BUSG 1301		Introduction to Business				
MATH 1314		College Algebra OR				
XXXX#3##		General Education Science Elective*				
XXXX#3##		Approved Humanities/Fine Arts Elective*				
SECOND SEMESTER						
ENGL 1302		Composition II				
IBUS 1305		Introduction to International Business and Trade				
IBUS 1301		Principles of Exports				
IBUS 1370		Economic Geography OR				
ANTH 2351		Cultural Anthropology**				
XXXX#3##		Computer Applications Elective***				
FIRST SEMESTER						
IBUS 2335		International Business Law				
MRKG 2380		Cooperative Education I				
BUSG 2309		Small Business Management				
LMGT 1345		Economics of Transportation and Distribution				
IBUS 1354		International Marketing Management				
SECOND SEMESTER						
BUSG 2381		Cooperative Education II				
ECON 2302		Principles of Economics (Micro)				
IBUS 1302		Principles of Imports				
LMGT 1319		Introduction to Business Logistics				
XXXX#3##		General Education Elective*				

*See Page 44 of the catalog for the General Education Elective Options.

**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, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications.

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

MARKETING MANAGEMENT AND RESEARCH - AAS - MARKETING

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301 Composition I						
ECON 2302 Principles of Economics (Micro)						
XXXX #3## Approved Humanities/Fine Arts Gen.Ed. Elect.*						
MRKG 1311 Principles of Marketing						
MATH 1314 College Algebra OR						
XXXX #3## Approved Math/ Natural Science Elective*						
SECOND SEMESTER						
ENGL 1302 Composition II						
MRKG 2371 Services Marketing						
MRKG 2373 Services Promotion OR						
MRKG 1391 Special Topics in Business Marketing and Management						
MRKG 2348 Marketing Research and Strategies						
BUSG 1301 Introduction to Business						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
SECOND YEAR						
FIRST SEMESTER						
MRKG 2372 Consumer Behavior						
MRKG 2380 Cooperative Education I						
MRKG 2333 Principles of Selling						
XXXX #3## Computer Applications Elective**						
BMGT 1303 Principles of Management						
(Continued on Page 2)						

*See Page 44 of the catalog for the 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, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications.

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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PARALEGAL TECHNOLOGY - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LGLA 1303 Legal Research						
LGLA 1344 Texas Civil Litigation I						
XXXX #3## Computer Applications Elective*						
LGLA 1351 Contracts						
MATH 1314 College Algebra OR						
XXXX #3## General Ed. Math/Natural Science Elective						
ENGL 1301 Composition I						
SECOND SEMESTER						
LGLA 1305 Legal Writing						
LGLA 1345 Civil Litigation						
XXXX #3## Paralegal Technology Elective**						
SPCH 13## Speech***						
PSYC 2301 Introduction to Psychology						
SECOND YEAR						
FIRST SEMESTER						
LGLA 1353 Wills, Trusts and Probate Administration						
LGLA 2303 Torts and Personal Injury Law						
ACNT 1303 Introduction to Accounting I						
LGLA 2309 Real Property						
GOVT 2301 American Government: National, State, and Local I OR						
GOVT 2302 American Government: National, State, and Local II						
SECOND SEMESTER						
LGLA 2311 Business Organizations						
LGLA 2313 Criminal Law and Procedure						
LGLA 2307 Law Office Management						
LGLA 2381 Cooperative Education-Legal Assistant/Paralegal						
XXXX #3## Approved Humanities/Fine Arts Gen. Ed. Elective						

*The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, BCIS 1405 Business Applications Business Computer Applications, or COSC 1401 Microcomputer Applications.

** The Paralegal Technology Elective may be chosen from the following courses: LGLA 1335, LGLA 2317, or POFM 1313.

*** Speech may be chosen from the following courses: SPCH 1311, 1315, 1318, or 1321

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NAME:	SS#:	DATE:
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REAL ESTATE - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/Substitution Institution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR					
FIRST SEMESTER					
ENGL 1301 Composition I					
RELE 1301 Principles of Real Estate					
RELE 1338 Principles of Real Estate II					
RELE 2301 Law of Agency					
RELE 1311 Real Estate Contracts					
SECOND SEMESTER					
ENGL 1302 Composition II					
RELE 1325 Real Estate Mathematics OR					
XXXX #3## Approved Mathematics					
RELE 1321 Real Estate Marketing					
RELE 1319 Real Estate Finance OR					
RELE 1324 Loan Origination and Quality Control					
RELE 1323 Real Estate Computer Application					
SECOND YEAR					
FIRST SEMESTER					
ECON 2301 Principles of Economics (Macro)					
RELE 1303 Real Estate Appraisal					
RELE 1307 Real Estate Investment					
ENVR 1301 Environmental Science					
RELE 1381 Cooperative Education-Real Estate					
SECOND SEMESTER					
BUSG 2305 Business Law/Contracts					
RELE 1329 Fundamentals of Environmental Issues OR					
RELE 1315 Property Management					
RELE 2381 Cooperative Education-Real Estate					
GOVT 2301 American Government OR					
PSYC 2302 Applied Psychology					
XXXX #3## Approved Humanities/Fine Arts Elective					

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

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
First Year						
FIRST SEMESTER						
ENGL 1301		Composition I				
RELE 1301		Principles of Real Estate				
RELE 1325		Real Estate Mathematics OR				
XXXX #3##		Approved Mathematics				
RELE 1324		Loan Origination and Quality Control				
RELE 1321		Real Estate Contracts				
SECOND SEMESTER						
ENGL 1302		Composition II				
RELE 2301		Law of Agency				
RELE 1338		Principles of Real Estate II				
RELE 1303		Real Estate Appraisal				
RELE 1381		Cooperative Education- Real Estate				
Second Year						
FIRST SEMESTER						
ECON 2301		Principles of Economics (Macro)				
RELE 2307		Real Estate Title and Settlement				
RELE 1319		Real Estate Finance				
ENVR 1301		Environmental Science				
RELE 1371		Loan Processing				
SECOND SEMESTER						
BUSG 2305		Business Law/Contracts				
RELE 2311		Fundamentals of Mortgage Lending				
RELE 2381		Cooperative Educations- Real Estate				
GOVT 2301		American Government OR				
PSYC 2302		Applied Psychology				
XXXX #3##		Approved Humanities/ Fine Arts Elective				

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 06-07

TRAVEL AND TOURISM - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
ENGL 1301 Composition I						
TRVM 1300 Introduction to Travel and Tourism						
TRVM 1308 Travel Destination I-Western Hemisphere						
TRVM 1313 Ticketing Forms and Procedures						
XXXX #4## Appr. Gen. Ed. Academic Language Elective						
SECOND SEMESTER						
TRVM 1306 Travel Automation I						
TRVM 2305 Travel Industry Management						
MRKG 1311 Principals of Marketing						
PSYC 2301 Introduction to Psychology OR						
PSYC 2302 Applied Psychology						
SPCH #3## Speech Elective						
SECOND YEAR						
FIRST SEMESTER						
TRVM 2335 Travel Automation II						
TRVM 1345 Travel and Tourism Sales and Marketing						
TRVM 1348 International Fare Construction						
TRVM 1323 Group Tour Operation						
TRVM 2380 Cooperative Education I-Tourism and Travel Services Management OR						
TRVM #3## Approved Travel Elective						
SECOND SEMESTER						
TRVM 1327 Special Events Design						
TRVM 1341 Travel Destination II-Eastern Hemisphere						
TRVM 1391 Special Topics-Travel Retail Sales						
TRVM 2381 Cooperative Education II-Tourism and Travel Services Management OR						
TRVM #3## Approved Travel Elective						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
XXXX #3## Approved Humanities/Fine Arts Elective						

