

Business, Management and Administration Programs

Accounting

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

Business Administration

- 5 Management-AAS
- 6 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
- 22 Medical Coding/Transcription Specialist Specialization-Certificate

International Business

- 23 International Business-AAS
- 24 International Business-Certificate
- 25 Logistics and Global Supply Chain Management-Certificate

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 07-08

ACCOUNTING - ASSOCIATE IN APPLIED SCIENCE

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						
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, or BCIS 1405 Business Computer Application.

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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BUSINESS ADMINISTRATION - AAS - MANAGEMENT

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						
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 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, or BCIS 1405 Business Computer Application.

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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BUSINESS ADMINISTRATION - AAS - HUMAN RESOURCE MANAGEMENT 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				
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				

*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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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BUSINESS TECHNOLOGY - AAS - GENERAL OFFICE ADMINISTRATION 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						
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
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION**

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NAME:	SS#:	DATE:
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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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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						

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

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						
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**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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BUSINESS TECHNOLOGY - AAS - MEDICAL OFFICE SPECIALIST 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						
POFT 1329		Beginning Keyboarding				
MDCA 1313		Medical Terminology I				
POFT 1392		Special Topics- Intro. 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				
POST 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				
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**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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INTERNATIONAL BUSINESS - 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				
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				

*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.

