

Business Programs

Accounting

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

Business Administration

- 5 Business Management-AAS
- 7 Business Management-Certificate
- 8 Human Resource Management Specialization-AAS
- 10 Human Resource Management-Certificate
- 11 Entrepreneurship-Certificate
- 12 Business Plan-Marketable Skills Achievement Award
- 13 Logistics and Global Supply Chain Management-AAS
- 14 Logistics and Global Supply Chain Management-Certificate
- 15 Maritime Logistics

Business Technology

- 16 General Office Administration Specialization-AAS
- 17 General Office Administration Specialization-Certificate
- 18 General Office Administration Bilingual Option- AAS (Deactivated as of September 1, 2011.
- 19 Bilingual Business Technology Specialization-Certificate
- 20 Financial Peoplesoft- Marketable Skills Achievement Award
- 21 Human Resources/Peoplesoft-Certificate
- 22 Microsoft Office Technology Specialization- AAS
- 23 Microsoft Office Technology Specialization-Certificate
- 24 Legal Office Assistant Specialization-AAS
- 26 Legal Office Assistant Specialization-Certificate
- 27 Medical Office Specialist Specialization-AAS
- 29 Medical Management-Marketable Skills Achievement Award
- 30 Medical Coding/Transcription Specialist Specialization-Certificate

Finance-Banking

- 31 Financial Banking-AAS
- 32 Financial Lending- Certificate
- 33 Financial Operations-Certificate
- 34 Teller Training-Marketable Skills Achievement Award

International Business

- 35 International Business-AAS
- 36 International Business-Certificate
- 37 Certified Global Business Specialist-Marketable Skills Achievement Award

Marketing/Marketing Management

- 38 Marketing-AAS
- 40 Marketing-Certificate
- 41 Retailing-Certificate

Real Estate

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

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

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						
LEAD 1200 Workforce Development with Critical Thinking						
ACCT 2301 Principles of Accounting I						
ECON 2301 Principles of Economics						
ENGL 1301 Composition I						
XXXX #3## Computer Applications Elective*						
HRPO 2301 Human Resources Management						
SECOND SEMESTER						
ITSW 2334 Advanced Spreadsheets OR						
POFI 1349 Spreadsheets						
ENGL 1302 Composition II						
PSYC 2301 Introduction to Psychology						
BUSG 2305 Business Law/Contracts						
ACCT 2302 Principles of Accounting II						
XXXX #3## Humanities/Fine Arts General Ed. 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 1327 Principles of Management						
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						
ACNT 2304 Intermediate Accounting II						

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

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

ACCOUNTING - CERTIFICATE

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 SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
ACCT 2301 Principles of Accounting I						
XXXX #3## Computer Applications Elective*						
HRPO 2301 Human Resources Management						
MATH 1314 College Algebra						
SECOND SEMESTER						
ACCT 2302 Principles of Accounting II						
ACNT 2331 Internal Control and Auditing OR						
ACNT 1313 Computerized Accounting Applications						
ACNT 1331 Federal Income Tax: Individual						
ACNT 1382 Cooperative Education-Accounting Technician						
THIRD SEMESTER						
ACNT 2309 Cost Accounting OR						
ACNT 1392 Special Topics in Accounting Technician- Small Business Accounting						
ITSW 2334 Advanced Spreadsheets OR						
POFI 1349 Spreadsheets						
ACNT 1347 Federal Income Tax for Partnerships and Corp.						
ACNT 2382 Cooperative Education-Accounting Technician						
ACNT 2303 Intermediate Accounting I						

* The Computer Applications Elective may be chosen from the following courses: ITSW 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:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

BUSINESS ADMINISTRATION - AAS - BUSINESS 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						
LEAD 1200 Workforce Development with Critical Thinking						
BUSG 1301 Introduction to Business OR						
BUSI 1301 Introduction to Business						
BMGT 1327 Principles of Management						
ENGL 1301 Composition I						
XXXX #3## General Education Elective						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
BMGT 1301 Supervision						
HRPO 1311 Human Relations						
XXXX #3## Computer Applications Elective*						
XXXX #3## Humanities/Fine Arts General Ed. 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 OR						
BUSI 2301 Business Law I						
HRPO 2301 Human Resource Management						
Continued on page 2						

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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

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						
LEAD 1200 Workforce Development with Critical Thinking						
BUSG 1301 Introduction to Business OR						
BUSI 1301 Introduction to Business						
ENGL 1301 Composition I						
BMGT 1327 Principles of Management						
XXXX #3## Approved General Education Elective						
XXXX #3## Computer Applications Elective*						
SECOND SEMESTER						
ENGL 1302 Composition II						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
BMGT 1301 Supervision						
HRPO 1311 Human Relations						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
SECOND YEAR						
FIRST SEMESTER						
BUSG 2380 Cooperative Education I						
BUSG 2305 Business Law/Contracts OR						
BUSI 2301 Business Law I						
HRPO 1302 Human Resources Training and Development						
XXXX #3## Program-Related Elective**						
HRPO 2301 Human Resource Management						
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*The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

** 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:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

BUSINESS ADMINISTRATION - AAS - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT

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						
LEAD 1200 Workforce Development with Critical Thinking						
LMGT 1319 Introduction to Business Logistics						
ENGL 1301 Composition I						
IBUS 1341 Global Supply Chain Management						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
IBUS 1301 Principles of Exports						
ECON 2302 Principles of Microeconomics						
BMGT 1301 Supervision						
LMGT 1321 Introduction to Materials Handling						
THIRD SEMESTER						
BUSG 1374 Business Writing Essentials						
SECOND YEAR						
FIRST SEMESTER						
IBUS 2335 International Business Law						
BUSG 2380 Cooperative Education-Business/ Commerce,General						
IBUS 1302 Principles of Imports						
BMGT 1313 Principles of Purchasing						
LMGT 1323 Domestic & International Transportation Mgmt.						
SECOND SEMESTER						
LMGT 1325 Warehouse and Distribution Center Mgmt.						
LMGT 1345 Economics of Transportation and Distribution						
LMGT 2334 Principles of Traffic Management						
XXXX #3## Approved General Education Elective						
BUSG 2381 Cooperative Education-Business/ Commerce,General						

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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						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1370 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## Humanities/Fine Arts General Ed. 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						
POFI 2331 Desktop Publishing						
PSYC 2301 Introduction to Psychology						
POFT 2380 Cooperative Education II						
THIRD SEMESTER						
XXXX #3## Math/Natural Science General Ed. Elective						
ECON 2301 Principles of Macroeconomics OR						
ECON 2302 Principles of Microeconomics OR						
ECON 1301 Introduction to Economics						

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

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						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1370 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						
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						
POFI 2331 Desktop Publishing for the Office				This AAS will be deactivated as of September 1, 2011.		
PSYC 2301 Introduction to Psychology				No new students will be admitted into the program.		
POFT 2380 Cooperative Education II						
THIRD SEMESTER						
XXXX #3## Math/Natural Science Elective						
ECON 2301 Principles of Economics (Macro) OR						
ECON 2302 Principles of Economics (Micro) OR						
ECON 1301 Introduction to Economics						

*May take the following: FREN 1411, JAPN 1411, KORE 1411 or VIET 1411

**May take the following: FREN 1412, JAPN 1412, KORE 1412 or VIET 1412

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**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

BUSINESS TECHNOLOGY - CERTIFICATE - BILINGUAL BUSINESS TECHNOLOGY SPECIALIZATION

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 SEMESTER					
LEAD 1200 Workforce Development with Critical Thinking					
POFI 1301 Computer Applications I					
POFT 1392 Special Topics-Intro. to Office Technology					
POFT 1329 Beginning Keyboarding					
SPAN 1300 Beginning Spanish Conversation I *					
SECOND SEMESTER					
ENGL 1301 Composition I					
POFI 1341 Computer Applications II					
SPAN 1310 Beginning Spanish Conversation II *					
BMGT 1325 Office Management					
POFT 2331 Administrative Systems					

*May take the following: FREN 1300, JAPN 1300, KORE 1411 or VIET 1411
**May take the following: FREN 1310, JAPN 1310, KORE 1412 or VIET 1412

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

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						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
POFT 1329 Beginning Keyboarding						
POFT 1370 Introduction to Office Technology						
BMGT 1325 Office Management						
ENGL 1301 Composition I						
SECOND SEMESTER						
POFI 1341 Computer Applications II						
BUSG 1301 Introduction to Business						
POFT 2301 Intermediate Keyboarding						
XXXX #3## Humanities/Fine Arts General Ed. 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						
HRPO 1311 Human Relations						
ECON 2301 Principles of Macroeconomics OR						
ECON 2302 Principles of Microeconomics 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/Natural Science Elective						
POFI 2380 Cooperative Education II						

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

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						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1370 Introduction to Office Technology						
POFL 1305 Legal Terminology						
SECOND SEMESTER						
POFT 1319 Records and Information Management I						
POFT 1325 Business Math and Machine Applications						
POFT 2301 Intermediate Keyboarding						
POFT 1345 Shorthand/Notetaking						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
SECOND YEAR						
FIRST SEMESTER						
POFL 2305 Legal Research						
POFI 2331 Desktop Publishing						
POFT 1380 Cooperative Education I						
HRPO 1311 Human Relations						
POFL 1359 Legal Transcription						
SECOND SEMESTER						
BMGT 1325 Office Management						
ACNT 1303 Introduction to Accounting I						
ECON 2301 Principles of Macroeconomics OR						
ECON 2302 Principles of Microeconomics OR						
ECON 1301 Introduction to Economics						
POFT 2380 Cooperative Education II						
(Continued on page 2)						

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

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						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
POFT 1329 Beginning Keyboarding						
MDCA 1313 Medical Terminology I						
ENGL 1301 Composition I						
PSYC 2302 Applied Psychology OR						
PSYC 2301 Introduction to Psychology						
SECOND SEMESTER						
POFT 2301 Intermediate Keyboarding						
POFT 1370 Introduction to Office Technology						
MRMT 1307 Medical Transcription I						
XXXX #3## Humanities/Fine Arts General Ed. 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						
POFM 1300 Medical Coding Basics						
BIOL 1308 Introductory Biology I						
POFT 2380 Cooperative Education II						
(Continued on page 2)						

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

FINANCE-BANKING - 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						
LEAD 1200 Workforce Development with Critical Thinking						
ENGL 1301 Composition I						
BNKG 1303 Principles of Bank Operation						
ECON 2302 Principles of Microeconomics						
BUSG 1301 Introduction to Business						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
SECOND SEMESTER						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
XXXX #3## General Education Elective						
BNKG 1340 Money and Banking						
BMGT 1327 Principles of Management						
BUSG 2305 Business Law Contracts						
SECOND YEAR						
FIRST SEMESTER						
HRPO 1311 Human Relations						
ACCT 2301 Principles of Accounting I						
IBUS 2339 International Banking and Finance						
BNKG 2380 Cooperative Education- Banking and Financial Support Services						
BNKG 1349 Commercial Lending OR						
BNKG 1345 Consumer Lending						
SECOND SEMESTER						
BNKG 1356 Analyzing Financial Statements I						
BUSG 1303 Principles of Finance						
BNKG 1351 Selling Bank/Financial Products and Services						
BNKG 2381 Coop.Ed.- Banking and Financial Support Ser.						
BNKG 2374 Financial Business Administration						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

INTERNATIONAL BUSINESS - 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						
LEAD 1200 Workforce Development with Critical Thinking						
ENGL 1301 Composition I						
LMGT 1319 Introduction to Business Logistics						
BUSG 1301 Introduction to Business						
MATH 1314 College Algebra* OR						
XXXX#3## Math/Natural Science General Ed. Elective						
XXXX#3## Humanities/Fine Arts General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
IBUS 1305 Introduction to International Business and Trade						
IBUS 1301 Principles of Exports						
IBUS 1370 Economic Geography						
IBUS 1341 Global Supply Chain Management						
SECOND YEAR						
FIRST SEMESTER						
IBUS 2335 International Business Law						
IBUS 2380 Cooperative Education - International Business/ Trade/Commerce						
BUSG 2309 Small Business Management						
XXXX #3## Approved Program Elective**						
IBUS 1354 International Marketing Management						
SECOND SEMESTER						
ECON 2302 Principles of Economics (Micro)						
IBUS 1302 Principles of Imports						
XXXX#3## General Education Elective						
IBUS 2381 Cooperative Education - International Business/ Trade/Commerce						
IBUS 2341 Intercultural Management						

*Recommended for transfer

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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

MARKETING/MARKETING MANAGEMENT - AAS - MARKETING

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSl testing is required prior ro first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
MRKG 1311 Principles of Marketing						
ENGL 1301 Composition I						
ECON 2302 Principles of Microeconomics						
XXXX #3## Humanities/Fine Arts Elective						
MATH 1314 College Algebra* OR						
XXXX #3## Math/Natural Science Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
MRKG 2312 e-Commerce						
MRKG 2371 Services Marketing 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						
XXXX #3## Computer Applications Elective*						
BMGT 1327 Principles of Management						
MRKG 2372 Consumer Behavior						
MRKG 2333 Principles of Selling						
MRKG 2380 Cooperative Education I- Marketing/Marketing Management, General						
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* The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

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HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:

SS#:

DATE:

COLLEGE:

COUNSELOR/ADVISOR:

CATALOG YEAR: 11-12

MARKETING/MARKETING MANAGEMENT - AAS - MARKETING

Table with 6 columns: HCCS Course Requirement, Transfer/Substitution Institution Course, Substitute (SU) Transfer (TR), Comment/Disapproval, Approval Signature, and Date. Includes course listings like MRKG 2374 Marketing Case Studies OR, MRKG 1302 Principles of Retailing, HRPO 1311 Human Relations, IBUS 1354 International Marketing Management, MRKG 2349 Advertising and Sales Promotion, and MRKG 2381 Cooperative Education- Marketing/Marketing Management, General.

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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12
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MARKETING/MARKETING MANAGEMENT - CERTIFICATE - RETAILING

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 SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
MRKG 1311 Principles of Marketing						
MRKG 2372 Consumer Behavior						
MRKG 2333 Principles of Selling						
MRKG 1302 Principles of Retailing						
SECOND SEMESTER						
HRPO 1311 Human Relations						
XXXX #3## Program- Related Elective*						
XXXX #3## Program- Related Elective*						
MRKG 2371 Services Marketing						

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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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___ FA ___ VA

NAME:	SS#:	DATE:
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REAL ESTATE - 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						
LEAD 1200 Workforce Development with Critical Thinking						
RELE 1301 Principles of Real Estate						
ENGL 1301 Composition I						
RELE 1338 Principles of Real Estate II						
RELE 2301 Law of Agency						
RELE 1311 Law of 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 Macroeconomics						
RELE 1372 Basic Appraisal Principles						
RELE 1307 Real Estate Investment OR						
RELE 2331 Real Estate Brokerage						
ENVR 1301 Environmental Science						
RELE 1381 Cooperative Education-Real Estate						
SECOND SEMESTER						
RELE 1309 Real Estate Law						
RELE 1329 Fundamentals of Environmental Issues OR						
RELE 1315 Property Management						
GOVT 2301 American Government OR						
PSYC 2302 Applied Psychology						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
RELE 2381 Cooperative Education-Real Estate						

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION**

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 11-12

REAL ESTATE- AAS- MORTGAGE LENDING SPECIALIZATION

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						
LEAD 1200 Workforce Development with Critical Thinking						
RELE 1301 Principles of Real Estate I						
ENGL 1301 Composition I						
RELE 1325 Real Estate Mathematics OR						
XXXX #3## Approved Mathematics						
RELE 1324 Loan Origination and Quality Control						
RELE 1311 Law of Contracts						
SECOND SEMESTER						
ENGL 1302 Composition II						
RELE 2301 Law of Agency						
RELE 1338 Principles of Real Estate II						
RELE 1372 Basic Appraisal Principles						
RELE 1381 Cooperative Education- Real Estate						
Second Year						
FIRST SEMESTER						
ECON 2301 Principles of Macroeconomics						
RELE 2307 Real Estate Title and Settlement						
RELE 1319 Real Estate Finance						
ENVR 1301 Environmental Science						
RELE 1371 Loan Processing						
SECOND SEMESTER						
RELE 1309 Real Estate Law						
RELE 2311 Fundamentals of Mortgage Lending						
GOVT 2301 American Government OR						
PSYC 2302 Applied Psychology						
XXXX #3## Humanities/ Fine Arts General Ed. Elective						
RELE 2381 Cooperative Education- Real Estate						

