# **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

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|---|----------------------------|-----------|----------------------------------|---------------------------------|-----------|-----------------------|-------------|
| NAME:   |                            |           | SS#:                             |                                 |           | DATE:                 |             |
| COLLEGE:  |                            |           | COUNSELOR/ADVISOR:               |                                 |           | CATALOG YEAR:         | 11-12       |
|   | ACCOUNT                    | TING - AS |                                  | APPLIED SCIENCE                 | L         |                       |             |
| HCCS Course Requirement                                 | Transfer/St<br>Institution |           | Substitute (SU)<br>Transfer (TR) | Comment/Di                      | sapproval | Approval<br>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                    |                            |           |                                  |                                 |           |                       |             |
|   |                            |           |                                  |                                 |           |                       |             |

<sup>\*</sup> 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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| NAME:   |                            | SS#:                             |                                    | DATE:                 |             |
| COLLEGE:  |                            | COUNSELOR/AI                     | OVISOR:                            | CATALOG YEAR:         | 11-12       |
|   | A                          | <br>TING - CERTII                |                                    |                       |             |
| HCCS Course Requirement                                 | Transfer/Su<br>Institution | Substitute (SU)<br>Transfer (TR) |                                    | Approval<br>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   |                            | <br>                             |                                    |                       |             |
| ACNT 2303 Intermediate Accounting I                     |                            |                                  |                                    |                       |             |
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| COLLEGE:   |                                      | COUNSELOR/A        | DVISOR:                             | CATALOG YEAR          | <br>R: 11-12 |  |
|  | ARKETABLE SKI                        |                    | ENT AWARD- PAYROLL SPECIALIS        |                       |              |  |
| HCCS Course Requirement                            | Transfer/Substituti Institution Cour | on Substitute (SU) | Comment/Disapproval                 | Approval<br>Signature | Date         |  |
| First Year   |                                      |                    |                                     |                       |              |  |
| First Semester                                     |                                      |                    |                                     |                       |              |  |
| ACNT 1303 Introduction to Accounting I             |                                      |                    |                                     |                       |              |  |
| ACNT 1329 Payroll Accounting                       |                                      |                    |                                     |                       |              |  |
| POFI 1301 Computer Applications I OR               |                                      |                    |                                     |                       |              |  |
| ITSC 1309 Integrated Software Applications         |                                      |                    |                                     |                       |              |  |
| BMGT 1391 Introduction to HR/PeopleSoft            |                                      |                    |                                     |                       |              |  |
| Applications I OR                                  |                                      |                    |                                     |                       |              |  |
| ITSW 2334 Advanced Spreadsheets OR                 |                                      |                    |                                     |                       |              |  |
| POFI 1349 Spreadsheets OR                          |                                      |                    |                                     |                       |              |  |
| ACNT 1313 Computerized Accounting Applications     |                                      |                    |                                     |                       |              |  |
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| A student can only earn one MSA per academic year. | -                                    |                    |                                     |                       | +            |  |
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| NAME:  |                            |                       | SS#:                             |                                    | DATE:               |                     |  |
| COLLEGE:   |                            |                       | COUNSELOR/AI                     | OVISOR:                            | CATALOG             | CATALOG YEAR: 11-12 |  |
|  | ESS ADMI                   | NISTRAT               | ΓΙΟΝ - AAS - B                   | USINESS MANAGEMENT                 | ·                   |                     |  |
| HCCS Course Requirement                                | Transfer/Su<br>Institution | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR) | Comment/Disapprova                 | Approva<br>Signatur |                     |  |
| 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                    |                            |                       |                                  |                                    |                     |                     |  |
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| NAME:                                 |                            | SS#:   |                             | DATE:                 |  |
| COLLEGE:                              |                            | COUNSELOR/ADVISC                                     | DR:                         | CATALOG YEAR: 11-12   |  |
|                                       | BUSINESS ADMI              |  | NESS MANAGEMENT             |                       | · · · · -  |
| HCCS Course Requirement               | Transfer/Su<br>Institution | Substitute (SU)<br>Transfer (TR)                     | Comment/Disapproval         | Approval<br>Signature | Date   |
| Second Semester                       |                            |  |                             |                       |  |
| BUSG 1370 Personal Financial Planning |                            |  |                             |                       |  |
| HRPO 2307 Organizational Behavior OR  |                            |  |                             |                       |  |
| BMGT 1341 Business Ethics             |                            |  |                             |                       |  |
| ECON 2302 Principles of Economics     |                            | <br>   |                             |                       |  |
| BUSG 2381 Cooperative Education II    |                            | <br>   |                             |                       |  |
| BUSG 2309 Small Business Management   |                            | <br><del>                                     </del> |                             |                       | <b> </b>   |
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| NAME:  |                            |              | SS#:                             |                     | DATE:                 |              |
| COLLEGE:   |                            |              | COUNSELOR/AI                     | OVISOR:             | CATALOG YEAR:         | 11-12        |
|  | MINISTRA                   | TION - C     |                                  | BUSINESS MANAGEMENT |                       |              |
| HCCS Course Requirement                                | Transfer/St<br>Institution |              | Substitute (SU)<br>Transfer (TR) |                     | Approval<br>Signature | Date         |
| TSI testing is required prior to first enrollment.     |                            |              |                                  |                     |                       |              |
| FIRST SEMESTER   |                            |              |                                  |                     |                       |              |
| LEAD 1200 Workforce Development with Critical Thinking | 5                          |              |                                  |                     |                       |              |
| HRPO 2301 Human Resource Management                    |                            |              |                                  |                     |                       |              |
| BUSG 2305 Business Law/Contracts OR                    |                            |              |                                  |                     |                       |              |
| BUSI 2301 Business Law I                               |                            |              |                                  |                     |                       |              |
| HRPO 1311 Human Relations                              |                            |              |                                  |                     |                       |              |
| BMGT 1327 Principles of Management                     |                            |              |                                  |                     |                       |              |
| Second Semester  |                            |              |                                  |                     |                       |              |
| BUSG 1301 Introduction to Business OR                  |                            |              |                                  |                     |                       |              |
| BUSI 1301 Introduction to Business                     |                            |              |                                  |                     |                       | ļ            |
| BMGT 1301 Supervision                                  | <b>_</b>                   | ļ            |                                  |                     |                       |              |
| BUSG 2380 Cooperative Education I                      | -                          |              |                                  |                     |                       |              |
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| COLLEGE:                |  |             |        | COUNSELOR/AI    | OVISOR:                            | CATALOG YEAR | · 11-12     |
| COLLLOL.                | RUSINESS ADMINIST                            | TRATION     |        |                 | RCE MANAGEMENT SPECIAL             | <b>'</b>     | , 11 12     |
|                         |  | Transfer/S  |        | Substitute (SU) |                                    | Approval     | Data        |
|                         | HCCS Course Requirement                      | Institution | Course | Transfer (TR)   | Comment/Disapproval                | 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 SEMEST           | ER   |             |        |                 |                                    |              |             |
| 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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<sup>\*</sup>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.

 $<sup>\</sup>hbox{\it *** Program-Related Electives may be chosen from the following: BUSG, BMGT, HRPO, IBUS, MRKG, OR LMGT}\\$ 

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| NAME:  |             |                  | SS#:   |                             | DATE:                 |              |
| COLLEGE:   |             | COUNSELOR/ADVISC | DR:  | CATALOG YEAR                | : 11-12               |              |
| BUSINESS ADM   | IINISTRATIO | ON - AAS -       | HUMAN RESOUR                                     | RCE MANAGEMENT SPECIAI      | LIZATION              |              |
| HCCS Course Requirement  |             | ubstitution      | Substitute (SU)<br>Transfer (TR)                 | Comment/Disapproval         | Approval<br>Signature | Date         |
| SECOND SEMESTER  |             |                  |  |                             |                       |              |
| 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 Microeconomics                               |             |                  |  |                             |                       |              |
| BUSG 2381 Cooperative Education II                                   |             |                  |  |                             |                       |              |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION  Page 1 of |                            |          |                                  |                     |            |                     |  |  |  |  |
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| NAME:  |                            |          | SS#:                             |                     | DATE:      |                     |  |  |  |  |
| COLLEGE:   |                            |          | COUNSELOR/AI                     | OVISOR:             | CATALOG YE | CATALOG YEAR: 11-12 |  |  |  |  |
| BUSINESS ADMI  | NISTRATIO                  | ON - CEI | RTIFICATE - H                    | UMAN RESOURCE MANAG | EMENT      |                     |  |  |  |  |
| HCCS Course Requirement  | Transfer/Su<br>Institution |          | Substitute (SU)<br>Transfer (TR) |                     |            | Date                |  |  |  |  |
| TSI testing is required prior to first enrollment.   |                            |          |                                  |                     |            |                     |  |  |  |  |
| FIRST SEMESTER   |                            |          |                                  |                     |            |                     |  |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking   |                            |          |                                  |                     |            |                     |  |  |  |  |
| HRPO 1302 Human Resources Training and Development   |                            |          |                                  |                     |            |                     |  |  |  |  |
| HRPO 1305 Management and Labor Relations   |                            |          |                                  |                     |            |                     |  |  |  |  |
| HRPO 2371 Recruiting, Interviewing, and Placement  |                            |          |                                  |                     |            |                     |  |  |  |  |
| BMGT 1327 Principles of Management   |                            |          |                                  |                     |            |                     |  |  |  |  |
| SECOND SEMESTER  |                            |          |                                  |                     |            |                     |  |  |  |  |
| HRPO 2301 Human Resource Management  |                            |          |                                  |                     |            |                     |  |  |  |  |
| HRPO 2372 Wage and Salary Administration   |                            |          |                                  |                     |            |                     |  |  |  |  |
| BUSG 2380 Cooperative Education I  |                            |          |                                  |                     |            |                     |  |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                            |         |                                  |                        |                       |          |  |  |  |
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| NAME:   |                            |         | SS#:                             |                        | DATE:                 |          |  |  |  |
| COLLEGE:  |                            |         | COUNSELOR/AI                     | OVISOR:                | CATALOG YEAR:         | 11-12    |  |  |  |
|   | S ADMINIS                  | STRATIO | N - CERTIFIC                     | ATE - ENTREPRENEURSHIP | <b>'</b>              |          |  |  |  |
| HCCS Course Requirement   | Transfer/Su<br>Institution |         | Substitute (SU)<br>Transfer (TR) |                        | Approval<br>Signature | Date     |  |  |  |
| TSI testing is required prior to first enrollment.                                      |                            |         |                                  |                        |                       |          |  |  |  |
| First Semester  |                            |         |                                  |                        |                       |          |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking                                  |                            |         |                                  |                        |                       |          |  |  |  |
| BUSG 1373 Entrepreneurship and Economic Development                                     |                            |         |                                  |                        |                       |          |  |  |  |
| ACNT 1303 Introduction to Accounting I  |                            |         |                                  |                        |                       |          |  |  |  |
| MRKG 1311 Principles of Marketing OR  |                            |         |                                  |                        |                       |          |  |  |  |
| MRKG 2312 e-Commerce  |                            |         |                                  |                        |                       |          |  |  |  |
| Second Semester   |                            |         |                                  |                        |                       |          |  |  |  |
| BUSG 1301 Introduction to Business OR   |                            |         |                                  |                        |                       | <b> </b> |  |  |  |
| BUSI 1301 Introduction to Business  |                            |         |                                  |                        |                       |          |  |  |  |
| BUSG 2305 Business Law/Contracts OR   |                            |         |                                  |                        |                       |          |  |  |  |
| BUSI 2301 Business Law I  |                            |         |                                  |                        |                       | -        |  |  |  |
| BUSG 2309 Small Business Management   |                            |         |                                  |                        |                       | <b> </b> |  |  |  |
| BUSG 1382 Cooperative Education-Entrepreneurship/                                       |                            |         |                                  |                        |                       |          |  |  |  |
| Entrepreneurial Studies First Semester  |                            |         |                                  |                        |                       |          |  |  |  |
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| FAVA EDU  |                            |                                  | LEGE SYSTEM BSTITUTION PETITION |                       | Page 1 of 1  |
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| NAME:   |                            | SS#:                             |                                 | DATE:                 |              |
| COLLEGE:  |                            | COUNSELOR/AI                     | OVISOR:                         | CATALOG YEAR          | : 11-12      |
|   | ATION - M                  |                                  | ACHIEVEMENT AWARD - BUS         |                       |              |
| HCCS Course Requirement                             | Transfer/Su<br>Institution | Substitute (SU)<br>Transfer (TR) |                                 | Approval<br>Signature | Date         |
| First Semester                                      |                            |                                  |                                 |                       |              |
| BUSG 1373 Entrepreneurship and Economic Development |                            |                                  |                                 |                       |              |
| BUSG 2309 Small Business Management                 |                            |                                  |                                 |                       |              |
| MRKG 1311 Principles of Marketing OR                |                            |                                  |                                 |                       |              |
| ACNT 1303 Introduction to Accounting I OR           |                            |                                  |                                 |                       |              |
| ACCT 2301 Principles of Accounting                  |                            |                                  |                                 |                       | <b>_</b>     |
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| FAVA E.D.  |                            |          | IMUNITY COLLI<br>RANSFER SUBS    | EGE SYSTEM<br>FITUTION PETITION |                       | Page 1 of 1 |
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| NAME:  |                            |          | SS#:                             |                                 | DATE:                 |             |
| COLLEGE:   |                            |          | COUNSELOR/ADVI                   | SOR:                            | CATALOG YEAR          | : 11-12     |
|  | RATION - A                 | AS - LOC |                                  | OBAL SUPPLY CHAIN MANAG         |                       |             |
| HCCS Course Requirement                                | Transfer/St<br>Institution |          | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval             | Approval<br>Signature | Date        |
| TSI testing is required prior ro first enrollment.     |                            |          |                                  |                                 |                       |             |
| 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 Mgm  | t.                         |          |                                  |                                 |                       |             |
| 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:                 |             |
| COLLEGE:   |               | COUNSELOR/A                      | OVISOR:                            | CATALOG YEAR:         | 11-12       |
| BUSINESS ADMINISTRATIO                                 | N -CERTIFIC   |                                  |                                    |                       |             |
| HCCS Course Requirement                                | Transfer/Subs | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval                | Approval<br>Signature | Date        |
| TSI Testing is required prior ro first enrollment.     |               |                                  |                                    |                       |             |
| FIRST SEMESTER   |               |                                  |                                    |                       |             |
| LEAD 1200 Workforce Development with Critical Thinking |               |                                  |                                    |                       |             |
| LMGT 1319 Introduction to Business Logistics           |               |                                  |                                    |                       |             |
| IBUS 1301 Principles of Exports                        |               |                                  |                                    |                       |             |
| LMGT 1321 Introduction to Materials Handling           |               |                                  |                                    |                       |             |
| BMGT 1313 Principles of Purchasing                     |               | <br>                             |                                    |                       |             |
| Second Semester  |               |                                  |                                    |                       |             |
| LMGT 1323 Domestic and International                   |               | <br>                             |                                    |                       |             |
| Transportation Management                              |               |                                  |                                    |                       |             |
| IBUS 1302 Principles of Imports                        |               | <br>                             |                                    |                       |             |
| LMGT 1325 Warehouse and Distribution Center            | -             | <br>-                            |                                    |                       |             |
| Management   |               | <br>_                            |                                    |                       |             |
| IBUS 1341 Global Supply Chain Management               | ļ             | <br>_                            |                                    |                       |             |
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| COLLEGE:   |  | COUNSELOR/AI                     | OVISOR:                            | CATALOG YEAR: | 11-12        |
|  | ADMINISTR  |                                  | E- MARITIME LOGISTICS              |               |              |
| HCCS Course Requirement                                | Transfer/Sub<br>Institution                      | Substitute (SU)<br>Transfer (TR) | Approval<br>Signature              | Date          |              |
| TSI Testing is required prior ro first enrollment.     |  |                                  |                                    |               |              |
| First Semester   |  |                                  |                                    |               |              |
| LEAD 1200 Workforce Development with Critical Thinking |  |                                  |                                    |               |              |
| MART 1370 Introduction to Maritime Shipping            |  |                                  |                                    |               |              |
| LMGT 1170 Certified Logistics Associate                | <u> </u>   |                                  |                                    |               |              |
| OSHT 1301 Introduction to Safety and Health            | ļ  |                                  |                                    |               |              |
| Second Semester  | -  |                                  |                                    |               |              |
| LMGT 1270 Equipment Operation                          | <b> </b>   | <br>                             |                                    |               |              |
| LMGT 1271 Certified Logistics Technician Certification | <del> </del>                                     |                                  |                                    |               | ļ            |
| LMGT 1325 Warehouse and Distribution Center            | <b> </b>   | <br>_                            |                                    |               |              |
| Management   | <del> </del>                                     |                                  |                                    |               |              |
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# HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

| FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                    |                     |  |  |  |
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| BUSINESS TECI  | HNOLOGY     | - AAS - G | ENERAL OFFI     | CE ADMINISTRATION SPECIALIZ | ATION               |      |
| HCCS Course Requirement                                | Transfer/S  |           | Substitute (SU) | Comment/Disapproval         | Approval            | Date |
| TSI Testing is required prior to first enrollment.     | Institution | Course    | Transfer (TR)   |                             | Signature           |      |
| 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                    |             |           |                 |                             |                     |      |
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| NAME:  |  |         | SS#:                             |                                    | DATE:                 |              |
| COLLEGE:   |  |         | COUNSELOR/AI                     | DVISOR:                            | CATALOG YEAR          | : 11-12      |
| BUSINESS TECHNOLO                                      | GY - CERTI                                       | IFICATE | E - GENERAL (                    | OFFICE ADMINISTRATION S            |                       |              |
| HCCS Course Requirement                                | Transfer/Sub                                     |         | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval                | Approval<br>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 1325 Business Math and Machine Applications       |  |         |                                  |                                    |                       |              |
| POFT 1329 Beginning Keyboarding                        |  |         |                                  |                                    |                       |              |
| SECOND SEMESTER  |  |         |                                  |                                    |                       |              |
| POFT 1319 Records and Information Management I         |  |         |                                  |                                    |                       | <b>_</b>     |
| ENGL 1301 Composition I                                |  |         |                                  |                                    |                       | <b>_</b>     |
| POFT 1370 Introduction to Office Technology            |  |         |                                  |                                    |                       |              |
| POFT 2301 Intermediate Keyboarding                     |  |         | _                                |                                    |                       |              |
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|  | CATIONAL    |             |                 | BSTITUTION PETITION                                 | <del></del>  |             |
| NAME:  |             |             | SS#:            |   | DATE:        |             |
| COLLEGE:   |             |             | COUNSELOR/A     | DVISOR:   | CATALOG YEAR | : 11-12     |
| BUSINESS TECHN   | OLOGY- A    | AS- GENI    | ERAL OFFICE     | ADMINISTRATION BILINGUAL OPT                        | ION          |             |
| HCCS Course Requirement                                | Transfer/Su | ubstitution | Substitute (SU) | Comment/Disapproval                                 | Approval     | Date        |
| 1  | Institution | Course      | Transfer (TR)   |   | Signature    |             |
| 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, 201 | 1.           |             |
| 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           |             |             |                 |   |              | ļ           |
| ECON 1301 Introduction to Economics                    |             |             |                 |   |              |             |

<sup>\*</sup>May take the following: FREN 1411, JAPN 1411, KORE 1411 or VIET 1411

<sup>\*\*</sup>May take the following: FREN 1412, JAPN 1412, KORE 1412 or VIET 1412

| FAVA EDUC   |                            |                                  | LEGE SYSTEM<br>SSTITUTION PETITION | 1                     | Page 1 of 1 |
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| NAME:   |                            | SS#:                             |                                    | DATE:                 |             |
| COLLEGE:  |                            | COUNSELOR/AE                     | OVISOR:                            | CATALOG YEAR:         | 11-12       |
| BUSINESS TECHNOLO   | ECIALIZATION               |                                  |                                    |                       |             |
| HCCS Course Requirement   | Transfer/Su<br>Institution | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval                | Approval<br>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                                      |                            |                                  |                                    |                       |             |
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| *May take the following: FREN 1300, JAPN 1300, KORE 1411 or VIET 1411 |                            |                                  |                                    |                       |             |

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| NAME:  |              | DATE:                            |                                     |                       |              |
| COLLEGE:   |              | <br>SS#: COUNSELOR/A             | OVISOR:                             | CATALOG YEAR          | : 11-12      |
|  | GY- MARKE    |                                  | EVEMENT AWARD- FINANCIAL PEO        |                       |              |
| HCCS Course Requirement                              | Transfer/Su  | Substitute (SU)<br>Transfer (TR) |                                     | Approval<br>Signature | Date         |
| Course prerequisite needs to be met for English.     |              |                                  |                                     |                       |              |
| First Year   |              |                                  |                                     |                       |              |
| First Semester                                       |              |                                  |                                     |                       |              |
| BMGT 1370 Introduction to HR/PeopleSoft Applications |              |                                  |                                     |                       |              |
| POFI 1301 Computer Applications I                    |              |                                  |                                     |                       |              |
| BMGT 2310 Financial Management/                      |              |                                  |                                     |                       | <b>_</b>     |
| PeopleSoft Applications                              |              | <br>                             |                                     |                       | <b>_</b>     |
| POFT 1325 Business Math and Machine Applications     | ļ            | <br>                             |                                     |                       | <b>_</b>     |
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| FAVA EDU   |                            |                                  | LEGE SYSTEM STITUTION PETITION | 1                     | Page 1 of 1 |
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| NAME:  |                            | SS#:                             |                                | DATE:                 |             |
| COLLEGE:   |                            | COUNSELOR/AD                     | OVISOR:                        | CATALOG YEAR:         | 11-12       |
| BUSINESS TECHNOLO                                      | GY - CERT                  |                                  | SOURCES/PEOPLESOFT SPEC        | CIALIZATION           |             |
| HCCS Course Requirement                                | Transfer/Su<br>Institution | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval            | Approval<br>Signature | Date        |
| TSI testing is required prior to first enrollment.     |                            |                                  |                                |                       |             |
| First Semester   |                            |                                  |                                |                       |             |
| LEAD 1200 Workforce Development with Critical Thinking |                            |                                  |                                |                       |             |
| POFI 1301 Computer Applications I                      |                            |                                  |                                |                       |             |
| BMGT 1370 Introduction to HR/PeopleSoft Applications   |                            |                                  |                                |                       |             |
| POFT 1329 Beginning Keyboarding                        |                            |                                  |                                |                       |             |
| SECOND SEMESTER  |                            |                                  |                                |                       |             |
| POFI 1341 Computer Applications II                     |                            |                                  |                                |                       |             |
| BMGT 1371 Intermediate HR/PeopleSoft Applications      |                            |                                  |                                |                       |             |
| BMGT 2305 Advanced Communications in                   |                            |                                  |                                |                       |             |
| Management/PeopleSoft Applications                     |                            |                                  |                                |                       |             |
| Third Semester   |                            |                                  |                                |                       |             |
| BMGT 2331 Total Quality Management/PeopleSoft          |                            |                                  |                                |                       |             |
| Applications   |                            |                                  |                                |                       |             |
| BMGT 2310 Financial Management/PeopleSoft Applications |                            |                                  |                                |                       |             |
| POFT 2331 Administrative Systems                       |                            |                                  |                                |                       |             |
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# HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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

| COLLEGE:   |                           |                       | COUNSELOR/AI                     | OVISOR:                    | CATALOG YEAR          | CATALOG YEAR: 11-12 |  |
|--|---------------------------|-----------------------|----------------------------------|----------------------------|-----------------------|---------------------|--|
| BUSINESS TE  | CHNOLO                    | GY - AAS              | - MICROSOF                       | TOFFICE TECHNOLOGY SPECIAL | LIZATION              |                     |  |
| HCCS Course Requirement                                | Transfer/S<br>Institution | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval        | Approval<br>Signature | Date                |  |
| TSI testing is required prior to first enrollment.     |                           | l                     |                                  |                            |                       | <u> </u>            |  |
| FIRST YEAR   |                           |                       |                                  |                            |                       | <del> </del>        |  |
| FIRST SEMESTER   |                           |                       | _                                |                            |                       | <u> </u>            |  |
| LEAD 1200 Workforce Development with Critical Thinking |                           |                       |                                  |                            |                       | <b> </b>            |  |
| POFI 1301 Computer Applications I                      |                           |                       |                                  |                            |                       | ļ                   |  |
| POFT 1329 Beginning Keyboarding                        |                           |                       |                                  |                            |                       | <b> </b>            |  |
| POFT 1370 Introduction to Office Technology            |                           |                       |                                  |                            |                       | ļ                   |  |
| BMGT 1325 Office Management                            |                           |                       |                                  |                            |                       | ļ                   |  |
| 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                |                           |                       |                                  |                            |                       | <u> </u>            |  |
| POFI 2380 Cooperative Education II                     |                           |                       |                                  |                            |                       |                     |  |
| 1 Of 1 2300 Cooperative Education if                   |                           |                       |                                  |                            |                       |                     |  |

| FAVA EDUC  |                            |                       |                                  | LEGE SYSTEM<br>SSTITUTION PETITION |                       | Page 1 of 1 |
|--|----------------------------|-----------------------|----------------------------------|------------------------------------|-----------------------|-------------|
| NAME:  |                            |                       | SS#:                             |                                    | DATE:                 |             |
| COLLEGE:   |                            |                       | COUNSELOR/AD                     | OVISOR:                            | CATALOG YEAR:         | 11-12       |
| BUSINESS TECHNOLO                                      | GY - CERT                  | IFICATE               | - MICROSOF                       | Γ OFFICE TECHNOLOGY SPE            | CIALIZATION           |             |
| HCCS Course Requirement                                | Transfer/St<br>Institution | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval                | Approval<br>Signature | Date        |
| TSI testing is required prior to first enrollment.     |                            |                       |                                  |                                    |                       |             |
| First Semester   |                            |                       |                                  |                                    |                       |             |
| LEAD 1200 Workforce Development with Critical Thinking |                            |                       |                                  |                                    |                       |             |
| POFI 1301 Computer Applications I                      |                            |                       |                                  |                                    |                       |             |
| POFI 1341 Computer Applications II                     |                            |                       |                                  |                                    |                       |             |
| POFT 1329 Beginning Keyboarding                        |                            |                       |                                  |                                    |                       |             |
| SECOND SEMESTER  |                            |                       |                                  |                                    |                       |             |
| POFI 1349 Spreadsheets                                 |                            |                       |                                  |                                    |                       |             |
| POFT 1325 Business Math and Machine Applications       |                            |                       |                                  |                                    |                       |             |
| POFI 2331 Desktop Publishing for the Office            |                            |                       |                                  |                                    |                       |             |
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# HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

| FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                           |   |                     |  |  |  |  |
|--|---------------------------|---|---------------------|--|--|--|--|
| NAME:  |                           | SS#:                                      | DATE:               |  |  |  |  |
| COLLEGE:   |                           | COUNSELOR/ADVISOR:                        | CATALOG YEAR: 11-12 |  |  |  |  |
|  | BUSINESS TECHNOLOGY - AAS | S - LEGAL OFFICE ASSISTANT SPECIALIZATION |                     |  |  |  |  |

| BUSINESS TE  | CHNOLOG                   | Y - AAS -             | LEGAL OFFI                       | CE ASSISTANT SPECIALIZATION | •                     |      |
|--|---------------------------|-----------------------|----------------------------------|-----------------------------|-----------------------|------|
| HCCS Course Requirement                                | Transfer/S<br>Institution | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval         | Approval<br>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                     |                           |                       |                                  |                             |                       |      |
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| FAVA EDU  |                            |          |                                  | LEGE SYSTEM STITUTION PETITION | Pa                    | ige 2 of 2 |
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| NAME:   |                            |          | SS#:                             |                                | DATE:                 |            |
| COLLEGE:  |                            |          | COUNSELOR/AD                     | OVISOR:                        | CATALOG YEAR: 11      | 1-12       |
| BUSINESS TI   | CHNOLOG                    |          |                                  | CE ASSISTANT SPECIALIZAT       | I                     |            |
| HCCS Course Requirement                             | Transfer/St<br>Institution |          | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval            | Approval<br>Signature | Date       |
| THIRD SEMESTER                                      |                            |          |                                  |                                |                       |            |
| PSYC 2301 Introduction to Psychology                |                            |          |                                  |                                |                       |            |
| XXXX #3## Math/Natural Science General Ed. Elective |                            |          |                                  |                                |                       |            |
| BUSG 2305 Business Law/Contracts                    |                            |          |                                  |                                |                       |            |
| POFT 2331 Administrative Systems                    |                            |          |                                  |                                |                       |            |
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| FAVA EDU0  |                             |                     |                                  | LEGE SYSTEM<br>BSTITUTION PETITION |                       | Page 1 of 1 |
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| NAME:  |                             |                     | SS#:                             |                                    | DATE:                 |             |
| COLLEGE:   |                             |                     | COUNSELOR/A                      | DVISOR:                            | CATALOG YEAR:         | 11-12       |
| BUSINESS TECHN   | NOLOGY - C                  | ERTIFI              | CATE - LEGA                      | L OFFICE ASSISTANT SPECIA          | LIZATION              |             |
| HCCS Course Requirement                                | Transfer/Sub<br>Institution | stitution<br>Course | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval                | Approval<br>Signature | Date        |
| TSI testing is required prior to first enrollment.     |                             |                     |                                  |                                    |                       |             |
| First Semester   |                             |                     |                                  |                                    |                       |             |
| LEAD 1200 Workforce Development with Critical Thinking |                             |                     |                                  |                                    |                       |             |
| POFI 1301 Computer Applications I                      |                             |                     |                                  |                                    |                       |             |
| POFL 1305 Legal Terminology                            |                             |                     |                                  |                                    |                       |             |
| POFT 1345 Shorthand/Notetaking                         |                             |                     |                                  |                                    |                       |             |
| POFL 1359 Legal Transcription                          |                             |                     |                                  |                                    |                       |             |
| Second Semester  |                             |                     |                                  |                                    |                       |             |
| BUSG 2305 Business Law/Contracts                       |                             |                     | -                                |                                    |                       |             |
| POFL 2305 Legal Research                               |                             |                     |                                  |                                    |                       |             |
| POFT 2301 Intermediate Keyboarding                     |                             |                     |                                  |                                    |                       |             |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                           |             |                                  |                                |                       |      |  |  |
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| NAME:   |                           |             | SS#:                             |                                | DATE:                 |      |  |  |
| COLLEGE:  |                           |             | COUNSELOR/AI                     | OVISOR:                        | CATALOG YEAR: 11-12   |      |  |  |
|   | HNOLOGY                   | / - AAS - N |                                  | TICE SPECIALIST SPECIALIZATION |                       |      |  |  |
| HCCS Course Requirement   | Transfer/S<br>Institution |             | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval            | Approval<br>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   |                           |             |                                  |                                |                       | ļ    |  |  |
| PSYC 2301 Introduction to Psychology  |                           |             |                                  |                                |                       | ļ    |  |  |
| SECOND SEMESTER   |                           |             |                                  |                                |                       | ļ    |  |  |
| POFT 2301 Intermediate Keyboarding  |                           |             |                                  |                                |                       | ļ    |  |  |
| POFT 1370 Introduction to Office Technology   |                           |             |                                  |                                |                       |      |  |  |
| MRMT 1307 Medical Transcription I   |                           |             |                                  |                                |                       | ļ    |  |  |
| XXXX #3## Humanities/Fine Arts General Ed.Elective                                      |                           |             |                                  |                                |                       |      |  |  |
| POFT 1325 Business Math and Machine Applications  |                           |             |                                  |                                |                       | ļ    |  |  |
| SECOND YEAR   |                           |             |                                  |                                |                       | ļ    |  |  |
| FIRST SEMESTER  |                           |             |                                  |                                |                       | ļ    |  |  |
| POFT 1380 Cooperative Education I   |                           |             |                                  |                                |                       | ļ    |  |  |
| 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  |                           |             |                                  |                                |                       |      |  |  |

| FAVA EDU  |                           | Page 2 of 2           |  |                            |                       |          |
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| COLLEGE:  |                           |                       | COUNSELOR/ADV                                    | /ISOR:                     | CATALOG YEAR          | R: 11-12 |
|   | INOLOGY -                 |                       |  | E SPECIALIST SPECIALIZATIO |                       |          |
| HCCS Course Requirement                           | Transfer/S<br>Institution | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR)                 | Comment/Disapproval        | Approval<br>Signature | Date     |
| THIRD SEMESTER                                    |                           |                       |  |                            |                       |          |
| POFM 2333 Medical Document Production (Coding II) |                           |                       |  |                            |                       |          |
| ECON 2301 Principles of Macroeconomics OR         |                           |                       |  |                            |                       |          |
| ECON 2302 Principles of Microeconomics OR         |                           |                       |  |                            |                       |          |
| ECON 1301 Introduction to Economics               |                           |                       |  |                            |                       |          |
| POFT 2331 Administrative Systems                  |                           |                       |  |                            |                       |          |
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| FAVA EDU   |                             |                    | LLEGE SYSTEM<br>BSTITUTION PETITION |                       | Page 1 of 1  |
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| NAME:  |                             | SS#:               |                                     | DATE:                 |              |
| COLLEGE:   |                             | COUNSELOR/A        | DVISOR:                             | CATALOG YEAR          | : 11-12      |
| BUSINESS TECHNOLOG                                 | Y - MARKETABL               | E SKILLS ACHII     | EVEMENT AWARD - MEDICAL MA          | NAGEMENT              |              |
| HCCS Course Requirement                            | Transfer/Substitution Cours | on Substitute (SU) | Comment/Disapproval                 | Approval<br>Signature | Date         |
| TSI Testing is required prior to first enrollment. |                             |                    |                                     |                       |              |
| First Semester                                     |                             |                    |                                     |                       |              |
| POFI 1104 Computer Fundamentals                    |                             |                    |                                     |                       |              |
| MDCA 1313 Medical Terminology                      |                             |                    |                                     |                       |              |
| BMGT 1327 Principles of Management                 |                             |                    |                                     |                       |              |
| Second Semester                                    |                             |                    |                                     |                       | <u> </u>     |
| POFM 1300 Medical Coding Basics                    |                             |                    |                                     |                       |              |
| BUSG 1301 Introduction to Business                 |                             |                    |                                     |                       | <b>_</b>     |
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| A student can only earn one MSA per academic year. |                             |                    |                                     |                       |              |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                            |         |                                  |                        |                       |       |  |  |  |
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| COLLEGE:  |                            |         | COUNSELOR/AI                     | OVISOR:                | CATALOG YEAR:         | 11-12 |  |  |  |
| BUSINESS TECHNOLOGY - CE  | RTIFICAT                   | E - MED | ICAL CODING                      | /TRANSCRIPTION SPECIAL | ST SPECIALIZATION*    |       |  |  |  |
| HCCS Course Requirement   | Transfer/Su<br>Institution |         | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval    | Approval<br>Signature | Date  |  |  |  |
| TSI testing is required prior to first enrollment.                                      |                            |         |                                  |                        |                       |       |  |  |  |
| First Semester  |                            |         |                                  |                        |                       |       |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking                                  |                            |         |                                  |                        |                       |       |  |  |  |
| MDCA 1313 Medical Terminology   |                            |         |                                  |                        |                       |       |  |  |  |
| POFI 1301 Computer Applications I   |                            |         |                                  |                        |                       |       |  |  |  |
| POFT 2301 Intermediate Keyboarding  |                            |         |                                  |                        |                       |       |  |  |  |
| POFM 1300 Medical Coding Basics   |                            |         |                                  |                        |                       |       |  |  |  |
| Second Semester   |                            |         |                                  |                        |                       |       |  |  |  |
| SPAN 1300 Beginning Spanish Conversation I  |                            |         |                                  |                        |                       |       |  |  |  |
| MRMT 1307 Medical Transcription I   |                            |         |                                  |                        |                       |       |  |  |  |
| POFM 2333 Medical Document Production (Coding II)                                       |                            |         |                                  |                        |                       |       |  |  |  |
| POFT 2331 Administrative Systems  |                            |         |                                  |                        |                       |       |  |  |  |
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<sup>\*</sup> Complete certificate also offered through Distance Education.

| FAVA ED  |             |          | IMUNITY COLLE<br>RANSFER SUBST | GE SYSTEM<br>ITUTION PETITION |              | Page 1 of 1  |
|--|-------------|----------|--------------------------------|-------------------------------|--------------|--------------|
| NAME:  |             |          | SS#:                           |                               | DATE:        |              |
| COLLEGE:   |             |          | COUNSELOR/ADVIS                | .OR·                          | CATALOG YEAR | · 11-12      |
|  | FINANCE_R   | ANKING   |                                | APPLIED SCIENCE               |              |              |
| HCCS Course Requirement                                | Transfer/S  |          | Substitute (SU)                | Comment/Disapproval           | Approval     | Date         |
| rices course requirement                               | Institution | Course   | Transfer (TR)                  | Comment Disapprovar           | Signature    | Date         |
| TSI testing is required prior to first enrollment.     |             |          |                                |                               |              |              |
| FIRST YEAR   |             |          |                                |                               |              |              |
| FIRST SEMESTER   |             |          |                                |                               |              |              |
| LEAD 1200 Workforce Development with Critical Thinki   | ng          |          |                                |                               |              |              |
| 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                       |             |          |                                |                               |              | 1            |
| SECOND YEAR  |             |          |                                |                               |              | 1            |
| FIRST SEMESTER   |             |          |                                |                               |              | 1            |
| HRPO 1311 Human Relations                              |             |          |                                |                               |              | 1            |
| ACCT 2301 Principles of Accounting I                   |             |          |                                |                               |              | 1            |
| IBUS 2339 International Banking and Finance            |             |          |                                |                               |              |              |
| BNKG 2380 Cooperative Education- Banking and Financi   | al          |          |                                |                               |              |              |
| Support Services                                       |             |          |                                |                               |              |              |
| BNKG 1349 Commercial Lending OR                        |             |          |                                |                               |              |              |
| BNKG 1345 Consumer Lending                             |             | <u> </u> |                                |                               |              | 1            |
| SECOND SEMESTER  |             |          |                                |                               |              | 1            |
| BNKG 1356 Analyzing Financial Statements I             |             |          | 1                              |                               |              | 1            |
| BUSG 1303 Principles of Finance                        |             |          | 1                              |                               |              | 1            |
| BNKG 1351 Selling Bank/Financial Products and Services | ,           |          |                                |                               |              | <del> </del> |
| BNKG 2381 Coop.Ed Banking and Financial Support Se     |             |          |                                |                               |              | 1            |

BNKG 2374 Financial Business Administration

| HOUSTON COMMUNITY COLLEGE SYSTEM  — FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION      |                       |                                  |              |                       |                     |       |  |  |
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| NAME:   |                       |                                  | SS#:         |                       | DATE:               | DATE: |  |  |
| COLLEGE:  |                       | COUNSELOR/AI                     | OVISOR:      | CATALOG YEAR:         | CATALOG YEAR: 11-12 |       |  |  |
|   | ANCE-BAN              | KING -                           | CERTIFICATE  | - FINANCIAL LENDING   |                     |       |  |  |
| HCCS Course Requirement   | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR) |              | Approval<br>Signature | Date                |       |  |  |
| TSI testing is required prior to first enrollment.  |                       |                                  |              |                       |                     |       |  |  |
| First Semester  |                       |                                  |              |                       |                     |       |  |  |
| LEAD 1200 Workforce Development with Critical Thinking BNKG 1303 Principles of Bank Operation |                       |                                  |              |                       |                     |       |  |  |
| BNKG 1340 Money and Banking   |                       |                                  | -            |                       |                     |       |  |  |
| BNKG 1351 Selling Bank Products and Services  |                       |                                  |              |                       |                     |       |  |  |
| IBUS 2339 International Banking and Finance SECOND SEMESTER                                   |                       |                                  | _            |                       |                     |       |  |  |
| BNKG 1356 Analyzing Financial Statements I  |                       |                                  | <del> </del> |                       |                     |       |  |  |
| BNKG 1349 Commercial Lending  |                       |                                  |              |                       |                     |       |  |  |
| BNKG 1345 Consumer Lending  |                       |                                  |              |                       |                     |       |  |  |
| BNKG 2380 Cooperative Education- Banking and  |                       |                                  |              |                       |                     |       |  |  |
| Financial Support Services  |                       |                                  |              |                       |                     |       |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FA_VA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                       |                                  |             |                       |                     |       |  |  |
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| HCCS Course Requirement  | ubstitution<br>Course | Substitute (SU)<br>Transfer (TR) |             | Approval<br>Signature | Date                |       |  |  |
| TSI testing is required prior to first enrollment.                                       |                       |                                  |             |                       |                     |       |  |  |
| First Semester   |                       |                                  |             |                       |                     |       |  |  |
| LEAD 1200 Workforce Development with Critical Thinking                                   | 7                     |                                  |             |                       |                     |       |  |  |
| BNKG 1303 Principles of Bank Operation   |                       |                                  |             |                       |                     |       |  |  |
| BNKG 1340 Money and Banking  |                       |                                  |             |                       |                     |       |  |  |
| BNKG 1351 Selling Bank Products and Services   |                       |                                  |             |                       |                     |       |  |  |
| Second Semester  |                       |                                  |             |                       |                     |       |  |  |
| BUSG 1303 Principles of Finance  |                       |                                  |             |                       |                     |       |  |  |
| ENGL 1301 Composition I  |                       |                                  |             |                       |                     |       |  |  |
| BNKG 2380 Cooperative Education - Banking and  |                       |                                  |             |                       |                     |       |  |  |
| Financial Support Services   | 1                     |                                  |             |                       |                     |       |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FA_VA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |   |                   |                            |                       |                     |  |  |  |
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|  | ING - MARKETABL                         |                   | EVEMENT AWARD - TELLER TRA |                       |                     |  |  |  |
| HCCS Course Requirement  | Transfer/Substitution Institution Cours | on Substitute (SU | Comment/Disapproval        | Approval<br>Signature | Date                |  |  |  |
| FIRST SEMESTER   |   |                   |                            |                       |                     |  |  |  |
| BNKG 1305 Teller Training  |   |                   |                            |                       |                     |  |  |  |
| BNKG 1373 Teller Training Lab  |   |                   |                            |                       |                     |  |  |  |
| BNKG 1351 Selling Bank Products and Services   |   |                   |                            |                       |                     |  |  |  |
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| A student can only earn one MSA per academic year.                                       |   |                   |                            |                       |                     |  |  |  |
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| Page 1 of 1         |                       | GE SYSTEM<br>TUTION PETITION | MUNITY COLLEG<br>RANSFER SUBSTIT                 |              |   | AVA EDU   | FA                       |  |
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|                     | Approval<br>Signature | Comment/Disapproval          | Substitute (SU)<br>Transfer (TR)                 | Substitution | HCCS Course Requirement Transfer/Substitution |   |                          |  |
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|                     |                       |                              |  |              |   | 00 Workforce Development with Critical Thinking                   | LEAD 1200                |  |
|                     |                       |                              |  |              |   | 01 Composition I  | ENGL 1301                |  |
|                     |                       |                              |  |              |   | 19 Introduction to Business Logistics                             |                          |  |
|                     |                       |                              |  |              |   | 01 Introduction to Business                                       | BUSG 1301                |  |
|                     |                       |                              |  |              |   | 14 College Algebra* OR  | MATH 1314                |  |
|                     |                       |                              |  |              |   | ## Math/Natural Science General Ed. Elective                      | XXX#3##                  |  |
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|                     |                       |                              |  |              |   | 02 Composition II   | ENGL 1302                |  |
|                     |                       |                              |  |              |   | 05 Introduction to International Business and Trade               | BUS 1305                 |  |
|                     |                       |                              |  |              |   | 01 Principles of Exports  | BUS 1301                 |  |
|                     |                       |                              |  |              |   |   |                          |  |
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|                     | <u> </u>              |                              |  |              |   | 09 Small Business Management                                      |                          |  |
|                     | <u> </u>              |                              |  |              |   | B## Approved Program Elective**                                   |                          |  |
|                     | <u> </u>              |                              |  |              |   | 54 International Marketing Management                             |                          |  |
|                     | <u> </u>              |                              |  | 1            |   |   | SECOND SEMEST            |  |
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|                     |                       |                              |  |              |   | 81 Cooperative Education - International Business/ Trade/Commerce | BUS 2381                 |  |

<sup>\*</sup>Recommended for transfer

<sup>\*\*</sup>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  FA_VA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION   |  |              |                                  |                 |                       |  |  |  |
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| HCCS Course Requirement  | Transfer/Substitution Institution Course |              | Substitute (SU)<br>Transfer (TR) |                 | Approval<br>Signature | Date   |  |  |
| TSI testing is required prior ro first enrollment.   |  |              |                                  |                 |                       |  |  |  |
| First Semester   |  |              |                                  |                 |                       |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking IBUS 1305 Introduction to International Business and Trade  |  |              |                                  |                 |                       |  |  |  |
| IBUS 1354 International Marketing Management   |  |              |                                  |                 |                       |  |  |  |
| IBUS 1301 Principles of Exports IBUS 2335 International Business Law   |  |              | -                                |                 |                       |  |  |  |
| Second Semester  |  |              | <del> </del>                     |                 |                       | <del> </del>                                     |  |  |
| IBUS 1341 Global Supply Chain Management   |  |              |                                  |                 |                       |  |  |  |
| IBUS 1302 Principles of Imports  |  |              |                                  |                 |                       |  |  |  |
| IBUS 2341 Intercultural Management   |  |              |                                  |                 |                       |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                            |             |                                  |         |                       |                       |  |  |  |  |  |
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| INTERNATIONAL BUSINESS - MARKE  | ETABLE SK                  | ILLS AC     | HIEVEMENT                        | AWARD - | CERTIFIED GLOBAL BUSI | NESS SPECIALIS        | T  |  |  |  |  |
| HCCS Course Requirement   | Transfer/Su<br>Institution | ubstitution | Substitute (SU)<br>Transfer (TR) |         | Comment/Disapproval   | Approval<br>Signature | Date   |  |  |  |  |
| First Semester  |                            |             |                                  |         |                       |                       |  |  |  |  |  |
| IBUS 1305 Introduction to International Business and                                    |                            |             |                                  |         |                       |                       |  |  |  |  |  |
| Trade   |                            |             |                                  |         |                       |                       |  |  |  |  |  |
| IBUS 1301 Principles of Exports   |                            |             | _                                |         |                       |                       | ļ  |  |  |  |  |
| IBUS 1354 International Marketing Management OR IBUS 2341 Intercultural Management      |                            |             |                                  |         |                       |                       | <del> </del>                                     |  |  |  |  |
| 1BUS 2341 Intercultural Management  |                            |             |                                  |         |                       |                       | <del> </del>                                     |  |  |  |  |
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| A student can only earn one MSA per academic year.                                      |                            |             |                                  |         |                       |                       |  |  |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION Page 1 of 2 |                           |  |                                  |                    |      |                       |       |  |  |  |  |
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| HCCS Course Requirement   | Transfer/S<br>Institution |  | Substitute (SU)<br>Transfer (TR) | Comment/Disa       | Ī    | Approval<br>Signature | Date  |  |  |  |  |
| TSI 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 Businesss   |                           |  |                                  |                    |      |                       |       |  |  |  |  |
| 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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<sup>\*</sup>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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| HCCS Course Requirement  | Transfer/Si<br>Institution | ubstitution | Substitute (SU)<br>Transfer (TR) | Comment/D                   |      | Approval<br>Signature | Date        |
| Second Semester  |                            |             |                                  |                             |      |                       |             |
| 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                                |                            |             |                                  |                             |      |                       |             |
| MRKG 2381 Cooperative Education- Marketing/Marketing Management, General |                            |             |                                  |                             |      |                       |             |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  — FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                            |         |                                  |                        |            |           |  |  |  |  |  |
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| COLLEGE:   |                            |         | COUNSELOR/AI                     | OVISOR:                | CATALOG YE | AR: 11-12 |  |  |  |  |  |
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| HCCS Course Requirement  | Transfer/Su<br>Institution |         | Substitute (SU)<br>Transfer (TR) | Comment/Disapprov      |            | Date      |  |  |  |  |  |
| TSI testing is required prior ro 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 2349 Advertising and Sales Promotion  |                            |         |                                  |                        |            |           |  |  |  |  |  |
| SECOND SEMESTER  |                            |         |                                  |                        |            |           |  |  |  |  |  |
| IBUS 1354 International Marketing Management OR  |                            |         |                                  |                        |            |           |  |  |  |  |  |
| MRKG 1391 Special Topics in Business Marketing and                                       |                            |         |                                  |                        |            |           |  |  |  |  |  |
| Marketing Management   |                            |         |                                  |                        |            |           |  |  |  |  |  |
| MRKG 2312 e- Commerce OR   |                            |         |                                  |                        |            |           |  |  |  |  |  |
| MRKG 2371 Services Marketing   |                            |         |                                  |                        |            |           |  |  |  |  |  |
| MRKG 2380 Cooperative Education- Marketing/Marketing                                     |                            |         |                                  |                        |            |           |  |  |  |  |  |
| Management, General  |                            |         |                                  |                        |            |           |  |  |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION |                            |   |                                  |                           |                       |          |  |  |  |  |
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| NAME:   |                            |   | SS#:                             |                           | DATE:                 |          |  |  |  |  |
| COLLEGE:  |                            |   | COUNSELOR/AI                     | OVISOR:                   | CATALOG YEAR          | : 11-12  |  |  |  |  |
|   | NG/MARK                    |   |                                  | T - CERTIFICATE - RETAILI | NG                    |          |  |  |  |  |
| HCCS Course Requirement   | Transfer/Su<br>Institution |   | Substitute (SU)<br>Transfer (TR) |                           | Approval<br>Signature | Date     |  |  |  |  |
| TSI testing is required prior ro 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*  |                            |   |                                  |                           |                       | ļ        |  |  |  |  |
| XXXX #3## Program- Related Elective*  |                            |   |                                  |                           |                       | ļ        |  |  |  |  |
| MRKG 2371 Services Marketing  |                            |   |                                  |                           |                       | ļ        |  |  |  |  |
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| FAVA EDU(  |  |              |                                  | LEGE SYSTEM<br>SSTITUTION PETITION |                       | Page 1 of 1 |
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| NAME:  |  | SS#:         |                                  | DATE:                              |                       |             |
| COLLEGE:   |  | COUNSELOR/AD | OVISOR:                          | CATALOG YEAR:                      | CATALOG YEAR: 11-12   |             |
|  | REAL EST                                 | TATE - AS    | SSOCIATE IN A                    | APPLIED SCIENCE                    | •                     |             |
| HCCS Course Requirement                                | Transfer/Substitution Institution Course |              | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval                | Approval<br>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

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

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

RELE 1329 Fundamentals of Environmental Issues OR

XXXX #3## Humanities/Fine Arts General Ed. Elective

RELE 2381 Cooperative Education-Real Estate

RELE 1324 Loan Origination and Quality Control
RELE 1323 Real Estate Computer Application

SECOND SEMESTER

SECOND YEAR
FIRST SEMESTER

SECOND SEMESTER

RELE 1309 Real Estate Law

RELE 1315 Property Management
GOVT 2301 American Government OR
PSYC 2302 Applied Psychology

| FAVA EDUC  |                            | MUNITY COLLEG<br>RANSFER SUBSTI  | SE SYSTEM<br>TUTION PETITION |                       | Page 1 of 1 |
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| NAME:  |                            | SS#:                             |                              | DATE:                 |             |
| COLLEGE:   |                            | COUNSELOR/ADVISC                 | OR:                          | CATALOG YEAR          | :11-12      |
|  | ATF_ A A S_                | <br>AGE LENDING SPI              |                              |                       |             |
| HCCS Course Requirement                                | Transfer/Si<br>Institution | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval          | Approval<br>Signature | Date        |
| TSI testing is required prior ro first enrollment.     |                            |                                  |                              |                       |             |
| 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                              |                            |                                  |                              |                       |             |
| SEOND 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

| FAVA EDU   | HOUSTON COMMUNITY COLLEGE SYSTEM FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION Page 1 of 1 |          |                                  |                     |                       |              |  |  |  |  |  |
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| COLLEGE:   |   |          | COUNSELOR/A                      | DVISOR:             | CATALOG YEAR:         | 11-12        |  |  |  |  |  |
| REA  | AL ESTATE   | - CERTII | FICATE- COM                      | MERCIAL REAL ESTATE | •                     |              |  |  |  |  |  |
| HCCS Course Requirement                                | Transfer/Su<br>Institution  |          | Substitute (SU)<br>Transfer (TR) |                     | Approval<br>Signature | Date         |  |  |  |  |  |
| TSI testing is required prior ro first enrollment.     |   |          |                                  |                     |                       |              |  |  |  |  |  |
| First Semester   |   |          |                                  |                     |                       |              |  |  |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking |   |          |                                  |                     |                       |              |  |  |  |  |  |
| RELE 1307 Real Estate Investment                       |   |          |                                  |                     |                       |              |  |  |  |  |  |
| RELE 1315 Property Management                          |   |          |                                  |                     |                       |              |  |  |  |  |  |
| RELE 1329 Fundamentals of Environmental Issues         |   |          |                                  |                     |                       |              |  |  |  |  |  |
| RELE 1372 Basic Appraisal Principles                   |   |          |                                  |                     |                       |              |  |  |  |  |  |
| RELE 1381 Cooperative Education-Real Estate            |   |          |                                  |                     |                       | <b>_</b>     |  |  |  |  |  |
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| FAVA EDUC  |                            | Page 1 of 1 |                                  |                         |                       |       |
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| NAME:  |                            |             | SS#:                             |                         | DATE:                 |       |
| COLLEGE:   |                            |             | COUNSELOR/AI                     | OVISOR:                 | CATALOG YEAR:         | 11-12 |
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| HCCS Course Requirement  | Transfer/Su<br>Institution |             | Substitute (SU)<br>Transfer (TR) |                         | Approval<br>Signature | Date  |
| TSI testing is required prior ro first enrollment.                                     |                            |             |                                  |                         |                       |       |
| First Semester   |                            |             |                                  |                         |                       |       |
| LEAD 1200 Workforce Development with Critical Thinking RELE 1319 Real Estate Finance   |                            |             |                                  |                         |                       |       |
| RELE 1324 Loan Origination and Quality Control   |                            |             |                                  |                         |                       |       |
| RELE 1371 Loan Processing OR   |                            |             |                                  |                         |                       |       |
| RELE 2307 Real Estate Title and Settlement   |                            |             |                                  |                         |                       |       |
| RELE 1372 Basic Appraisal Principles   |                            |             | -                                |                         |                       |       |
| RELE 2311 Fundamentals of Mortgage Lending RELE 1381 Cooperative Education-Real Estate |                            |             |                                  |                         |                       |       |
| RELE 1581 Cooperative Education-Real Estate  |                            |             |                                  |                         |                       |       |
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| FAVA EDU   | HOUSTON COMMUNITY COLLEGE SYSTEM FAVA EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION Page 1 of 1 |  |                                  |                  |              |                       |      |  |  |  |  |  |
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| HCCS Course Requirement  | Transfer/Subst  |  | Substitute (SU)<br>Transfer (TR) |                  | al           | Approval<br>Signature | Date |  |  |  |  |  |
| TSI testing is required prior to completion of first enrollment. |   |  |                                  |                  |              |                       |      |  |  |  |  |  |
| FIRST SEMESTER   |   |  |                                  |                  |              |                       |      |  |  |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking           | 3   |  |                                  |                  |              |                       |      |  |  |  |  |  |
| RELE 1335 Real Estate Construction                               |   |  |                                  |                  |              |                       |      |  |  |  |  |  |
| RELE 1315 Property Management                                    | <u> </u>  |  |                                  |                  |              |                       |      |  |  |  |  |  |
| RELE 1307 Real Estate Investment                                 | ļ   |  |                                  |                  |              |                       |      |  |  |  |  |  |
| RELE 1309 Real Estate Law OR                                     |   |  |                                  |                  |              |                       |      |  |  |  |  |  |
| RELE 1338 Principles of Real Estate II                           | <u> </u>  |  |                                  |                  |              |                       |      |  |  |  |  |  |
| RELE 1381 Cooperative Education-Real Estate                      |   |  |                                  |                  |              |                       |      |  |  |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION  Page 1 o |                            |          |                                  |                     |                       |              |  |  |  |
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| COLLEGE:  |                            |          | COUNSELOR/AI                     | OVISOR:             | CATALOG YEAR:         | 11-12        |  |  |  |
| RF  | EAL ESTAT                  | E - CERT | TIFICATE -REA                    | AL ESTATE APPRAISAL | <b>'</b>              |              |  |  |  |
| HCCS Course Requirement   | Transfer/Su<br>Institution |          | Substitute (SU)<br>Transfer (TR) |                     | Approval<br>Signature | Date         |  |  |  |
| TSI testing is required prior to completion of first enrollment.                                  |                            |          |                                  |                     |                       |              |  |  |  |
| FIRST SEMESTER  |                            |          |                                  |                     |                       |              |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking  |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1307 Real Estate Investment  |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1329 Fundamentals of Environmental Issues  |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1335 Real Estate Construction  |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1372 Basic Appraisal Principles  |                            |          |                                  |                     |                       |              |  |  |  |
| SECOND SEMESTER   |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1105 Uniform Standards of Professional   |                            |          |                                  |                     |                       |              |  |  |  |
| Appraisal Practice  |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1373 Basic Appraisal Procedures  |                            |          |                                  |                     |                       |              |  |  |  |
| RELE 1381 Cooperative Education-Real Estate   |                            |          |                                  |                     |                       |              |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION  Page 1 of |                            |  |                                  |                      |                       |          |  |  |  |  |
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| NAME:  |                            |  | SS#:                             |                      | DATE:                 |          |  |  |  |  |
| COLLEGE:   |                            |  | COUNSELOR/AI                     | OVISOR:              | CATALOG YEAR:         | 11-12    |  |  |  |  |
|  | L ESTATE                   |  |                                  | IDENTIAL REAL ESTATE |                       |          |  |  |  |  |
| HCCS Course Requirement  | Transfer/Su<br>Institution |  | Substitute (SU)<br>Transfer (TR) |                      | Approval<br>Signature | Date     |  |  |  |  |
| TSI testing is required prior to completion of first enrollment.                                   |                            |  |                                  |                      |                       |          |  |  |  |  |
| FIRST SEMESTER   |                            |  |                                  |                      |                       |          |  |  |  |  |
| LEAD 1200 Workforce Development with Critical Thinking   |                            |  |                                  |                      |                       |          |  |  |  |  |
| RELE 1301 Principles of Real Estate I  |                            |  |                                  |                      |                       |          |  |  |  |  |
| RELE 2301 Law of Agency  |                            |  |                                  |                      |                       |          |  |  |  |  |
| RELE 1311 Law of Contracts   |                            |  |                                  |                      |                       |          |  |  |  |  |
| SECOND SEMESTER  |                            |  |                                  |                      |                       |          |  |  |  |  |
| RELE #3## Real Estate Elective   |                            |  |                                  |                      |                       |          |  |  |  |  |
| RELE 1338 Principles of Real Estate II   |                            |  |                                  |                      |                       |          |  |  |  |  |
| RELE 1381 Cooperative Education-Real Estate  |                            |  |                                  |                      |                       |          |  |  |  |  |
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| HOUSTON COMMUNITY COLLEGE SYSTEM  — FAVA  EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION  |                            |             |                                  |                           |                       | Page 1 of 1                                      |  |
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| REAL ESTATE - MARKETABI  | LE SKILLS A                |             |                                  | - LOAN PROCESSING AND LOA |                       |  |  |
| HCCS Course Requirement  | Transfer/St<br>Institution | ubstitution | Substitute (SU)<br>Transfer (TR) | Comment/Disapproval       | Approval<br>Signature | Date   |  |
| First Semester   |                            |             |                                  |                           |                       |  |  |
| RELE 1371 Loan Processing  |                            |             |                                  |                           |                       |  |  |
| RELE 1324 Loan Origination and Quality Control   |                            |             |                                  |                           |                       |  |  |
| RELE 1372 Basic Appraisal Principles   |                            |             |                                  |                           |                       | <u> </u>   |  |
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