

BUSINESS PROGRAMS OFFERED FOR YEAR 2012 - 2013



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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

ACCOUNTING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
ACCT 2301 Principles of Accounting I						
ECON 2301 Principles of Economics						
ENGL 1301 Composition I						
XXXX #3## Computer Applications Elective*						
HRPO 2301 Human Resources Management						
SECOND SEMESTER						
ITSW 2334 Advanced Spreadsheets OR						
POFI 1349 Spreadsheets						
ENGL 1302 Composition II						
PSYC 2301 Introduction to Psychology						
BUSG 2305 Business Law/Contracts						
ACCT 2302 Principles of Accounting II						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
SECOND YEAR						
FIRST SEMESTER						
MATH 1314 College Algebra						
ACNT 2331 Internal Control and Auditing OR						
ACNT 1313 Computerized Accounting Applications						
ACNT 2303 Intermediate Accounting I						
ACNT 1331 Federal Income Tax: Individual						
ACNT 1382 Cooperative Education-Accounting Technician						
SECOND SEMESTER						
BMGT 1327 Principles of Management						
ACNT 2309 Cost Accounting OR						
ACNT 1392 Small Business Accounting						
ACNT 1347 Federal Income Tax for Partnerships and Corp.						
ACNT 2382 Cooperative Education-Accounting Technician						
ACNT 2304 Intermediate Accounting II						

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

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

ACCOUNTING - CERTIFICATE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
ACCT 2301 Principles of Accounting I						
XXXX #3## Computer Applications Elective*						
HRPO 2301 Human Resources Management						
MATH 1314 College Algebra						
SECOND SEMESTER						
ACCT 2302 Principles of Accounting II						
ACNT 2331 Internal Control and Auditing OR						
ACNT 1313 Computerized Accounting Applications						
ACNT 1331 Federal Income Tax: Individual						
ACNT 1382 Cooperative Education-Accounting Technician						
THIRD SEMESTER						
ACNT 2309 Cost Accounting OR						
ACNT 1392 Special Topics in Accounting Technician- Small Business Accounting						
ITSW 2334 Advanced Spreadsheets OR						
POFI 1349 Spreadsheets						
ACNT 1347 Federal Income Tax for Partnerships and Corp.						
ACNT 2382 Cooperative Education-Accounting Technician						
ACNT 2303 Intermediate Accounting I						

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

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:		SS#:	DATE:
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COLLEGE:		COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13
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ACCOUNTING-MARKETABLE SKILLS ACHIEVEMENT AWARD- PAYROLL SPECIALIST

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval 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						
A student can only earn one MSA per academic year.						

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - AAS - BUSINESS MANAGEMENT

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
BUSG 1301 Introduction to Business OR						
BUSI 1301 Introduction to Business						
BMGT 1327 Principles of Management						
ENGL 1301 Composition I						
XXXX #3## General Education Elective						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
BMGT 1301 Supervision						
HRPO 1311 Human Relations						
XXXX #3## Computer Applications Elective*						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
SECOND YEAR						
FIRST SEMESTER						
MRKG 1311 Principles of Marketing						
XXXX #3## General Education Elective						
BUSG 2380 Cooperative Education I						
BUSG 2305 Business Law/Contracts OR						
BUSI 2301 Business Law I						
HRPO 2301 Human Resource Management						
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* The Computer Applications Elective may be chosen from the following courses: ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.

HOUSTON COMMUNITY COLLEGE SYSTEM

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - AAS - BUSINESS MANAGEMENT

HCCS Course Requirement	Transfer/Substitution Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
SECOND SEMESTER						
BUSG 1370 Personal Financial Planning						
HRPO 2307 Organizational Behavior OR						
BMGT 1341 Business Ethics						
ECON 2302 Principles of Economics						
BUSG 2381 Cooperative Education II						
BUSG 2309 Small Business Management						

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - CERTIFICATE - BUSINESS MANAGEMENT

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to first enrollment.</small>						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
HRPO 2301 Human Resource Management						
BUSG 1301 Introduction to Business OR						
BUSI 1301 Introduction to Business						
HRPO 1311 Human Relations						
BMGT 1327 Principles of Management						
SECOND SEMESTER						
BUSG 2305 Business Law/Contracts OR						
BUSI 2301 Business Law I						
BMGT 1301 Supervision						
BUSG 2380 Cooperative Education I						

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - AAS - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
BUSG 1301 Introduction to Business OR						
BUSI 1301 Introduction to Business						
ENGL 1301 Composition I						
BMGT 1327 Principles of Management						
XXXX #3## Approved General Education Elective						
XXXX #3## Computer Applications Elective*						
SECOND SEMESTER						
ENGL 1302 Composition II						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
BMGT 1301 Supervision						
HRPO 1311 Human Relations						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
SECOND YEAR						
FIRST SEMESTER						
BUSG 2380 Cooperative Education I						
BUSG 2305 Business Law/Contracts OR						
BUSI 2301 Business Law I						
HRPO 1302 Human Resources Training and Development						
XXXX #3## Program-Related Elective**						
HRPO 2301 Human Resource Management						
Continued on page 2						

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

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

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - AAS - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
SECOND SEMESTER						
HRPO 2371 Recruitment, Interviewing and Placement of Human Resources						
HRPO 2306 Benefits and Compensation						
HRPO 1305 Management and Labor Relations						
ECON 2302 Principles of Microeconomics						
BUSG 2381 Cooperative Education II						

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - CERTIFICATE - HUMAN RESOURCE MANAGEMENT

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
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 2306 Benefits and Compensation						
BUSG 2380 Cooperative Education I						

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - CERTIFICATE - ENTREPRENEURSHIP

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
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						
BUSI 1301 Introduction to Business						
BUSG 2305 Business Law/Contracts OR						
BUSI 2301 Business Law I						
BUSG 2309 Small Business Management						
BUSG 1382 Cooperative Education-Entrepreneurship/ Entrepreneurial Studies First Semester						

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - MARKETABLE SKILLS ACHIEVEMENT AWARD - BUSINESS PLAN

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval 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						
A student can only earn one MSA per academic year.						

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - AAS - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to first enrollment.</small>						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
LMGT 1319 Introduction to Business Logistics						
ENGL 1301 Composition I						
IBUS 1341 Global Supply Chain Management						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
IBUS 1301 Principles of Exports						
ECON 2302 Principles of Microeconomics						
BMGT 1301 Supervision						
LMGT 1321 Introduction to Materials Handling						
THIRD SEMESTER						
BUSG 1374 Business Writing Essentials						
SECOND YEAR						
FIRST SEMESTER						
IBUS 2335 International Business Law						
BUSG 2380 Cooperative Education-Business/ Commerce,General						
IBUS 1302 Principles of Imports						
BMGT 1313 Principles of Purchasing						
LMGT 1323 Domestic & International Transportation Mgmt.						
SECOND SEMESTER						
LMGT 1325 Warehouse and Distribution Center Mgmt.						
LMGT 1345 Economics of Transportation and Distribution						
LMGT 2334 Principles of Traffic Management						
XXXX #3## Approved General Education Elective						
BUSG 2381 Cooperative Education-Business/ Commerce,General						

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION -CERTIFICATE- LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval 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				
Second Semester						
LMGT 1323		Domestic and International Transportation Management				
IBUS 1302		Principles of Imports				
LMGT 1325		Warehouse and Distribution Center Management				
IBUS 1341		Global Supply Chain Management				

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - AAS - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT/MARITIME TRANSPORTATION LOGISTICS SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development w/ Critical Thinking						
LMGT 1319 Introduction to Business Logistics						
ENGL 1301 Composition I						
OSHT 1301 Introduction to Safety and Health						
IBUS 1341 Global Supply Chain Management						
SECOND SEMESTER						
ENGL 1302 Composition II						
LMGT 1393 Special Topics-Logistics/Materials Mgmt						
IBUS 1301 Principles of Exports						
MART 1370 Introduction to Maritime Shipping						
XXXX #3## Department Approved Elective						
LMGT 1270 OR Equipment Operation						
THIRD SEMESTER						
BUSG 1374 Business Writing Essentials						
XXXX #3## Humanities/Fine Arts/General Education Elective						
SECOND YEAR						
FIRST SEMESTER						
IBUS 2335 International Business Law						
BUSG 2380 Cooperative Education - Business/Commerce, General						
LMGT 1393 Special Topics in Logistics and Materials Management						
IBUS 1302 Principles of Imports						
LMGT 1323 Domestic and International Transportation Management						
SECOND SEMESTER						
BMGT 1327 Principles of Management						
LMGT 1325 Warehouse and Distribution Center Mgmt						
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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: 12-13

BUSINESS ADMINISTRATION - AAS - LOGISTICS AND GLOBAL SUPPLY CHAIN MANAGEMENT/MARITIME TRANSPORTATION LOGISTICS SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution		Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
	Institution	Course				
SECOND SEMESTER (con'td)						
LMGT 1345	Economics of Transportation and Distribution					
XXXX #3##	Social/Behavioral Science General Education Elective					
XXXX #3##	Math/Natural Science/General Education Elective					
THIRD SEMESTER						
BMGT 1313	Principles of Purchasing					
LMGT 2334	Principles of Traffic Management					

HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

__ FA __ VA

NAME:		SS#:	DATE:
COLLEGE:		COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS ADMINISTRATION - CERTIFICATE- MARITIME LOGISTICS

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200		Workforce Development with Critical Thinking				
MART 1370		Introduction to Maritime Shipping				
LMGT 1170		Certified Logistics Associate				
OSHT 1301		Introduction to Safety and Health				
Second Semester						
LMGT 1270		Equipment Operation				
LMGT 1271		Certified Logistics Technician Certification				
LMGT 1325		Warehouse and Distribution Center Management				

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - AAS - GENERAL OFFICE ADMINISTRATION SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI Testing is required prior to first enrollment.</small>						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
ENGL 1301 Composition I						
POFT 1329 Beginning Keyboarding						
POFT 1370 Introduction to Office Technology						
POFT 1325 Business Math and Machine Applications						
SECOND SEMESTER						
ACNT 1303 Introduction to Accounting I						
POFT 1319 Records and Information Management I						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
POFT 2301 Intermediate Keyboarding						
POFI 1341 Computer Applications II						
SECOND YEAR						
FIRST SEMESTER						
POFT 1345 Shorthand/Notetaking						
BMGT 1370 Introduction to HR/Peoplesoft Applications						
BMGT 1325 Office Management						
POFI 1349 Spreadsheets						
POFT 1380 Cooperative Education I						
SECOND SEMESTER						
HRPO 1311 Human Relations						
POFT 2331 Administrative Systems						
POFI 2331 Desktop Publishing						
PSYC 2301 Introduction to Psychology						
POFT 2380 Cooperative Education II						
THIRD SEMESTER						
XXXX #3## Math/Natural Science General Ed. Elective						
ECON 2301 Principles of Macroeconomics OR						
ECON 2302 Principles of Microeconomics OR						
ECON 1301 Introduction to Economics						

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

____ FA ____ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - CERTIFICATE - GENERAL OFFICE ADMINISTRATION SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.					
FIRST SEMESTER					
LEAD 1200 Workforce Development with Critical Thinking					
POFI 1301 Computer Applications I					
POFT 1325 Business Math and Machine Applications					
POFT 1329 Beginning Keyboarding					
SECOND SEMESTER					
POFT 1319 Records and Information Management I					
ENGL 1301 Composition I					
POFT 1370 Introduction to Office Technology					
POFT 2301 Intermediate Keyboarding					

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY- AAS- GENERAL OFFICE ADMINISTRATION BILINGUAL OPTION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI Testing is required prior to first enrollment.						
First Year						
FIRST SEMESTER						
LEAD 1200		Workforce Development with Critical Thinking				
POFI 1301		Computer Applications I				
ENGL 1301		Composition I				
POFT 1329		Beginning Keyboarding				
POFT 1370		Introduction to Office Technology				
POFT 1325		Business Math and Machine Applications				
SECOND SEMESTER						
ACNT 1303		Introduction to Accounting I				
POFT 1319		Records and Information Management I				
SPAN 1411		Beginning Spanish I *				
POFT 2301		Intermediate Keyboarding				
POFI 1341		Computer Applications II				
Second Year						
FIRST SEMESTER						
POFT 1345		Shorthand/Notetaking				
POFT 2359		Records and Information Management III				
BMGT 1325		Office Management				
POFI 1349		Spreadsheets				
POFT 1380		Cooperative Education I				
SECOND SEMESTER						
SPAN 1412		Beginning Spanish II**				
POFT 2331		Administrative Systems				
POFI 2331		Desktop Publishing for the Office		This AAS will be deactivated as of September 1, 2011.		
PSYC 2301		Introduction to Psychology		No new students will be admitted into the program.		
POFT 2380		Cooperative Education II				
THIRD SEMESTER						
XXXX #3##		Math/Natural Science Elective				
ECON 2301		Principles of Economics (Macro) OR				
ECON 2302		Principles of Economics (Micro) OR				
ECON 1301		Introduction to Economics				

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

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

HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

____ FA ____ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - CERTIFICATE - BILINGUAL BUSINESS TECHNOLOGY SPECIALIZATION

HCCS Course Requirement <small>TSI testing is required prior to first enrollment.</small>	Transfer/Substitution Institution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST SEMESTER					
LEAD 1200 Workforce Development with Critical Thinking					
POFI 1301 Computer Applications I					
POFT 1392 Special Topics-Intro. to Office Technology					
POFT 1329 Beginning Keyboarding					
SPAN 1300 Beginning Spanish Conversation I *					
SECOND SEMESTER					
ENGL 1301 Composition I					
POFI 1341 Computer Applications II					
SPAN 1310 Beginning Spanish Conversation II *					
BMGT 1325 Office Management					
POFT 2331 Administrative Systems					
*May take the following: FREN 1300, JAPN 1300, KORE 1411 or VIET 1411					
**May take the following: FREN 1310, JAPN 1310, KORE 1412 or VIET 1412					

NAME:		SS#:	DATE:
COLLEGE:		COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY- MARKETABLE SKILLS ACHIEVEMENT AWARD- FINANCIAL PEOPLESOFT

HCCS Course Requirement	Transfer/Substitution		Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
	Institution	Course				
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/ PeopleSoft Applications						
POFT 1325 Business Math and Machine Applications						

EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

____ FA ____ VA

NAME: SS#: DATE:

COLLEGE: COUNSELOR/ADVISOR: CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - CERTIFICATE - HUMAN RESOURCES/PEOPLESOFT SPECIALIZATION

Table with 6 columns: HCCS Course Requirement, Transfer/Substitution Institution, Course, Substitute (SU) Transfer (TR), Comment/Disapproval, Approval Signature, Date. Rows include semesters and specific course numbers like LEAD 1200, POFI 1301, etc.

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - AAS - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to first enrollment.</small>						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
POFT 1329 Beginning Keyboarding						
POFT 1370 Introduction to Office Technology						
BMGT 1325 Office Management						
ENGL 1301 Composition I						
SECOND SEMESTER						
POFI 1341 Computer Applications II						
BUSG 1301 Introduction to Business						
POFT 2301 Intermediate Keyboarding						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
POFT 1325 Business Math and Machine Applications						
SECOND YEAR						
FIRST SEMESTER						
POFI 1380 Cooperative Education I						
POFI 1349 Spreadsheets						
POFT 1319 Records and Information Management I						
ACNT 1303 Introduction to Accounting I						
SECOND SEMESTER						
POFI 2331 Desktop Publishing for the Office						
BMGT 1370 Introduction to HR/Peoplesoft Applications						
HRPO 1311 Human Relations						
ECON 2301 Principles of Macroeconomics OR						
ECON 2302 Principles of Microeconomics OR						
ECON 1301 Introduction to Economics						
THIRD SEMESTER						
BMGT 1371 Intermediate HR/Peoplesoft Applications						
POFT 2331 Administrative Systems						
PSYC 2301 Introduction to Psychology						
XXXX #3## Math/Natural Science General Ed. Elective						
POFI 2380 Cooperative Education II						

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - AAS - LEGAL OFFICE ASSISTANT SPECIALIZATION

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - AAS - LEGAL OFFICE ASSISTANT SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
THIRD SEMESTER						
PSYC 2301 Introduction to Psychology						
XXXX #3## Math/Natural Science General Ed. Elective						
BMGT 1370 Introduction to HR/Peoplesoft Applications						
POFT 2331 Administrative Systems						

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - CERTIFICATE - LEGAL OFFICE ASSISTANT SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to first enrollment.</small>						
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						
BMGT 1370 Introduction to HR/Peoplesoft Applications						
POFL 2305 Legal Research						
POFT 2301 Intermediate Keyboarding						

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - AAS - MEDICAL OFFICE SPECIALIST SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
POFI 1301 Computer Applications I						
POFT 1329 Beginning Keyboarding						
MDCA 1313 Medical Terminology I						
ENGL 1301 Composition I						
PSYC 2302 Applied Psychology OR						
PSYC 2301 Introduction to Psychology						
SECOND SEMESTER						
POFT 2301 Intermediate Keyboarding						
POFT 1370 Introduction to Office Technology						
MRMT 1307 Medical Transcription I						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
POFT 1325 Business Math and Machine Applications						
SECOND YEAR						
FIRST SEMESTER						
POFT 1380 Cooperative Education I						
HRPO 1311 Human Relations						
POFI 1341 Computer Applications II						
BMGT 1325 Office Management						
POFT 1319 Records and Information Management I						
SECOND SEMESTER						
ACNT 1303 Introduction to Accounting I						
POFM 1300 Medical Coding Basics						
BIOL 1308 Introductory Biology I						
POFT 2380 Cooperative Education II						
(Continued on page 2)						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - AAS - MEDICAL OFFICE SPECIALIST SPECIALIZATION

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<i>THIRD SEMESTER</i>						
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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HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

BUSINESS TECHNOLOGY - CERTIFICATE - MEDICAL CODING/TRANSCRIPTION SPECIALIST SPECIALIZATION*

HCCS Course Requirement	Transfer/Substitution Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
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						

* Complete certificate also offered through Distance Education.

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

FINANCE-BANKING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
ENGL 1301 Composition I						
BNKG 1303 Principles of Bank Operation						
ECON 2302 Principles of Microeconomics						
BUSG 1301 Introduction to Business						
MATH 1314 College Algebra OR						
XXXX #3## Math/Natural Science General Ed. Elective						
SECOND SEMESTER						
XXXX #3## Humanities/Fine Arts General Ed. Elective						
XXXX #3## General Education Elective						
BNKG 1340 Money and Banking						
BMGT 1327 Principles of Management						
BUSG 2305 Business Law Contracts						
SECOND YEAR						
FIRST SEMESTER						
HRPO 1311 Human Relations						
ACCT 2301 Principles of Accounting I						
IBUS 2339 International Banking and Finance						
BNKG 2380 Cooperative Education- Banking and Financial Support Services						
BNKG 1349 Commercial Lending OR						
BNKG 1345 Consumer Lending						
SECOND SEMESTER						
BNKG 1356 Analyzing Financial Statements I						
BUSG 1303 Principles of Finance						
BNKG 1351 Selling Bank/Financial Products and Services						
BNKG 2381 Coop.Ed.- Banking and Financial Support Ser.						
BNKG 2374 Financial Business Administration						

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

FINANCE-BANKING - CERTIFICATE - FINANCIAL LENDING

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
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						
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
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

FINANCE-BANKING - CERTIFICATE - FINANCIAL OPERATIONS

HCCS Course Requirement	Transfer/Substitution Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
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						

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

FINANCE-BANKING - MARKETABLE SKILLS ACHIEVEMENT AWARD - TELLER TRAINING

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
FIRST SEMESTER						
BNKG 1305 Teller Training						
BNKG 1373 Teller Training Lab						
BNKG 1351 Selling Bank Products and Services						
A student can only earn one MSA per academic year.						

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

INTERNATIONAL BUSINESS - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
ENGL 1301 Composition I						
LMGT 1319 Introduction to Business Logistics						
BUSG 1301 Introduction to Business						
MATH 1314 College Algebra* OR						
XXXX#3## Math/Natural Science General Ed. Elective						
XXXX#3## Humanities/Fine Arts General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
IBUS 1305 Introduction to International Business and Trade						
IBUS 1301 Principles of Exports						
IBUS 1370 Economic Geography						
IBUS 1341 Global Supply Chain Management						
SECOND YEAR						
FIRST SEMESTER						
IBUS 2335 International Business Law						
IBUS 2380 Cooperative Education - International Business/ Trade/Commerce						
BUSG 2309 Small Business Management						
XXXX #3## Approved Program Elective**						
IBUS 1354 International Marketing Management						
SECOND SEMESTER						
ECON 2302 Principles of Economics (Micro)						
IBUS 1302 Principles of Imports						
XXXX#3## General Education Elective						
IBUS 2381 Cooperative Education - International Business/ Trade/Commerce						
IBUS 2341 Intercultural Management						

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

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

INTERNATIONAL BUSINESS - MARKETABLE SKILLS ACHIEVEMENT AWARD - CERTIFIED GLOBAL BUSINESS SPECIALIST

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>FIRST SEMESTER</small>						
IBUS 1305 Introduction to International Business and Trade						
IBUS 1301 Principles of Exports						
IBUS 1354 International Marketing Management OR						
IBUS 2341 Intercultural Management						
A student can only earn one MSA per academic year						

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

___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

MARKETING/MARKETING MANAGEMENT - AAS - MARKETING

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
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 General Ed. Elective						
SECOND SEMESTER						
ENGL 1302 Composition II						
MRKG 2312 e-Commerce						
MRKG 2371 Services Marketing OR						
MRKG 1391 Special Topics in Business Marketing and Management						
MRKG 2348 Marketing Research and Strategies						
BUSG 1301 Introduction to Business						
ACNT 1303 Introduction to Accounting I OR						
ACCT 2301 Principles of Accounting I						
SECOND YEAR						
FIRST SEMESTER						
XXXX #3## Computer Applications Elective*						
BMGT 1327 Principles of Management						
MRKG 2372 Consumer Behavior						
MRKG 2333 Principles of Selling						
MRKG 2380 Cooperative Education I- Marketing/Marketing Management, General						
(Continued on Page 2)						

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

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EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

MARKETING/MARKETING MANAGEMENT - AAS - MARKETING

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
SECOND SEMESTER						
HRPO 1311 Human Relations						
IBUS 1354 International Marketing Management						
MRKG 2349 Advertising and Sales Promotion						
MRKG 2381 Cooperative Education- Marketing/Marketing Management, General						
MRKG 2374 Marketing Case Studies						

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

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

MARKETING/MARKETING MANAGEMENT - CERTIFICATE- MARKETING

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval 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 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						

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

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NAME: _____

SS#: _____

DATE: _____

COLLEGE: _____

COUNSELOR/ADVISOR: _____

CATALOG YEAR: 12-13

MARKETING/MARKETING MANAGEMENT - CERTIFICATE - RETAILING

HCCS Course Requirement	Transfer/Substitution Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
MRKG 1311 Principles of Marketing						
MRKG 2372 Consumer Behavior						
MRKG 2333 Principles of Selling						
MRKG 1302 Principles of Retailing						
SECOND SEMESTER						
HRPO 1311 Human Relations						
XXXX #3## Program- Related Elective*						
XXXX #3## Program- Related Elective*						
MRKG 2371 Services Marketing						

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

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

REAL ESTATE - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST YEAR						
FIRST SEMESTER						
LEAD 1200		Workforce Development with Critical Thinking				
RELE 1201		Principles of Real Estate I				
ENGL 1301		Composition I				
RELE 1238		Principles of Real Estate II				
RELE 2201		Law of Agency				
RELE 1211		Law of Contracts				
RELE 1200		Contract Forms and Addenda				
SECOND SEMESTER						
ENGL 1302		Composition II				
RELE 1325		Real Estate Mathematics				
RELE 1321		Real Estate Marketing				
RELE 1219		Real Estate Finance <i>OR</i>				
RELE 1324		Loan Origination and Quality Control				
RELE 1323		Real Estate Computer Application				
SECOND YEAR						
FIRST SEMESTER						
ECON 2301		Principles of Economics				
RELE 1303		Real Estate Appraisal				
RELE 1307		Real Estate Investments				
RELE 2331		Real Estate Brokerage				
ENVR 1301		Environmental Science				
RELE 1381		Cooperative Education - Real Estate				
SECOND SEMESTER						
RELE 1309		Real Estate Law				
RELE 1329		Fundamentals of Environmental Issues <i>OR</i>				
RELE 1315		Property Management				
XXXX #3##		Social/Behavioral Science General Ed. Elective				
XXXX #3##		Approved Humanities/Fine Arts General Education Elective				
RELE 2381		Cooperative Education - Real Estate				

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NAME:	SS#:	DATE:
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REAL ESTATE - AAS - MORTGAGE LENDING SPECIALIZATION

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to first enrollment.</small>						
<small>First Year</small>						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
RELE 1201 Principles of Real Estate I						
ENGL 1301 Composition I						
RELE 1325 Real Estate Mathematics						
RELE 1324 Loan Origination and Quality Control						
RELE 1211 Law of Contracts						
SECOND SEMESTER						
ENGL 1302 Composition II						
RELE 2201 Law of Agency						
RELE 1238 Principles of Real Estate II						
RELE 1303 Real Estate Appraisal						
RELE 1381 Cooperative Education - Real Estate						
RELE 2331 Real Estate Brokerage						
<small>Second Year</small>						
FIRST SEMESTER						
ECON 2301 Principles of Macroeconomics						
RELE 2307 Real Estate Title and Settlement						
RELE 1219 Real Estate Finance						
ENVR 1301 Environmental Science						
RELE 1371 Loan Processing						
RELE #3## Elective						
SECOND SEMESTER						
RELE 1309 Real Estate Law						
RELE 2311 Fundamentals of Mortgage Lending						
XXXX #3## Social/Behavioral Science						
General Education Elective						
XXXX #3## Approved Humanities/Fine Arts						
General Education Elective						
RELE 2381 Cooperative Education - Real Estate						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
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REAL ESTATE - CERTIFICATE - COMMERCIAL REAL ESTATE

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to first enrollment.</small>						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
RELE 1307 Real Estate Investments						
RELE 1391 Special Topics in Real Estate						
RELE 1315 Property Management OR						
RELE 1329 Fundamentals of Environmental Issues						
RELE 1303 Real Estate Appraisal OR						
RELE 1327 Real Estate Commercial Appraisal						
RELE 1381 Cooperative Education - Real Estate						

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

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NAME:	SS#:	DATE:
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REAL ESTATE - CERTIFICATE - MORTGAGE LENDING PROFESSIONAL

HCCS Course Requirement	Transfer/ Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to first enrollment.						
FIRST SEMESTER						
LEAD 1200		Workforce Development with Critical Thinking				
RELE 1219		Real Estate Finance				
RELE 1324		Loan Origination and Quality Control				
RELE 1371		Loan Processing <i>OR</i>				
RELE 2307		Real Estate Title and Settlement				
RELE 1303		Real Estate Appraisal				
RELE 2311		Fundamentals of Mortgage Lending				
RELE 1381		Cooperative Education - Real Estate				

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

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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

REAL ESTATE - CERTIFICATE - PROPERTY MANAGEMENT

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
<small>TSI testing is required prior to completion of first enrollment.</small>						
FIRST SEMESTER						
LEAD 1200 Workforce Development with Critical Thinking						
RELE 1335 Real Estate Construction						
RELE 1315 Property Management						
RELE 1307 Real Estate Investments						
RELE 1309 Real Estate Law						
RELE 1381 Cooperative Education - Real Estate						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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___ FA ___ VA

NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

REAL ESTATE - CERTIFICATE - REAL ESTATE APPRAISAL

HCCS Course Requirement	Transfer/ Institution	Substitution Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval 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 Investments						
RELE 1329 Fundamentals of Environmental Issues						
RELE 1335 Real Estate Construction						
RELE 1303 Real Estate Appraisal						
RELE 1327 Real Estate Commercial Appraisal						
SECOND SEMESTER						
RELE 1381 Cooperative Education - Real Estate						

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SS#:	DATE:
COLLEGE:	COUNSELOR/ADVISOR:	CATALOG YEAR: 12-13

REAL ESTATE - CERTIFICATE - RESIDENTIAL REAL ESTATE

HCCS Course Requirement	Transfer/Substitution Institution	Course	Substitute (SU) Transfer (TR)	Comment/Disapproval	Approval Signature	Date
TSI testing is required prior to completion of first enrollment.						
FIRST SEMESTER						
LEAD 1200		Workforce Development with Critical Thinking				
RELE 1201		Principles of Real Estate I				
RELE 1238		Principles of Real Estate II				
RELE 1211		Law of Contracts				
RELE 2201		Law of Agency				
RELE 1200		Contract Forms and Addenda				
SECOND SEMESTER						
RELE 1219		Real Estate Finance				
RELE 1381		Cooperative Education - Real Estate				