



BUSINESS PROGRAMS - CATALOG YEAR 2014 - 2015

Find the Right Educational Degree Plan

There are two distinctly different ways to pursue your education at HCC. Each pattern has its own particular purpose, and its own advantages and disadvantages. Read the descriptions carefully to make an informed choice. You must choose one of the two following patterns: The *Academic Transfer* pattern of education *OR* The *Workforce Career* pattern of education. For more information, visit our [College and Career Planner Guide](#).

ACADEMIC DEGREE PLANS

Business - Associate of Arts 2-3

WORKFORCE CAREERS

ACCOUNTING

Accounting - AAS 4-5

Accounting - Certificate Level I 6

Accounting - Payroll Specialist - Certificate Level 1 7

BUSINESS ADMINISTRATION & MANAGEMENT

Business Management - AAS 8-9

Business Management - Certificate Level I 10

Human Resource Management Specialization - AAS 11-12

Human Resource Management - Certificate Level I 13

Business Management Entrepreneurship - Certificate Level I 14

Business Plan - Marketable Skills Achievement Award 15

Logistics and Global Supply Chain Management - AAS 16-17

Logistics and Global Supply Chain Management - Certificate Level I 18

Logistics and Global Supply Chain Management/Maritime Transportation Logistics

Specialization - AAS 19-20

Maritime Logistics - Certificate Level I 21

BUSINESS TECHNOLOGY

General Office Administration Specialization - AAS 22-23

General Office Administration Specialization - Certificate Level I 24

Bilingual Business Technology Specialization - Certificate Level I 25

Human Resources/Peoplesoft - Certificate Level I 26

Microsoft Office Technology Specialization - AAS 27-28

Microsoft Office Technology Specialization - Certificate Level I 29

Legal Office Assistant Specialization - AAS. 30-31

Legal Office Assistant Specialization - Certificate Level I 32

Medical Office Specialist Specialization - AAS 33-34

Medical Coding/Transcription Specialist Specialization - Certificate Level I . . 35

FINANCE-BANKING

Financial Banking - AAS 36

Financial Lending - Certificate Level I 37

Financial Operations - Certificate Level I 38

Teller Training - Marketable Skills Achievement Award 39

INTERNATIONAL BUSINESS

International Business - AAS 40

International Business - Certificate Level I 41

International Business - Global Exporting - ATC 42

International Business - Translation and Interpretation - ATC. 43

Certified Global Business Specialist - Marketable Skills Achievement Award . . 44

MARKETING/MARKETING MANAGEMENT

Marketing - AAS 45-46

Marketing - Certificate Level I 47

Retailing - Certificate Level I 48

REAL ESTATE

Real Estate - AAS 49-50

Real Estate - AAS - Mortgage Lending Specialization 51

Commercial Real Estate - Certificate Level I 52

Mortgage Lending Professional - Certificate Level I 53

Property Management - Certificate Level I 54

Real Estate Appraisal - Certificate Level I 55

Residential Real Estate - Certificate Level I 56

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

BUSINESS - ASSOCIATE OF ARTS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
REQUIRED ACADEMIC CORE									
FIRST YEAR									
FIRST SEMESTER									
EDUC 1300 Learning Framework	3								
ENGL 1301 Composition I	3								
HIST #3## American History I									
<i>(May choose from HIST 1301, 1302, 2301, 2328, 2381)</i>	3								
MATH 1324 Finite Mathematics with Applications	3								
PSYC 2301 Introduction to Psychology	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ENGL 1302 Composition II OR									
ENGL 2311 Technical Writing	3								
HIST 1302 American History II	3								
MATH 1325 Elements of Calculus with Applications	3								
SOCI 1301 Introduction to Sociology	3								
BCIS 1405 Business Computer Applications	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
A. XXXX #3## Language, Philosophy and Culture Elective	3								
ACCT 2301 Principles of Accounting I	3								
ECON 2301 Principles of Macroeconomics	3								
D. GOVT 2305 American Gov't I: National, State, and Local	3								
B. XXXX #3## Natural Science Elective	3								
SEMESTER TOTAL	15								

(Continued on next page)

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

ACCOUNTING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
ACCT 2301 Principles of Accounting I	3								
ECON 2301 Principles of Economics	3								
ENGL 1301 Composition I	3								
XXXX #3## Computer Applications Elective*	3								
SEMESTER TOTAL	14								
SECOND SEMESTER									
ITSW 2334 Advanced Spreadsheets <u>OR</u>									
POFI 1349 Spreadsheets	3								
PSYC 2301 Introduction to Psychology	3								
BUSG 2305 Business Law/Contracts	3								
ACCT 2302 Principles of Accounting II	3								
XXXX #3## Approved Humanities/Fine Arts/Gen Ed. Elective	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
XXXX #3## Math/Natural Science/General Education Elective	3								
ACNT 2331 Internal Control and Auditing <u>OR</u>									
ACNT 1313 Computerized Accounting Applications	3								
ACNT 2303 Intermediate Accounting I	3								
ACNT 1331 Federal Income Tax: Individual	3								
ACNT 1382 Cooperative Education-Accounting Technology/ Technician and Bookkeeping	3								
XXXX #3## Humanities/Fine Arts/General Education Elective	3								
SEMESTER TOTAL	18								
(Continued on next page)									

* 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:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

ACCOUNTING - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
ACCT 2301 Principles of Accounting I	3								
XXXX #3## Computer Applications Elective*	3								
XXXX #3## Math/Natural Science/General Education Elective	3								
SEMESTER TOTAL	11								
SECOND SEMESTER									
ACCT 2302 Principles of Accounting II	3								
ACNT 2331 Internal Control and Auditing OR									
ACNT 1313 Computerized Accounting Applications	3								
ACNT 1331 Federal Income Tax: Individual	3								
ACNT 1382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
SEMESTER TOTAL	12								
THIRD SEMESTER									
ACNT 2309 Cost Accounting OR									
ACNT 1392 Special Topics in Accounting Technician	3								
ITSW 2334 Advanced Spreadsheets	3								
ACNT 1347 Federal Income Tax for Partnerships and Corporations	3								
ACNT 2382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
ACNT 2303 Intermediate Accounting I	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	38								

* 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.

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

BUSINESS ADMINISTRATION - BUSINESS MANAGEMENT - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
BUSG 1301 Introduction to Business <u>OR</u>									
BUSI 1301 Introduction to Business	3								
BMGT 1327 Principles of Management	3								
ENGL 1301 Composition I	3								
XXXX #3## General Education Elective	3								
MATH 1314 College Algebra <u>OR</u>									
XXXX #3## Math/Natural Science General Ed. Elective	3								
SEMESTER TOTAL	17								
SECOND SEMESTER									
ENGL 1302 Composition II	3								
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
XXXX #3## Computer Applications Elective*	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
ACNT 1303 Introduction to Accounting I <u>OR</u>									
ACCT 2301 Principles of Accounting I	3								
SEMESTER TOTAL	18								
SECOND YEAR									
FIRST SEMESTER									
MRKG 1311 Principles of Marketing	3								
XXXX #3## General Education Elective	3								
BUSG 2380 Cooperative Education I	3								
(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.

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
BUSG 1301 Introduction to Business <i>OR</i>									
BUSI 1301 Introduction to Business	3								
ENGL 1301 Composition I	3								
BMGT 1327 Principles of Management	3								
XXXX #3## Approved General Education Elective	3								
XXXX #3## Computer Applications Elective*	3								
SEMESTER TOTAL	17								
SECOND SEMESTER									
ENGL 1302 Composition II	3								
MATH 1314 College Algebra <i>OR</i>									
XXXX #3## Math/Natural Science General Ed. Elective	3								
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
ACNT 1303 Introduction to Accounting I <i>OR</i>									
ACCT 2301 Principles of Accounting I	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
SEMESTER TOTAL	18								
SECOND YEAR									
FIRST SEMESTER									
BUSG 2380 Cooperative Education I	3								
BUSG 2305 Business Law/Contracts <i>OR</i>									
BUSI 2301 Business Law I	3								
(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

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

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

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development w/ Critical Thinking	2								
LMGT 1319 Introduction to Business Logistics	3								
ENGL 1301 Composition I	3								
OSHT 1301 Introduction to Safety and Health	3								
IBUS 1341 Global Supply Chain Management	3								
SEMESTER TOTAL	14								
SECOND SEMESTER									
ENGL 1302 Composition II	3								
LMGT 1393 Special Topics-Logistics/Materials Mgmt	3								
IBUS 1301 Principles of Exports	3								
MART 1370 Introduction to Maritime Shipping	3								
XXXX #3## Department Approved Elective <i>OR</i>									
LMGT 1270 Equipment Operation	3								
SEMESTER TOTAL	15								
THIRD SEMESTER									
BUSG 1374 Business Writing Essentials	3								
XXXX #3## Humanities/Fine Arts/General Education Elective	3								
SEMESTER TOTAL	6								
(Continued on page 2)									

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

___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15	

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI Testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
POFI 1301 Computer Applications I	3								
ENGL 1301 Composition I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
POFT 1325 Business Math and Machine Applications	3								
SEMESTER TOTAL	17								
SECOND SEMESTER									
ACNT 1303 Introduction to Accounting I	3								
POFT 1319 Records and Information Management I	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
POFT 2301 Intermediate Keyboarding	3								
POFI 1341 Computer Applications II	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1345 Shorthand/Notetaking	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
BMGT 1325 Office Management	3								
POFI 1349 Spreadsheets	3								
POFT 1380 Cooperative Education I	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Development with Critical Thinking	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
BMGT 1325 Office Management	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFI 1341 Computer Applications II	3								
ENGL 1301 Composition I	3								
POFT 2301 Intermediate Keyboarding	3								
XXXX #3## Humanities/Fine Arts Elective	3								
POFT 1325 Business Math and Machine Applications	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1380 Cooperative Education I Administrative Assistant and Secretarial Services, General	3								
POFI 1349 Spreadsheets	3								
ECON 2301 Principles of Macroeconomics OR									
ECON 2302 Principles of Microeconomics	3								
POFI 2331 Desktop Publishing for the Office	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Development with Critical Thinking	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
POFL 1305 Legal Terminology	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFT 1319 Records and Information Management I	3								
ENGL 1301 Composition I	3								
POFT 2301 Intermediate Keyboarding	3								
POFT 1345 Shorthand/Notetaking	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFL 2305 Legal Research	3								
BMGT 1325 Office Management	3								
POFT 1380 Cooperative Education I_ Administrative									
Assistant and Secretarial Services, General	3								
ECON 2301 Principles of Macroeconomics <u>OR</u>									
ECON 2302 Principles of Microeconomics	3								
POFL 1359 Legal Transcription	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)				Signature	
						Comment/Disapproval			
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1370 Workforce Development with Critical Thinking	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
PSYC 2301 Introduction to Psychology	3								
MDCA 1313 Medical Terminology I	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFT 2301 Intermediate Keyboarding	3								
ENGL 1301 Composition I	3								
POFT 1370 Introduction to Office Technology	3								
MRMT 1307 Medical Transcription I	3								
XXXX #3## Humanities/Fine Arts General Educ. Elective*	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1380 Cooperative Education I - Administrative Assistant and Secretarial Services , General	3								
POFI 1341 Computer Applications II	3								
BMGT 1325 Office Management	3								
BIOL 1308 Introductory Biology I	3								
POFT 1319 Records and Information Management I	3								
SEMESTER TOTAL	15								
* Must be an Approved Elective									
(Continued on page 2)									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

FINANCE-BANKING - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
ENGL 1301 Composition I	3								
BNKG 1303 Principles of Bank Operation	3								
ECON 2302 Principles of Microeconomics	3								
BUSG 1301 Introduction to Business	3								
XXXX #3## General Education Science	3								
SECOND SEMESTER									
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
XXXX #3## Social/Behavioral/General Education Elective	3								
BNKG 1340 Money and Banking	3								
BMGT 1327 Principles of Management	3								
BUSG 2305 Business Law Contracts	3								
SECOND YEAR									
FIRST SEMESTER									
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
ACCT 2301 Principles of Accounting I	3								
IBUS 2339 International Banking and Finance	3								
BNKG 2380 Cooperative Education- Banking and Financial Support Services	3								
BNKG 1349 Commercial Lending <i>OR</i>									
BNKG 1345 Consumer Lending	3								
SECOND SEMESTER									
BNKG 1356 Analyzing Financial Statements I	3								
BUSG 1303 Principles of Finance	3								
BNKG 1351 Selling Bank/Financial Products and Services	3								
BNKG 2381 Coop.Ed.- Banking and Financial Support Ser.	3								
BNKG 2374 Financial Business Administration	3								
PROGRAM TOTAL	62								

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

INTERNATIONAL BUSINESS - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER 17									
LEAD 1200 Workforce Development with Critical Thinking	2								
ENGL 1301 Composition I	3								
LMGT 1319 Introduction to Business Logistics	3								
BUSG 1301 Introduction to Business	3								
MATH 1314 College Algebra* OR									
XXXX #3## Math/Natural Science General Ed. Elective	3								
XXXX #3## Humanities/Fine Arts General Ed. Elective	3								
SECOND SEMESTER 15									
ENGL 1302 Composition II	3								
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1301 Principles of Exports	3								
IBUS 1370 Economic Geography	3								
IBUS 1341 Global Supply Chain Management	3								
SECOND YEAR									
FIRST SEMESTER 15									
IBUS 2335 International Business Law	3								
IBUS 2380 Cooperative Education - International Business/ Trade/Commerce	3								
BUSG 2309 Small Business Management	3								
XXXX #3## Approved Program Elective**	3								
IBUS 1354 International Marketing Management	3								
SECOND SEMESTER 15									
ECON 2302 Principles of Economics (Micro)	3								
IBUS 1302 Principles of Imports	3								
XXXX #3## General Education Elective	3								
IBUS 2381 Cooperative Education - International Business/ Trade/Commerce	3								
IBUS 2341 Intercultural Management	3								
PROGRAM TOTAL	60								

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

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

INTERNATIONAL BUSINESS - GLOBAL EXPORTING - ADVANCED TECHNICAL CERTIFICATE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
BUSG 1301 Introduction to Business	3								
IBUS 1301 Principles of Exports	3								
IBUS 1300 Global Logistics Management	3								
BUSG 1374 Business Writing Essentials <u>OR</u>									
ETWR 1302 Introduction to Technical Writing	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1354 International Marketing Management	3								
IBUS 1302 Principles of Imports	3								
IBUS 1341 Global Supply Chain Management	3								
XXXX #3## Foreign Language	3								
SEMESTER TOTAL	15								
THIRD SEMESTER									
IBUS 1349 International E-Commerce Systems	3								
IBUS 2339 International Banking and Trade Finance <u>OR</u>	3								
IBUS 2335 International Business Law <u>OR</u>									
IBUS 2345 Import Customs Regulations <u>OR</u>									
IBUS 1391 Special Topics in International Business	3								
IBUS 1191 Special Topics in International Business	1								
IBUS 2380 Cooperative Education - International Business/Trade/Commerce	3								
BUSG 1370 Personal Finance Planning	3								
IBUS 2341 Intercultural Management	3								
SEMESTER TOTAL	16								
PROGRAM TOTAL	43								

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

INTERNATIONAL BUSINESS - TRANSLATION AND INTERPRETATION - ADVANCED TECHNICAL CERTIFICATE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
TRAI 1371 Fundamentals of the Theory and Practice of Translation and Interpretation	3								
TRAI 1271 Technology for Translation and Interpretation	2								
TRAI 1272 Terminology Management and Research	2								
TRAI 1372 Writing, Editing and Revising for Translation	3								
TRAI 1373 Intercultural Communication	3								
SEMESTER TOTAL	13								
SECOND SEMESTER									
HITT 1205 Medical Terminology I	2								
TRAI 1176 Business Terminology for Translation and Interpretation	1								
POFL 1305 Legal Terminology	3								
TRAI 2271 Fundamentals of Specialized Written Translation (Sci-Tech)	2								
TRAI 2272 Fundamentals of Specialized Written Translation (Commercial)	2								
TRAI 2273 Fundamentals of Specialized Written Translation (Legal and Medical)	2								
SEMESTER TOTAL	12								
THIRD SEMESTER									
TRAI 2274 Introduction to Interpreting (Consecutive and Sight) 2									
TRAI 2275 Advanced Project in Translation	2								
TRAI 2376 Internship**	3								
SEMESTER TOTAL	7								
PROGRAM TOTAL	32								
**Capstone									

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

MARKETING/MARKETING MANAGEMENT - MARKETING - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior ro first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
MRKG 1311 Principles of Marketing	3								
ENGL 1301 Composition I	3								
ECON 2302 Principles of Microeconomics	3								
XXXX #3## Humanities/Fine Arts Elective	3								
MATH 1314 College Algebra* <u>OR</u>									
XXXX #3## Math/Natural Science General Ed. Elective	3								
SEMESTER TOTAL	17								
SECOND SEMESTER									
ENGL 1302 Composition II	3								
MRKG 2312 e-Commerce	3								
MRKG 2371 Services Marketing <u>OR</u>									
MRKG 1391 Special Topics in Business Marketing and Management	3								
MRKG 2348 Marketing Research and Strategies	3								
BUSG 1301 Introduction to Business	3								
ACNT 1303 Introduction to Accounting I <u>OR</u>									
ACCT 2301 Principles of Accounting I	3								
SEMESTER TOTAL	18								
SECOND YEAR									
FIRST SEMESTER									
XXXX #3## Computer Applications Elective*	3								
BMGT 1327 Principles of Management	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
(Continued on Page 2)									

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

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

___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15	

REAL ESTATE - ASSOCIATE IN APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
LEAD 1200 Workforce Development with Critical Thinking	2								
RELE 1201 Principles of Real Estate I	2								
ENGL 1301 Composition I	3								
RELE 1238 Principles of Real Estate II	2								
RELE 2201 Law of Agency	2								
RELE 1211 Law of Contracts	2								
RELE 1200 Contract Forms and Addenda	2								
SEMESTER TOTAL	15								
SECOND SEMESTER									
XXXX ##3# Social/Behavioral Science General Ed. Elective	3								
RELE 1325 Real Estate Mathematics	3								
RELE 1321 Real Estate Marketing	3								
RELE 1219 Real Estate Finance OR									
RELE 1324 Loan Origination and Quality Control	3								
RELE 1323 Real Estate Computer Application	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
ECON 2301 Principles of Economics	3								
RELE 1303 Real Estate Appraisal	3								
RELE 1307 Real Estate Investments	3								
RELE 2331 Real Estate Brokerage	3								
ENVR 1301 Environmental Science	3								
RELE 1381 Cooperative Education - Real Estate	3								
SEMESTER TOTAL	18								
(Continued on Page 2)									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/14-8/14/15

REAL ESTATE - MORTGAGE LENDING SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
TSI testing is required prior to first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
	15								
LEAD 1200 Workforce Development with Critical Thinking	2								
RELE 1201 Principles of Real Estate I	2								
ENGL 1301 Composition I	3								
RELE 1325 Real Estate Mathematics	3								
RELE 1324 Loan Origination and Quality Control	3								
RELE 1211 Law of Contracts	2								
SECOND SEMESTER									
	16								
XXXX #3## Social/Behavioral Science General Ed. Elective	3								
RELE 2201 Law of Agency	2								
RELE 1238 Principles of Real Estate II	2								
RELE 1303 Real Estate Appraisal	3								
RELE 1381 Cooperative Education - Real Estate	3								
RELE 2331 Real Estate Brokerage	3								
SECOND YEAR									
FIRST SEMESTER									
	14								
ECON 2301 Principles of Macroeconomics	3								
RELE 2307 Real Estate Title and Settlement	3								
RELE 1219 Real Estate Finance	2								
ENVR 1301 Environmental Science	3								
RELE 1371 Loan Processing	3								
SECOND SEMESTER									
	15								
RELE 1309 Real Estate Law	3								
RELE 2311 Fundamentals of Mortgage Lending	3								
XXXX #3## Social/Behavioral Science									
General Education Elective	3								
XXXX #3## Approved Humanities/Fine Arts									
General Education Elective	3								
RELE 2381 Cooperative Education - Real Estate	3								
PROGRAM TOTAL	60								

