



COE – BUSINESS PROGRAMS - CATALOG YEAR 2017 - 2018

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](#).

BUSINESS

ACCOUNTING

Accounting - AAS	3-4
Accounting - Certificate: Level I	5
Accounting - Payroll Specialist - Certificate: Level I	6
Accounting - Forensic Accounting & Fraud Examination - ESC	7

BUSINESS MANAGEMENT

Associate of Arts in Business	8-9
General Business - AAS	10-11
General Business - Certificate: Level I	12
Business Management - Entrepreneurship - Certificate: Level I	13
Human Resource Management Specialization - AAS	14-15
Human Resource Management - Certificate: Level I	16
Insurance Specialist/Associate - Certificate: Level I	17

BUSINESS TECHNOLOGY

Bilingual Business Technology Specialization - Certificate: Level II.	18
General Office Administration Specialization - AAS	19-20
General Office Administration Specialization - Certificate: Level I.	21
Human Resources/Peoplesoft - Certificate: Level I	22
Legal Office Assistant Specialization - AAS	23-24
Legal Office Assistant Specialization - Certificate: Level I	25
Medical Office Specialist Specialization - AAS.	26-27
Medical Coding/Transcription Specialist Specialization - Certificate: Level I	28
Microsoft Office Technology Specialization - AAS.	29-30
Microsoft Office Technology Specialization - Certificate: Level I	31

BANKING/FINANCE

Banking/Finance - AAS	32-33
Financial Lending - Certificate: Level I	34
Financial Operations - Certificate: Level I	35
Teller Training - Occupational Skills Award	36

INTERNATIONAL BUSINESS

International Business - AAS	37-38
International Business - Certificate: Level I.	39
International Business - Translation & Interpretation - Certificate: Level II	40
Certified Global Business Specialist - Occupational Skills Award.	41

MARKETING

Marketing - AAS.	42-43
Marketing - Certificate: Level I	44
Retailing - Certificate: Level I.	45
Marketing - Innovation & Enterprise Specialization - AAS	46-47
Marketing - Enterprise Development - Certificate: Level I	48
Marketing - Social Enterprise - Certificate: Level I	49

PARALEGAL TECHNOLOGY

Paralegal Technology - Legal Assistant - AAS	50-51
Law Office Clerk - Certificate: Level I	52
Legal Assistant - Certificate: Level I	53
Legal Assistant - Medical Specialization - Certificate: Level I	54



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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](#).

REAL ESTATE

Real Estate - AAS	55-56
Real Estate - Comparative Market Analysis - Certificate: Level I	57
Commercial Real Estate - Certificate: Level I.	58
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Real Estate - Mortgage Lending Specialization - AAS	61-62
Mortgage Lending Professional - Certificate: Level I.	63

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

ACCOUNTING - ASSOCIATE OF 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									
A.	EDUC 1300 Learning Framework	3								
	ACCT 2301 Principles of Financial Accounting	3								
B.	XXXX #3## Math/Natural Science Elective	3								
C.	XXXX #3## Computer Applications Elective	3								
	ENGL 1301 Composition I	3								
	SEMESTER TOTAL	15								
	SECOND SEMESTER									
	ACCT 2302 Principles of Managerial Accounting	3								
	ACNT 2331 Internal Control and Auditing <i>OR</i>									
	ACNT 1313 Computerized Accounting Applications	3								
	ACNT 1331 Federal Income Tax: Individual	3								
	ACNT 1382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
D.	XXXX #3## Humanities/Fine Arts. Elective	3								
	SEMESTER TOTAL	15								
	SECOND YEAR									
	FIRST SEMESTER									
	ITSW 2334 Advanced Spreadsheets <i>OR</i>									
	POFI 1349 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								
	PSYC 2301 Introduction to Psychology	3								
	SEMESTER TOTAL	15								

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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ACCOUNTING - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
<i>(Continued from Page 1)</i>									
SECOND SEMESTER									
BMGT 1327 Principles of Management	3								
ECON 2301 Principles of Macroeconomics	3								
D. XXXX #3## Humanities/Fine Arts Elective	3								
BUSG 2305 Business Law/Contracts	3								
ACNT 2304 Intermediate Accounting II #	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

ADDITIONAL COMMENTS & NOTES:

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Math/Natural Science:** *May choose from* – ANTH 2301 (with or without 2101 = lab), 2302, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to Engineering, Science, and Health Sciences majors), CHEM 1305, 1405, 1411, 1412, COSC 1436, GEOG 1301, GEOL 1305, 1345, 1347, 1403, 1404, MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, PHYS 1305, 1401, 1402, 2325 (with or without 2125= lab), 2326 (with or without 2126 = lab), PSYC 2317.
- C. **Computer Applications Elective:** *May choose from* – ITSC 1309 Integrated Software Applications I, POFI 1301 Computer Applications I, or BCIS 1405 Business Computer Applications.
- D. **Humanities/Fine Arts:** *May choose from* – ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).

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

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
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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									
ACNT 1313 Computerized Accounting Applications	3								
ACNT 1331 Federal Income Tax: Individual	3								
ACCT 2301 Principles of Financial Accounting ^A	3								
XXXX #3## Computer Applications Elective ^B	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
ACCT 2302 Principles of Managerial Accounting	3								
ACNT 2331 Internal Control and Auditing	3								
ACNT 1347 Federal Income Tax for Partnerships and Corporations	3								
ACNT 1382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
SEMESTER TOTAL	12								
THIRD SEMESTER									
ITSW 2334 Advanced Spreadsheets	3								
ACNT 2382 Cooperative Education-Accounting Technology/Technician and Bookkeeping	3								
ACNT 2303 Intermediate Accounting I [#]	3								
ACNT 2309 Cost Accounting OR									
ACNT 1335 Accounting Ethics	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	36								
# CAPSTONE COURSE									

^A Students without an accounting background are strongly advised to complete ACNT 1303, Introduction to Accounting.

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

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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ACCOUNTING - PAYROLL SPECIALIST - 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 YEAR									
FIRST SEMESTER									
ACNT 1303 Introduction to Accounting I	3								
ACNT 1329 Payroll & Business Tax Accounting #	3								
POFI 1301 Computer Applications I <i>OR</i>									
ITSC 1309 Integrated Software Applications I	3								
POFI 1349 Spreadsheets <i>OR</i>									
ITSW 2334 Advanced Spreadsheets	3								
ACNT 1313 Computerized Accounting Applications	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	15								
# CAPSTONE COURSE									

HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

Form header table with fields: NAME, COLLEGE, SID#, COU/ADV, TEL#, EMAIL, DATE. Includes CAT YR: 8/15/17-8/14/18.

ACCOUNTING - FORENSIC ACCOUNTING & FRAUD EXAMINATION - ENHANCED SKILLS CERTIFICATE

Main table with columns: HCCS Course Requirement, cr/hr, Transfer Institution, Substitute Course, Substitute (SU) Transfer (TR), Term, Credits, Grade, Approval Signature, Date. Includes a red text box with requirements.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

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								
	ECON 2301 Principles of Macroeconomics	3								
	BCIS 1405 Business Computer Applications	4								
A.	XXXX #3## Life & Physical Sciences	3								
	SEMESTER TOTAL	16								
	SECOND SEMESTER									
	ACCT 2301 Principles of Accounting I	3								
B.	HIST #3## American History Elective	3								
	MATH 1324 Mathematics for Business & Social Sciences	3								
	ENGL 1302 Composition II	3								
	GOVT 2305 Federal Government	3								
	SEMESTER TOTAL	15								
	SECOND YEAR									
	FIRST SEMESTER									
	ACCT 2302 Principles of Managerial Accounting	3								
B.	HIST #3## American History Elective	3								
	ECON 2302 Principles of Microeconomics	3								
	MATH 1325 Calculus for Business & Social Sciences	3								
	PHIL 2306 Introduction to Ethics	3								
	SEMESTER TOTAL	15								
	SECOND SEMESTER									

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**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

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				
A.	XXXX #3## Life & Physical Sciences Elective	3								
	GOVT 2306 Texas Government	3								
C.	XXXX #3## Creative Arts Elective	3								
	PSYC 2301 Introduction to Psychology <i>OR</i>									
	SOCI 1301 Introduction to Sociology	3								
	SPCH 1315 Public Speaking <i>OR</i>									
	SPCH 1321 Business & Professional Communication	3								
	SEMESTER TOTAL	15								
	PROGRAM TOTAL	61								

ADDITIONAL COMMENTS & NOTES:

The student must earn a minimum 2.0 GPA on sixty (60) total college-level semester hours, must complete a minimum eighteen (18) hours of coursework at Houston Community College, must complete TSI requirement unless exempt, and must have an application to graduate on file in the Registrar's office in order to graduate.

- A. Life & Physical Sciences: *May choose from:* ANTH 2301, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, *(2301, 2302 Restricted to Engineering, Science, and Health Science Majors)*, CHEM 1305, 1405, 1411, 1412, GEOG 1301, GEOL 1305, 1345, 1347, 1403, 1404, PHYS 1305, 1401, 1402, 2325, 2326.
- B. American History: *May choose from:* HIST 1301, 1302, 2301, 2327, 2328, 2381.
- C. Creative Arts: *May choose from:* ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2361, 2366, HUMA 1301, 1311, MUSI 1306, 1310.

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BUSINESS MANAGEMENT - GENERAL BUSINESS - 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									
EDUC 1300 Learning Framework ^A	3								
ETWR 1302 Introduction to Technical Writing <i>OR</i>									
ENGL 1301 Composition I	3								
BUSG 1370 Personal Financial Planning	3								
BMGT 1327 Principles of Management	3								
BUSG 1301 Introduction to Business	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
BUSG 2305 Business Law/Contracts <i>OR</i>									
BUSI 2301 Business Law I	3								
HRPO 2307 Organizational Behavior	3								
HRPO 2301 Human Resource Management	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
BUSG 2309 Small Business Mgmt/Entrepreneurship [#]	3								
MRKG 1311 Principles of Marketing	3								
XXXX #3## Humanities/Fine Arts Elective ^C	3								
XXXX #3## Approved Program Related Elective ^E	3								
ACNT 1303 Introduction to Accounting I <i>OR</i>									
ACCT 2301 Principles of Accounting I	3								
SEMESTER TOTAL	15								

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**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

BUSINESS MANAGEMENT - GENERAL BUSINESS - AAS

HCCS Course Requirement <i>(Continued from page 1)</i>	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND SEMESTER									
XXXX #3## Computer Applications Elective ^B	3								
ECON 2302 Principles of Microeconomics	3								
MATH 1324 Mathematics for Business & Social Sciences	3								
XXXX #3## General Education Elective ^{D*}	3								
BUSG 2380 Cooperative Educ. Business/Commerce General	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Computer Applications Elective:** *May choose from* – ITSE 1309, POFI 1301, or BCIS 1405.
- C. **Humanities/Fine Arts:** *May choose from* – ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).
- D. **General Education:** *May choose from* – ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to Engineering, Science, and Health Sciences majors), CHEM 1305, 1405, 1411, 1412, COSC 1436, GEOG 1301, 1303, GEOL 1305, 1345, 1347, 1403, 1404, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, 2325 (with or without 2125 = lab), 2326 (with or without 2126 = lab), TECA 1354.
* **Note** – Humanities/Fine Arts or Social/Behavioral Sciences, English Composition, Speech, Foreign Language, and Physical Education courses **Do Not** fulfill the General Education requirements for this program.
- E. **Program Approved Elective:** *May choose from* – BUSG , BMGT, HRPO, IBUS, MRKG, or LMGT.

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS MANAGEMENT - BUSINESS MANAGEMENT - 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									
BUSG 1370 Personal Financial Planning	3								
ETWR 1302 Introduction to Technical Writing	3								
BUSG 1301 Introduction to Business	3								
BMGT 1327 Principles of Management	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
BUSG 2305 Business Law/Contracts <i>OR</i>									
BUSI 2301 Business Law I	3								
HRPO 2301 Human Resource Management	3								
BUSG 2380 Cooperative Education I [#]	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	27								
[#] CAPSTONE COURSE									

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS MANAGEMENT - ENTREPRENEURSHIP - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
BUSG 1370 Personal Finance	3								
ETWR 1302 Introduction to Technical Writing	3								
MRKG 1311 Principles of Marketing <i>OR</i>									
MRKG 2312 e-Commerce Marketing	3								
BUSG 1373 Entrepreneurship and Economic Development	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BUSG 2309 Small Business Management	3								
BUSG 2305 Business Law/Contracts <i>OR</i>									
BUSI 2301 Business Law I	3								
ACNT 1303 Introduction to Accounting I <i>OR</i>									
ACCT 2301 Principles of Financial Accounting	3								
BUSG 1301 Introduction to Business <i>OR</i>									
BUSI 1301 Introduction to Business	3								
BUSG 2380 Cooperative Education - Business/Commerce, General #	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	27								
# CAPSTONE COURSE									

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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BUSINESS MANAGEMENT - 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									
EDUC 1300 Learning Framework ^A	3								
ETWR 1302 Introduction to Technical Writing <i>OR</i>									
ENGL 1301 Composition I	3								
BMGT 1327 Principles of Management	3								
HRPO 1305 Management and Labor Relations	3								
BUSG 1301 Introduction to Business	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
HRPO 2306 Benefits and Compensation	3								
HRPO 2303 Employment Practices	3								
HRPO 1302 Human Resource Training & Development	3								
BUSI 2301 Business Law I <i>OR</i>									
BUSG 2305 Business Law/Contracts	3								
HRPO 2301 Human Resource Management	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
BMGT 1301 Supervision	3								
HRPO 1311 Human Relations	3								
XXXX #3## Humanities/Fine Arts Elective ^B	3								
HRPO 2307 Organizational Behavior	3								
ACCT 2301 Principles of Financial Accounting	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
(Continued on page 2)									

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS MANAGEMENT - HUMAN RESOURCE MANAGEMENT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
(Continued from page 1)									
XXXX #3## Computer Applications Elective ^C	3								
ECON 2302 Principles of Microeconomics	3								
MATH 1314 College Algebra	3								
XXXX #3## General Education Elective ^D	3								
BUSG 2380 Cooperative Education - Business /Commerce - General #	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Humanities/Fine Arts: *May choose from*** – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).
- C. **Computer Applications: *May choose from*** – **ITSE** 1309, **POFI** 1301, or **BCIS** 1405.
- D. **General Education: *May choose from*** – **ANTH** 2301 (*with or without 2101 = lab*), 2302, 2346, 2351, **ARTS** 1301, 1303, 1304, **ASTR** 1303, 1304, 1403, 1404, **BIOL** 1308, 1309, 1322, 1406, 1407, (*2301, 2302 – restricted to Engineering, Science, and Health Sciences majors*), **CHEM** 1305, 1405, 1411, 1412, **COMM** 2366, **COSC** 1436, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ECON** 1301, 2301, 2302, **EDUC** 1300, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **GEOG** 1301, 1302, 1303, **GEOL** 1305, 1345, 1347, 1403, 1404, **GOVT** 2305, 2306, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, **PHYS** 1305, 1401, 1402, 2325 (*with or without 2125 = lab*), 2326 (*with or without 2126 = lab*), **PSYC** 2301, 2314, 2316, 2317, 2319, **SOCI** 1301, 1306, 2301, 2336, **TECA** 1354, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:		TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS MANAGEMENT - HUMAN RESOURCE MANAGEMENT - 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									
BUSG 1301 Introduction to Business	3								
ETWR 1302 Introduction to Technical Writing	3								
HRPO 1305 Management and Labor Relations	3								
BMGT 1327 Principles of Management	3								
HRPO 1302 Human Resources Training and Development	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
HRPO 2306 Benefits and Compensation	3								
HRPO 2303 Employment Practices	3								
HRPO 2301 Human Resource Management	3								
BUSI 2301 Business Law I <i>OR</i>									
BUSG 2305 Business Law/Contracts	3								
BUSG 2380 Cooperative Education I #	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	30								
# CAPSTONE COURSE									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS MANAGEMENT - INSURANCE SPECIALIST/ASSOCIATE - 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									
INSR 1205 Personal Insurance	2								
INSR 1301 Commercial Insurance	3								
INSR 2340 Multiline Insurance Sales and Marketing	3								
INSR 1209 Principles of Insurance	2								
INSR 1217 Insurance Customer Service Representative	2								
BUSG 1301 Introduction to Business	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	15								

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - BILINGUAL BUSINESS TECHNOLOGY SPECIALIZATION - CERTIFICATE: LEVEL II

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
FIRST SEMESTER									
EDUC 1300 Learning Framework ^A	3								
POFI 1301 Computer Applications I	3								
POFT 1370 Introduction to Office Technology	3								
POFT 1329 Beginning Keyboarding	3								
XXXX #4## Beginning Foreign Language I	4								
SEMESTER TOTAL	16								
SECOND SEMESTER									
ENGL 1301 Composition I	3								
POFI 1341 Computer Applications II	3								
XXXX #4## Beginning Foreign Language II	4								
POFI 1349 Spreadsheets	3								
POFT 1319 Records and Information Management I	3								
SEMESTER TOTAL	16								
THIRD SEMESTER									
BMGT 1325 Office Management	3								
POFT 2331 Administrative Project Solutions [#]	3								
SEMESTER TOTAL	6								
PROGRAM TOTAL	38								
# CAPSTONE COURSE									

A. Student Success Course: Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION 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									
EDUC 1300 Learning Framework ^A	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
POFT 1325 Business Math Using Technology	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
ENGL 1301 Composition I	3								
POFT 1319 Records and Information Management I	3								
XXXX #3## Humanities/Fine Arts Elective ^C	3								
POFT 2301 Intermediate Keyboarding	3								
POFI 1341 Computer Applications II	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1345 Shorthand/Notetaking I	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
BMGT 1325 Office Management	3								
POFI 1349 Spreadsheets	3								
POFT 1380 Cooperative Education I - Administrative Assistant and Secretarial Science, General	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: 8/15/17-8/14/18

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				
SECOND SEMESTER									
POFT 2331 Administrative Project Solutions [#]	3								
POFT 2380 Cooperative Education II - Administrative Assistant and Secretarial Science, General	3								
XXXX #3## Math/Natural Science Elective ^B	3								
PSYC 2301 Introduction to Psychology	3								
ECON 1301 Introduction to Economics	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
[#] CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Math/Natural Science: *May choose from*** – ANTH 2301 (with or without 2101 = lab), 2302, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to *Engineering, Science, and Health Sciences majors*), CHEM 1305, 1405, 1411, 1412, COSC 1436, GEOG 1301, GEOL 1305, 1345, 1347, 1403, 1404, MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, PHYS 1305, 1401, 1402, 2325 (with or without 2125= lab), 2326 (with or without 2126 = lab), PSYC 2317.
- C. **Humanities/Fine Arts: *May choose from*** – ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION SPECIALIZATION - 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									
POFI 1301 Computer Applications I	3								
POFT 1325 Business Math Using Technology	3								
POFT 1329 Beginning Keyboarding	3								
SEMESTER TOTAL	9								
SECOND SEMESTER									
POFT 1319 Records and Information Management I	3								
POFI 1341 Computer Applications II	3								
POFT 1370 Introduction to Office Technology	3								
POFT 2301 Intermediate Keyboarding #	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	21								
# CAPSTONE COURSE									

Updated: 07/31/2017

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

BUSINESS TECHNOLOGY - HUMAN RESOURCES/PEOPLESFT SPECIALIZATION - CERTIFICATE: LEVEL 1

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
								Comment/Disapproval	
FIRST SEMESTER									
POFI 1301 Computer Applications I	3								
BMGT 1370 Introduction to HR/PeopleSoft Applications	3								
POFT 1329 Beginning Keyboarding	3								
SEMESTER TOTAL	9								
SECOND SEMESTER									
POFI 1341 Computer Applications II	3								
BMGT 1371 Intermediate HR/PeopleSoft Applications	3								
BMGT 2305 Advanced Communications in Management/ PeopleSoft Applications	3								
SEMESTER TOTAL	9								
THIRD SEMESTER									
BMGT 2331 Principles of Quality Management/ PeopleSoft Applications	3								
BMGT 2310 Financial Management/PeopleSoft Applications	3								
POFT 2331 Administrative Project Solutions #	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	27								
# CAPSTONE COURSE									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

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									
EDUC 1300 Learning Framework ^A	3								
POFI 1301 Computer Applications I	3								
POFL 1305 Legal Terminology	3								
POFT 1345 Shorthand/Notetaking I	3								
POFT 1329 Beginning Keyboarding	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFT 2301 Intermediate Keyboarding	3								
POFL 2305 Introduction to Legal Research	3								
POFT 1319 Records and Information Management I	3								
POFT 1370 Introduction to Office Technology	3								
XXXX #3## Humanities/Fine Arts Elective ^C	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
ENGL 1301 Composition I	3								
POFT 1380 Cooperative Education I - Administrative									
Assistant and Secretarial Services, General	3								
POFL 1359 Legal Transcription	3								
BMGT 1325 Office Management	3								
ECON 1301 Introduction to Economics	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
<i>(Continued from page 1)</i>									
SECOND YEAR									
SECOND SEMESTER									
POFT 2380 Cooperative Education II - Administrative Assistant and Secretarial Services , General	3								
PSYC 2301 Introduction to Psychology	3								
XXXX #3## Math/Natural Science Elective ^B	3								
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
POFT 2331 Administrative Project Solutions [#]	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Math/Natural Science: *May choose from*** – ANTH 2301 (with or without 2101 = lab), 2302, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (*2301, 2302 – restricted to Engineering, Science, and Health Sciences majors*), CHEM 1305, 1405, 1411, 1412, COSC 1436, GEOG 1301, GEOL 1305, 1345, 1347, 1403, 1404, MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, PHYS 1305, 1401, 1402, 2325 (*with or without 2125= lab*), 2326 (*with or without 2126 = lab*), PSYC 2317.
- C. **Humanities/Fine Arts: *May choose from*** – ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).

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

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:		COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION - 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									
POFI 1301 Computer Applications I	3								
POFL 1305 Legal Terminology	3								
POFT 1345 Shorthand/Notetaking	3								
POFL 1359 Legal Transcription	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BMGT 1370 Introduction to HR/Peoplesoft Applications	3								
POFL 2305 Introduction to Legal Research	3								
POFT 2301 Intermediate Keyboarding #	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	21								
# CAPSTONE COURSE									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST 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									
EDUC 1300 Learning Framework ^A	3								
POFI 1301 Computer Applications I	3								
POFM 1300 Basic Medical Coding	3								
POFT 1329 Beginning Keyboarding	3								
MDCA 1313 Medical Terminology I	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
MRMT 1307 Medical Transcription I	3								
POFT 2301 Intermediate Keyboarding	3								
POFM 2333 Medical Document Production (Coding II)	3								
POFT 2331 Administrative Project Solutions [#]	3								
POFI 1341 Computer Applications II	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFT 1370 Introduction to Office Technology	3								
POFT 1380 Cooperative Education I - Administrative									
Assistant and Secretarial Services , General	3								
BMGT 1325 Office Management	3								
POFT 1319 Records and Information Management I	3								
PSYC 2301 Introduction to Psychology	3								
SEMESTER TOTAL	15								
(Continued on page 2)									

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
Continued from Page 1					Comment/Disapproval				
SECOND SEMESTER									
ENGL 1301 Composition I	3								
BIOL 1308 Introductory Biology I	3								
XXXX #3## Humanities/Fine Arts Elective ^B	3								
POFT 2380 Cooperative Education II Administrative Assistant and Secretarial Services , General	3								
ECON 1301 Introduction to Economics	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. Humanities/Fine Arts: *May choose from*** – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

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

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:		COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - MEDICAL CODING/TRANSCRIPTION SPECIALIST SPECIALIZATION - 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									
MDCA 1313 Medical Terminology	3								
POFI 1301 Computer Applications I	3								
POFT 2301 Intermediate Keyboarding	3								
POFM 1300 Basic Medical Coding	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
MRMT 1307 Medical Transcription I	3								
POFM 2333 Medical Document Production (Coding II)	3								
POFT 2331 Administrative Project Solutions [#]	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	21								
# CAPSTONE CLASS									

* Complete certificate also offered through Distance Education.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY 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									
EDUC 1300 Learning Framework ^A	3								
POFI 1301 Computer Applications I	3								
POFT 1329 Beginning Keyboarding	3								
POFI 1349 Spreadsheets	3								
POFI 1325 Business Math Using Technology	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
POFI 1341 Computer Applications II	3								
POFI 2331 Desktop Publishing	3								
POFT 2301 Intermediate Keyboarding	3								
POFT 1370 Introduction to Office Technology	3								
BMGT 1325 Office Management	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
POFI 1380 Cooperative Education I Administrative Assistant and Secretarial Services, General	3								
ENGL 1301 Composition I	3								
XXXX #3## Humanities/Fine Arts Elective ^C	3								
ECON 1301 Introduction to Economics	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**

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION - AAS

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
<i>(Continued form Page 1)</i>									
SECOND SEMESTER									
BMGT 1371 Intermediate HR/Peoplesoft Applications	3								
POFT 2331 Administrative Project Solutions [#]	3								
PSYC 2301 Introduction to Psychology	3								
XXXX #3## Math/Natural Science Elective ^B	3								
POFT 2380 Cooperative Education II Administrative Assistant and Secretarial Services, General	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Math/Natural Science: *May choose from*** – ANTH 2301 (with or without 2101 = lab), 2302, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to Engineering, Science, and Health Sciences majors), CHEM 1305, 1405, 1411, 1412, COSC 1436, GEOG 1301, GEOL 1305, 1345, 1347, 1403, 1404, MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, PHYS 1305, 1401, 1402, 2325 (with or without 2125= lab), 2326 (with or without 2126 = lab), PSYC 2317.
- C. **Humanities/Fine Arts: *May choose from*** – ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:		COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
FIRST SEMESTER									
POFI 1301 Computer Applications I	3								
POFI 1349 Spreadsheets	3								
POFT 1329 Beginning Keyboarding	3								
SEMESTER TOTAL	9								
SECOND SEMESTER									
POFI 1341 Computer Applications II	3								
POFT 1325 Business Math Using Technology	3								
POFI 2331 Desktop Publishing #	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	18								
# CAPSTONE COURSE									

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BANKING/FINANCE - ASSOCIATE OF APPLIED SCIENCE

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									
EDUC 1300 Learning Framework ^A	3								
BNKG 1303 Principles of Bank Operation	3								
BNKG 1351 Selling Bank/Financial Products and Services	3								
BNKG 1340 Money and Financial Markets	3								
ACCT 2301 Principles of Financial Accounting	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
BNKG 1356 Analyzing Financial Statements I	3								
IBUS 2339 International Banking and Trade Finance	3								
BNKG 1345 Consumer Lending	3								
BUSG 1301 Introduction to Business	3								
BNKG 1380 Cooperative Education I - Banking and Financial Support Services	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
BUSG 2305 Business Law/Contracts	3								
XXXX #3## Humanities/Fine Arts Elective ^C	3								
BUSG 1303 Principles of Finance	3								
BUSG 1327 Principles of Management	3								
XXXX #3## Math/Natural Science Elective ^B	3								
SEMESTER TOTAL	15								
(Continued on Page 2)									

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BANKING/FINANCE - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement <i>(Continued from Page 1)</i>	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND SEMESTER									
XXXX #3## Social/Behavioral Sciences Elective ^D	3								
ECON 2302 Principles of Economics (Micro)	3								
BNKG 2374 Financial Business Administration #	3								
ENGL 1301 Composition I	3								
BNKG 2381 Cooperative Education I - Banking and Financial Support Services	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Math/Natural Science:** *May choose from* – ANTH 2301 (with or without 2101 = lab), 2302, ASTR 1303, 1304, 1403, 1404, BIOL 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to Engineering, Science, and Health Sciences majors), CHEM 1305, 1405, 1411, 1412, COSC 1436, GEOG 1301, GEOL 1305, 1345, 1347, 1403, 1404, MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, PHYS 1305, 1401, 1402, 2325 (with or without 2125= lab), 2326 (with or without 2126 = lab), PSYC 2317.
- C. **Humanities/Fine Arts:** *May choose from* – ARTS 1301, 1303, 1304, COMM 2366, DANC 2303, DRAM 1310, 2316, 2366, ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, HIST 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, HUMA 1301, 1305, 1311, 2319, 2323, MUSI 1306, 1310, PHIL 1301, 1304, 2306, 2307, 2316, World Languages (ARAB 1411, 1412, CHIN 1411, 1412, FREN 1411, 1412, GERM 1411, 1412, JAPN 1411, 1412, KORE 1411, 1412, SPAN 1411, 1412).
- D. **Social/Behavioral Sciences:** *May choose from* – ANTH 2346, 2351, ECON 1301, 2301, 2302, EDUC 1300, GEOG 1302, 1303, GOVT 2305, 2306, PSYC 2301, 2314, 2316, 2319, SOCI 1301, 1306, 2301, 2336, TECA 1354.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

BANKING/FINANCE - FINANCIAL LENDING - 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									
BNKG 1303 Principles of Bank Operation	3								
BNKG 1351 Selling Bank Products and Services	3								
BNKG 1340 Money and Banking	3								
SEMESTER TOTAL	9								
SECOND SEMESTER									
BNKG 1356 Analyzing Financial Statements I	3								
IBUS 2339 International Banking and Trade Finance	3								
BNKG 1345 Consumer Lending	3								
BNKG 1349 Commercial Lending	3								
BNKG 2380 Cooperative Education - Banking and Financial Support Services #	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	24								
# CAPSTONE CLASS									

___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

BANKING/FINANCE - FINANCIAL OPERATIONS - 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									
BNKG 1303 Principles of Bank Operation	3								
BNKG 1351 Selling Bank/Financial Products and Services	3								
BNKG 1340 Money and Banking	3								
SEMESTER TOTAL	9								
SECOND SEMESTER									
BUSG 1303 Principles of Finance	3								
ETWR 1302 Introduction to Technical Writing (or higher)	3								
BNKG 2380 Cooperative Education - Banking and Financial Support Services #	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	18								
# CAPSTONE COURSE									

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
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BANKING/FINANCE - TELLER TRAINING - OCCUPATIONAL SKILLS AWARD

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST SEMESTER									
BNKG 1305 Teller Training	3								
BNKG 1373 Teller Training Lab	3								
BNKG 1351 Selling Bank/Financial Products and Services	3								
PROGRAM TOTAL	9								
<i>A student can only earn one OSA per academic year.</i>									

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

INTERNATIONAL BUSINESS - ASSOCIATE OF 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									
EDUC 1300 Learning Framework ^A	3								
ENGL 1301 Composition I	3								
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1354 International Marketing Management	3								
BUSG 1301 Introduction to Business	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
IBUS 1301 Principles of Exports	3								
ECON 2302 Principles of Microeconomics	3								
IBUS 1341 Global Supply Chain Management	3								
BUSG 1307 Entrepreneurship and Economic Development	3								
IBUS 1300 Global Logistics Management	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
MATH 1324 Mathematics for Business & Social Sciences	3								
IBUS 1370 Economic Geography	3								
IBUS 1302 Principles of Imports	3								
MRKG 2312 E-Commerce	3								
XXXX #3## Humanities/Fine Arts Elective ^B	3								
SEMESTER TOTAL	15								

(Continued on Page 2)

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

INTERNATIONAL BUSINESS - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
<i>(Continued from Page 1)</i>									
SECOND SEMESTER									
IBUS 2335 International Business Law	3								
IBUS 2280 Cooperative Education - International Business/ Trade/Commerce <i>OR</i>									
IBUS 1291 Special Topics in International Business	2								
XXXX #3## General Education Elective ^C	3								
IBUS 1191 Special Topics in International Business - Certified Global Business Professional Exam Preparation Course	1								
IBUS 2339 International Banking and Finance <i>OR</i>									
LMGT 1345 Economics of Transportation & Distribution	3								
IBUS 2341 Intercultural Management [#]	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. Humanities/Fine Arts: *May choose from*** – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).
- C. General Education: *May choose from*** – **ANTH** 2301 (*with or without 2101 = lab*), 2302, 2346, 2351, **ARTS** 1301, 1303, 1304, **ASTR** 1303, 1304, 1403, 1404, **BIOL** 1308, 1309, 1322, 1406, 1407, (*2301, 2302 – restricted to Engineering, Science, and Health Sciences majors*), **CHEM** 1305, 1405, 1411, 1412, **COMM** 2366, **COSC** 1436, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ECON** 1301, 2301, 2302, **EDUC** 1300, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **GEOG** 1301, 1302, 1303, **GEOL** 1305, 1345, 1347, 1403, 1404, **GOVT** 2305, 2306, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, **PHYS** 1305, 1401, 1402, 2325 (*with or without 2125 = lab*), 2326 (*with or without 2126 = lab*), **PSYC** 2301, 2314, 2316, 2317, 2319, **SOCI** 1301, 1306, 2301, 2336, **TECA** 1354, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

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

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

INTERNATIONAL BUSINESS - 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									
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1354 International Marketing Management	3								
IBUS 1301 Principles of Exports	3								
IBUS 1341 Global Supply Chain Management	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
IBUS 1302 Principles of Imports	3								
IBUS 2335 International Business Law	3								
IBUS 1191 Special Topics in International Business - Certified Global Business Professional Exam Preparation Course #	1								
SEMESTER TOTAL	7								
PROGRAM TOTAL	19								
# CAPSTONE COURSE									

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

INTERNATIONAL BUSINESS - TRANSLATION & INTERPRETATION - CERTIFICATE: LEVEL II

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
FIRST YEAR					Prerequisites: AA, AS, AAS, or Bachelor Degree.				
FIRST SEMESTER									
EDUC 1300 Learning Framework ^A	3								
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	16								
SECOND SEMESTER									
HITT 1305 Medical Terminology I	3								
POFL 1305 Legal Terminology	3								
TRAI 2271 Fundamentals of Specialized Written Translation (Sci-Tech)	2								
TRAI 2277 Fundamentals of Specialized Written Translation (Legal)	2								
TRAI 2278 Fundamentals of Specialized Written Translation (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 - Translation & Interpretation [#]	3								
SEMESTER TOTAL	7								
PROGRAM TOTAL	32								
# CAPSTONE COURSE									

A. Student Success Course: Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.

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

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

INTERNATIONAL BUSINESS - CERTIFIED GLOBAL BUSINESS SPECIALIST - OCCUPATIONAL SKILLS AWARD

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
IBUS 1305 Introduction to International Business and Trade	3								
IBUS 1301 Principles of Exports	3								
IBUS 1354 International Marketing Management	3								
IBUS 1191 Special Topics in International Business - Certified Global Business Professional Exam Preparation Course	1								
PROGRAM TOTAL	10								
<i>A student can only earn one OSA per academic year</i>									

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

___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

MARKETING - GENERAL - 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									
EDUC 1300 Learning Framework ^A	3								
MRKG 1311 Principles of Marketing	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
MRKG 2349 Advertising and Sales Promotion	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
MRKG 1391 Special Topics in Business Marketing and Management	3								
MRKG 2312 e-Commerce Marketing <i>OR</i>									
MRKG 2371 Services Marketing	3								
MRKG 1302 Principles of Retailing	3								
ENGL 1301 Composition I	3								
BMGT 1327 Principles of Management	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
MRKG 2380 Cooperative Education I - Marketing/Marketing Management, General	3								
ECON 2302 Principles of Microeconomics	3								
HRPO 1311 Human Relations	3								
IBUS 1354 International Marketing Management	3								
ACNT 1303 Introduction to Accounting I <i>OR</i>									
ACCT 2301 Principles of Financial Accounting	3								
SEMESTER TOTAL	15								

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HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

MARKETING - GENERAL - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
(Continued from Page 1)	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
SECOND SEMESTER									
XXXX #3## General Education Elective ^C	3								
MRKG 2348 Marketing Research and Strategies	3								
MRKG 2374 Marketing Case Studies [#]	3								
MATH 1324 Mathematics for Business & Social Sciences	3								
XXXX #3## Humanities/Fine Arts Elective ^B	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.

- B. **Humanities/Fine Arts:** *May choose from* – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

- C. **General Education:** *May choose from* – **ANTH** 2301 (with or without 2101 = lab), 2302, 2346, 2351, **ARTS** 1301, 1303, 1304, **ASTR** 1303, 1304, 1403, 1404, **BIOL** 1308, 1309, 1322, 1406, 1407, (2301, 2302 – restricted to Engineering, Science, and Health Sciences majors), **CHEM** 1305, 1405, 1411, 1412, **COMM** 2366, **COSC** 1436, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ECON** 1301, 2301, 2302, **EDUC** 1300, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **GEOL** 1301, 1302, 1303, **GEOL** 1305, 1345, 1347, 1403, 1404, **GOVT** 2305, 2306, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, **PHYS** 1305, 1401, 1402, 2325 (with or without 2125 = lab), 2326 (with or without 2126 = lab), **PSYC** 2301, 2314, 2316, 2317, 2319, **SOCI** 1301, 1306, 2301, 2336, **TECA** 1354, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
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MARKETING - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST SEMESTER									
MRKG 1311 Principles of Marketing	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
MRKG 2349 Advertising and Sales Promotion	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
IBUS 1354 International Marketing Management <i>OR</i>									
MRKG 1391 Special Topics in Business Marketing and Marketing Management	3								
MRKG 2312 E - Commerce <i>OR</i>									
MRKG 2371 Services Marketing	3								
MRKG 2380 Cooperative Education- Marketing/Marketing Management, General #	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	21								
# CAPSTONE COURSE									

**HOUSTON COMMUNITY COLLEGE SYSTEM
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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

MARKETING - RETAILING - 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									
MRKG 1311 Principles of Marketing	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
MRKG 1302 Principles of Retailing	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
HRPO 1311 Human Relations	3								
XXXX #3## Program- Related Elective *	3								
XXXX #3## Program- Related Elective *	3								
MRKG 2371 Services Marketing #	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	24								
# CAPSTONE COURSE									

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

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NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

MARKETING - INNOVATION & ENTERPRISE 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 ro first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
EDUC 1300 Learning Framework ^A	3								
MRKG 1311 Principles of Marketing	3								
MRKG 2372 Consumer Behavior	3								
MRKG 2333 Principles of Selling	3								
MRKG 1371 Enterprise Mindset	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
MRKG 2370 Creativity and Innovation	3								
BUSG 2370 Legal Issues for Enterprise	3								
ENGL 1301 Composition I	3								
MRKG 2312 e-Commerce Marketing <u>OR</u>									
MRKG 2371 Services Marketing	3								
MATH 1332 Contemporary Mathematics	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
ACNT 1303 Introduction to Accounting I	3								
BUSG 1307 Entrepreneurship and Economic Development	3								
ECON 2302 Principles of Microeconomics	3								
MRKG 2377 Financial Managment/Budgeting for Enterprise Marketing	3								
XXXX #3## Humanities/Fine Arts Elective ^B	3								
SEMESTER TOTAL	15								

(Continued on Page 2)

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NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

MARKETING - INNOVATION & ENTERPRISE SPECIALIZATION - AAS

HCCS Course Requirement (Continued from Page 1)	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
SECOND SEMESTER									
XXXX #3## General Education Elective ^C	3								
MRKG 2375 Social Enterprise	3								
MRKG 2376 Enterprise Opportunity Analysis	3								
BUSG 2309 Small Business Management/Entrepreneurship	3								
BUSG 2382 Cooperative Education - Entrepreneurship/ Entrepreneurial Studies [#]	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Humanities/Fine Arts: *May choose from*** – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).
- C. **General Education: *May choose from*** – **ANTH** 2301 (*with or without 2101 = lab*), 2302, 2346, 2351, **ARTS** 1301, 1303, 1304, **ASTR** 1303, 1304, 1403, 1404, **BIOL** 1308, 1309, 1322, 1406, 1407, (*2301, 2302 – restricted to Engineering, Science, and Health Sciences majors*), **CHEM** 1305, 1405, 1411, 1412, **COMM** 2366, **COSC** 1436, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ECON** 1301, 2301, 2302, **EDUC** 1300, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **GEOG** 1301, 1302, 1303, **GEOL** 1305, 1345, 1347, 1403, 1404, **GOVT** 2305, 2306, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, **PHYS** 1305, 1401, 1402, 2325 (*with or without 2125 = lab*), 2326 (*with or without 2126 = lab*), **PSYC** 2301, 2314, 2316, 2317, 2319, **SOCI** 1301, 1306, 2301, 2336, **TECA** 1354, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

**HOUSTON COMMUNITY COLLEGE SYSTEM
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__ FA __ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

MARKETING - SOCIAL ENTERPRISE - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
FIRST YEAR									
FIRST SEMESTER									
MRKG 1311 Principles of Marketing	3								
BUSG 1307 Entrepreneurship and Economic Development	3								
IBUS 1370 Economic Geography	3								
MRKG 2372 Consumer Behavior	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
BUSG 2309 Small Business Management/Entrepreneurship	3								
IBUS 2370 Global Issues in Enterprise	3								
MRKG 2376 Enterprise Opportunity Analysis #	3								
SEMESTER TOTAL	9								
PROGRAM TOTAL	21								
# CAPSTONE COURSE									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - ASSOCIATE OF APPLIED SCIENCE

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									
EDUC 1300 Learning Framework ^A	3								
LGLA 1303 Legal Research	3								
LGLA 1344 Texas Civil Litigation	3								
LGLA 1351 Contracts	3								
MATH 1314 College Algebra OR									
XXXX #3## Math/Natural Science Elective ^B	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
LGLA 1305 Legal Writing	3								
LGLA 1345 Civil Litigation	3								
ENGL 1301 Composition I	3								
XXXX #3## Paralegal Technology Elective ^D	3								
PSYC 2301 General Psychology	3								
SEMESTER TOTAL	15								
SECOND YEAR									
FIRST SEMESTER									
LGLA 1353 Wills, Trusts and Probate Administration	3								
LGLA 2303 Torts and Personal Injury Law	3								
ACNT 1303 Introduction to Accounting I	3								
LGLA 2309 Real Property	3								
GOVT 2305 Federal Government OR									
GOVT 2306 Texas Government	3								
LGLA 1380 Cooperative Ed.: Legal Asst./Paralegal	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: 8/15/17-8/14/18

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
					Comment/Disapproval				
(Continued from Page 1)									
SECOND SEMESTER									
LGLA 2307 Law Office Management	3								
XXXX #3## Humanities/Fine Arts Elective ^C	3								
XXXX #3## Paralegal Technology Elective ^D	3								
LGLA 2381 Cooperative Education-Legal Assistant/Paralegal #	3								
SEMESTER TOTAL	12								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. **Math/Natural Science: *May choose from*** – ANTH 2301 (with or without 2101 = lab), 2302, **ASTR** 1303, 1304, 1403, 1404, **BIOL** 1308, 1309, 1322, 1406, 1407, (*2301, 2302 – restricted to Engineering, Science, and Health Sciences majors*), **CHEM** 1305, 1405, 1411, 1412, **COSC** 1436, **GEOG** 1301, **GEOL** 1305, 1345, 1347, 1403, 1404, **MATH** 1314, 1316, 1324, 1325, 1332, 1342, 1350, 2318, 2320, 2412, 2413, 2414, 2415, **PHYS** 1305, 1401, 1402, 2325 (*with or without 2125= lab*), 2326 (*with or without 2126 = lab*), **PSYC** 2317.
- C. **Humanities/Fine Arts: *May choose from*** – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).
- D. **Paralegal electives: *May choose from*** – LGLA 1370, 1355, 2315, **POFI** 1301, **MDCA** 1313, LGLA 2311 Business Organizations and LGLA 2313 Criminal Law.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - GENERAL - 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 YEAR									
FIRST SEMESTER									
LGLA 1303 Legal Research	3								
LGLA 1344 Texas Civil Litigation	3								
LGLA 2309 Real Property	3								
LGLA #3## Paralegal Technology Elective ^A	3								
ACNT 1303 Introduction to Accounting I	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
LGLA 1305 Legal Writing	3								
LGLA 1345 Civil Litigation	3								
LGLA 2303 Torts and Personal Injury Law	3								
LGLA 2307 Law Office Management	3								
LGLA 1380 Cooperative Education-Legal Assistant/Paralegal [#]	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	30								
# CAPSTONE COURSE									

^A The Paralegal Technology Elective may be chosen from the following courses: LGLA 1370, LGLA 1355, LGLA 2315, POFI 1301, MDCA 1313, LGLA 2311 Business Organizations and LGLA 2313 Criminal Law.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - MEDICAL SPECIALIZATION - CERTIFICATE: LEVEL I

HCCS Course Requirement	cr hr	Transfer Institution	Substitute Course	Substitute (SU) Transfer (TR)	Term	Credits	Grade	Approval Signature	Date
FIRST YEAR									
FIRST SEMESTER									
LGLA 1303 Legal Research	3								
LGLA 1344 Texas Civil Litigation	3								
XXXX #3## Paralegal Technology Elective ^A	3								
LGLA 2309 Real Property	3								
MDCA 1313 Medical Terminology I	3								
SEMESTER TOTAL	15								
SECOND SEMESTER									
LGLA 1305 Legal Writing	3								
LGLA 1345 Civil Litigation	3								
LGLA 2303 Torts and Personal Injury Law	3								
LGLA 2307 Law Office Management	3								
LGLA 1380 Cooperative Ed.- Legal Assistant/Paralegal #	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	30								
# CAPSTONE COURSE									

^A The Paralegal Technology Elective may be chosen from the following courses: LGLA 1370, LGLA 1355, LGLA 2315, POFI 1301, MDCA 1313, LGLA 2311 Business Organizations and LGLA 2313 Criminal Law.

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

REAL ESTATE - ASSOCIATE OF APPLIED SCIENCE

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									
EDUC 1300 Learning Framework ^A	3								
RELE 1201 Principles of Real Estate I	2								
ENGL 1301 Composition I	3								
RELE 2201 Law of Agency	2								
RELE 1211 Law of Contracts	2								
RELE 1323 Real Estate Computer Application	3								
RELE 1325 Real Estate Mathematics	3								
SEMESTER TOTAL	18								
SECOND SEMESTER									
RELE 1321 Real Estate Marketing	3								
RELE 1238 Principles of Real Estate II	2								
RELE 1200 Contract Forms and Addenda	2								
RELE 1219 Real Estate Finance	2								
RELE 1324 Loan Origination and Quality Control OR									
RELE 1309 Real Estate Law	3								
SEMESTER TOTAL	12								
SECOND YEAR									
FIRST SEMESTER									
ECON 2301 Principles of Economics (Macro)	3								
RELE 1303 Real Estate Appraisal	3								
RELE 1307 Real Estate Investments	3								
RELE 2331 Real Estate Brokerage	3								
RELE 1381 Cooperative Education - Real Estate	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: 8/15/17-8/14/18

REAL ESTATE - ASSOCIATE OF APPLIED SCIENCE

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
	hr	Institution	Course	Transfer (TR)	Comment/Disapproval			Signature	
<i>(Continued from Page 1)</i>									
SECOND SEMESTER									
XXXX ##3# Social/Behavioral Sciences Elective ^C	3								
RELE 1329 Fundamentals of Environmental Issues <i>OR</i>									
RELE 1315 Property Management	3								
XXXX #3## Humanities/Fine Arts Elective ^B									
GEOL 1305 Environmental Science	3								
RELE 2381 Cooperative Education - Real Estate [#]	3								
SEMESTER TOTAL	15								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. **Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.

- B. **Humanities/Fine Arts:** *May choose from* – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).

- C. **Social/Behavioral Sciences:** *May choose from* – **ANTH** 2346, 2351, **ECON** 1301, 2301, 2302, **EDUC** 1300, **GEOG** 1302, 1303, **GOVT** 2305, 2306, **PSYC** 2301, 2314, 2316, 2319, **SOCI** 1301, 1306, 2301, 2336, **TECA** 1354.

HOUSTON COMMUNITY COLLEGE SYSTEM
EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

REAL ESTATE - COMMERCIAL - 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									
RELE 1307 Real Estate Investments	3								
RELE 1391 Special Topics in Real Estate	3								
RELE 1315 Property Management	3								
RELE 1303 Real Estate Appraisal	3								
SEMESTER TOTAL	12								
SECOND SEMESTER									
RELE 1381 Cooperative Education - Real Estate #	3								
SEMESTER TOTAL	3								
PROGRAM TOTAL	15								
# CAPSTONE COURSE									

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

___ FA ___ VA

NAME:		SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18	

REAL ESTATE - RESIDENTIAL - 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									
RELE 1201 Principles of Real Estate I	2								
RELE 1238 Principles of Real Estate II	2								
RELE 1211 Law of Contracts	2								
RELE 2201 Law of Agency	2								
RELE 1200 Contract Forms and Addenda	2								
RELE 1219 Real Estate Finance	2								
SEMESTER TOTAL	12								
SECOND SEMESTER									
RELE 1381 Cooperative Education - Real Estate #	3								
SEMESTER TOTAL	3								
PROGRAM TOTAL	15								
# CAPSTONE COURSE									

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

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

REAL ESTATE - MORTGAGE LENDING SPECIALIZATION - AAS

HCCS Course Requirement	cr	Transfer	Substitute	Substitute (SU)	Term	Credits	Grade	Approval	Date
TSI testing is required prior ro first enrollment.									
FIRST YEAR									
FIRST SEMESTER									
EDUC 1300 Learning Framework ^A	3								
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								
SEMESTER TOTAL	16								
SECOND SEMESTER									
XXXX #3## Social/Behavioral Sciences Elective ^C	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								
SEMESTER TOTAL	16								
SECOND YEAR									
FIRST SEMESTER									
ECON 2301 Principles of Macroeconomics	3								
RELE 2307 Real Estate Title and Settlement	3								
RELE 1219 Real Estate Finance	2								
GEOL 1305 Environmental Science	3								
RELE 1371 Loan Processing	3								
SEMESTER TOTAL	14								
(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: 8/15/17-8/14/18	

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				
<i>(Continued from Page 1)</i>									
SECOND SEMESTER									
RELE 1309 Real Estate Law	3								
RELE 2311 Fundamentals of Mortgage Lending	3								
RELE 1291 Special Topics in Real Estate	2								
XXXX #3## Humanities/Fine Arts Elective ^B	3								
RELE 2381 Cooperative Education - Real Estate [#]	3								
SEMESTER TOTAL	14								
PROGRAM TOTAL	60								
# CAPSTONE COURSE									

- A. Student Success Course:** Students are required to complete **EDUC 1300** within their first 12 semester credit hours of instruction. Students enrolling at HCC with 12 or more hours completed should consult with an academic advisor to select an appropriate course substitution.
- B. Humanities/Fine Arts:** *May choose from* – **ARTS** 1301, 1303, 1304, **COMM** 2366, **DANC** 2303, **DRAM** 1310, 2316, 2366, **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351, **HIST** 1301, 1302, 2311, 2312, 2321, 2322, 2301, 2327, 2328, 2381, **HUMA** 1301, 1305, 1311, 2319, 2323, **MUSI** 1306, 1310, **PHIL** 1301, 1304, 2306, 2307, 2316, World Languages (**ARAB** 1411, 1412, **CHIN** 1411, 1412, **FREN** 1411, 1412, **GERM** 1411, 1412, **JAPN** 1411, 1412, **KORE** 1411, 1412, **SPAN** 1411, 1412).
- C. Social/Behavioral Sciences:** *May choose from* – **ANTH** 2346, 2351, **ECON** 1301, 2301, 2302, **EDUC** 1300, **GEOG** 1302, 1303, **GOVT** 2305, 2306, **PSYC** 2301, 2314, 2316, 2319, **SOCI** 1301, 1306, 2301, 2336, **TECA** 1354.

Updated: 08/16/2017

HOUSTON COMMUNITY COLLEGE SYSTEM EDUCATIONAL PLAN/TRANSFER SUBSTITUTION PETITION

___ FA ___ VA

NAME:	SID#:	TEL#:	EMAIL:	DATE:
COLLEGE:	COU/ADV:	TEL#:	EMAIL:	CAT YR: 8/15/17-8/14/18

REAL ESTATE - MORTGAGE LENDING PROFESSIONAL - 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									
RELE 1219 Real Estate Finance	2								
RELE 1324 Loan Origination and Quality Control	3								
RELE 1371 Loan Processing <i>OR</i>									
RELE 2307 Real Estate Title and Settlement	3								
RELE 1303 Real Estate Appraisal	3								
RELE 2311 Fundamentals of Mortgage Lending	3								
SEMESTER TOTAL	14								
SECOND SEMESTER									
RELE 1381 Cooperative Education - Real Estate #	3								
SEMESTER TOTAL	3								
PROGRAM TOTAL	17								
# CAPSTONE COURSE									