

BUSINESS - COE 2020 - 2021

BUSINESS

Associate of Arts in Business - Field of Study Curriculum 3

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BUSINESS - COE 2020 - 2021

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Academic Degrees and Certificates 2020-2021

Associate of Arts in

BUSINESS

Field of Study Curriculum

		FIRST YEAR	SCH
First Semester - Fall			
EDUC 1300	Learning Framework		3
ENGL 1301	Composition I		3
MATH 1324	Mathematics for Business & Social Sciences		3
BCIS 1305	Business Computer Applications		3
BUSI 1301	Business Principles		3
Semester Total			15
Second Semester - Spring			
ACCT 2301	Principles of Financial Accounting		3
ECON 2301	Principles of Macroeconomics		3
HIST #3## ¹	American History Elective		3
ENGL 1302	Composition II OR		
ENGL 2311	Technical & Business Writing		3
BUSI 2305	Business Statistics		3
Semester Total			15
SECOND YEAR			
First Semester - Fall			
ACCT 2302	Principles of Managerial Accounting		3
GOVT 2305	Federal Government		3
ECON 2302	Principles of Microeconomics		3
XXXX #3## ¹	Life & Physical Sciences Elective		3
PHIL 2306	Introduction to Ethics		3
Semester Total			15
Second Semester - Spring			
XXXX #3## ¹	Life & Physical Sciences Elective		3
GOVT 2306	Texas Government		3
HIST #3## ¹	American History Elective		3
XXXX #3## ¹	Creative Arts Elective		3
MATH 1325 ²	Calculus for Business & Social Sciences OR		
PSYC 2301	General Psychology OR		
SOCI 1301	Introduction to Sociology OR		
XXXX #3## ¹	General Education Elective		3
Semester Total			15
Total Minimum Credits for the AA Degree			60

¹ A list of electives appears in the Core Curriculum section of this catalog.

² Some transfer institutions require MATH 1325. Please consult with an advisor.

Workforce Degrees and Certificates 2020-2021

ACCOUNTING

ACCOUNTING

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
ACCT 2301	Principles of Financial Accounting	3
XXXX #3## ¹	Math/Natural Science Elective	3
ENGL 1301	Composition I	3
XXXX #3## ²	Computer Applications Elective	3
Semester Total		15

Second Semester - Spring

ACNT 2331	Internal Control & Auditing OR	
ACNT 1313	Computerized Accounting Applications	3
ACNT 1331	Federal Income Tax: Individual	3
ACCT 2302	Principles of Managerial Accounting	3
ACNT 1382	Cooperative Education - Accounting Technology/Technician & Bookkeeping	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
Semester Total		15

SECOND YEAR

First Semester - Fall

ACNT 2303	Intermediate Accounting I	3
ITSW 2334	Advanced Spreadsheets OR	
POFI 1349	Spreadsheets	3
ACNT 1347	Federal Income Tax for Partnerships & Corporations	3
PSYC 2301	General Psychology	3
ACNT 2382	Cooperative Education-Accounting Technology/Technician & Bookkeeping	3
Semester Total		15

Second Semester - Spring

BMGT 1327	Principles of Management	3
ECON 2301	Principles of Macroeconomics	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
BUSG 2305	Business Law/Contracts	3
ACNT 2304	Intermediate Accounting II (Capstone)	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

²Computer applications electives: ITSC 1309, POFI 1301, or BCIS 1305.

Workforce Degrees and Certificates 2020-2021

ACCOUNTING

Certificate - Level 1

SCH

First Semester - Fall

ACNT 1313	Computerized Accounting Applications OR	
ACNT 2331	Internal Control & Auditing	3
ACNT 1331	Federal Income Tax: Individual	3
ACCT 2301	Principles of Financial Accounting	3
XXXX #3## ¹	Computer Applications Elective	3
Semester Total		12

Second Semester - Spring

ACCT 2302	Principles of Managerial Accounting	3
ACNT 1347	Federal Income Tax for Partnerships & Corporations	3
ACNT 1382	Cooperative Education - Accounting Technology/Technician & Bookkeeping	3
Semester Total		9

Third Semester - Summer

ITSW 2334	Advanced Spreadsheets	3
ACNT 2382	Cooperative Education - Accounting Technology/Technician & Bookkeeping	3
ACNT 2303	Intermediate Accounting I (Capstone)	3
ACNT 2309	Cost Accounting OR	
ACNT 1392	Special Topics in Accounting: Small Business Accounting	3
Semester Total		12

Total Minimum Credits for the Level 1 Certificate

33

¹Computer applications electives: ITSC 1309, POFI 1301, or BCIS 1305.

Workforce Degrees and Certificates 2020-2021

ACCOUNTING - PAYROLL SPECIALIST

Certificate - Level 1

SCH

First Semester - Fall

ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I OR	
ITSC 1309	Integrated Software Applications I	3
POFI 1349	Spreadsheets OR	
ITSW 2334	Advanced Spreadsheets	3
ACCT 2301	Principles of Financial Accounting	3
ACNT 1313	Computerized Accounting Applications	3
ACNT 1329	Payroll & Business Tax Accounting (Capstone)	3
	Semester Total	18
	Total Minimum Credits for the Level 1 Certificate	18

Workforce Degrees and Certificates 2020-2021

ACCOUNTING - FORENSIC ACCOUNTING & FRAUD EXAMINATION

Enhanced Skills Certificate		SCH
First Semester - Fall		
ACNT 1305	Forensic Accounting	3
ACNT 1335	Accounting Ethics	3
ACNT 2331	Internal Control and Auditing	3
ACNT 1391	Special Topics in Accounting: Fraud Examination	3
Semester Total		12
Total Minimum Credits for the Enhanced Skills Certificate		12

Workforce Degrees and Certificates 2020-2021

BANKING/FINANCE

BANKING/FINANCE

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
ACCT 2301	Principles of Financial Accounting	3
BNKG 1303	Principles of Bank Operation	3
BNKG 1351	Selling Bank/Financial Products & Services	3
BNKG 1340	Money & Financial Markets	3
Semester Total		15

Second Semester - Spring

BNKG 1356	Analyzing Financial Statements	3
IBUS 2339	International Banking & Trade Finance	3
BUSG 1301	Introduction to Business	3
BNKG 1345	Consumer Lending OR	
BNKG 1349	Commercial Lending	3
BNKG 1380	Cooperative Education - Banking & Financial Support Services	3
Semester Total		15

SECOND YEAR

First Semester - Fall

BNKG 1343	Law & Banking	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
BUSG 1303	Principles of Finance	3
BMGT 1327	Principles of Management	3
XXXX #3## ¹	Math/Natural Science Elective	3
Semester Total		15

Second Semester - Spring

XXXX #3## ¹	General Education Elective	3
ECON 2302	Principles of Microeconomics	3
BNKG 2374	Financial Business Administration (Capstone)	3
ENGL 1301	Composition I	3
BNKG 2381	Cooperative Education - Banking & Financial Support Services	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BANKING/FINANCE - FINANCIAL LENDING

Certificate - Level 1		SCH
First Semester - Fall		
BNKG 1303	Principles of Bank Operation	3
HRPO 1311	Human Relations	3
BNKG 1351	Selling Bank/Financial Products & Services	3
BNKG 1340	Money & Financial Markets	3
BNKG 1345	Consumer Lending	3
Semester Total		15
Second Semester - Spring		
BNKG 1356	Analyzing Financial Statements	3
BNKG 1349	Commercial Lending	3
IBUS 2339	International Banking & Trade Finance (Capstone)	3
BNKG 2380	Cooperative Education - Banking & Financial Support Services	3
Semester Total		12
Total Minimum Credits for the Level 1 Certificate		27

Workforce Degrees and Certificates 2020-2021

BANKING/FINANCE - FINANCIAL OPERATIONS

Certificate - Level 1

SCH

First Semester - Fall

BNKG 1303	Principles of Bank Operation	3
BNKG 1351	Selling Bank/Financial Products & Services	3
BNKG 1340	Money & Financial Markets	3
HRPO 1311	Human Relations	3

Semester Total

12

Second Semester - Spring

ETWR 1302 ¹	Introduction to Technical Writing	3
BUSG 1303	Principles of Finance (Capstone)	3
BNKG 1380	Cooperative Education - Banking & Financial Support Services	3

Semester Total

9

Total Minimum Credits for the Level 1 Certificate

21

¹ENGL 1301 is required for the Banking/Finance AAS Degree.

Workforce Degrees and Certificates 2020-2021

BANKING/FINANCE - TELLER TRAINING

Occupational Skills Award		SCH
First Semester - Fall		
BNKG 1305	Teller Training	3
BNKG 1373	Teller Training Lab	3
BNKG 1351	Selling Bank/Financial Products & Services	3
Total Minimum Credits for the Occupational Skills Award		9

Workforce Degrees and Certificates 2020-2021

BUSINESS MANAGEMENT

BUSINESS MANAGEMENT - GENERAL BUSINESS

Associate of Applied Science SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
MATH 1324	Mathematics for Business & Social Sciences OR	
MATH 1314	College Algebra	3
BMGT 1327	Principles of Management	3
Semester Total		15

Second Semester - Spring

BMGT 1301	Supervision	3
HRPO 1311	Human Relations	3
MRKG 1311	Principles of Marketing	3
BUSI 1307	Personal Finance	3
BMGT 1341	Business Ethics	3
Semester Total		15

SECOND YEAR

First Semester - Fall

ACNT 1303	Introduction to Accounting I OR	
ACCT 2301	Principles of Financial Accounting	3
ECON 2302	Principles of Microeconomics	3
BUSG 2305	Business Law/Contracts	3
BCIS 1305	Business Computer Applications	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
Semester Total		15

Second Semester - Spring

HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
XXXX #3## ¹	General Education Elective	3
BUSG 2380	Cooperative Education - Business/Commerce, General	3
BUSG 2309	Small Business Management/Entrepreneurship (Capstone)	3
Semester Total		15

Total Minimum Credits for the AAS Degree 60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BUSINESS MANAGEMENT - GENERAL BUSINESS

Certificate - Level 1

SCH

First Semester - Fall

ETWR 1302 ¹	Introduction to Technical Writing OR	
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
BUSI 1307	Personal Finance	3
BMGT 1327	Principles of Management	3
Semester Total		12

Second Semester - Spring

BMGT 1301	Supervision	3
HRPO 1311	Human Relations	3
BUSG 2305	Business Law/Contracts	
HRPO 2307	Organizational Behavior OR	
BMGT 1341	Business Ethics	3
BUSG 1380	Cooperative Education - Business/Commerce, General (Capstone)	3
Semester Total		15

Total Minimum Credits for the Level 1 Certificate

27

¹ETWR 1302 does not count toward the AAS degree in Business Management.

Workforce Degrees and Certificates 2020-2021

BUSINESS MANAGEMENT - ENTREPRENEURSHIP

Certificate - Level 1

SCH

First Semester - Fall

ETWR 1302	Introduction to Technical Writing	3
BUSI 1307	Personal Finance	3
BUSI 1301	Business Principles	3
BUSG 1307	Entrepreneurship & Economic Development	3
Semester Total		12

Second Semester - Spring

BUSG 2305	Business Law/Contracts	3
ACNT 1303	Introduction to Accounting I OR	
ACCT 2301	Principles of Financial Accounting	3
MRKG 1311	Principles of Marketing OR	
MRKG 2312	e-Commerce Marketing	3
BUSG 2309	Small Business Management/Entrepreneurship (Capstone)	3
BUSG 1380	Cooperative Education - Business/Commerce, General	3
Semester Total		15

Total Minimum Credits for the Level 1 Certificate 27

Workforce Degrees and Certificates 2020-2021

BUSINESS MANAGEMENT - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
HRPO 1305	Management & Labor Relations	3
BMGT 1327	Principles of Management	3
Semester Total		15

Second Semester - Spring

HRPO 1302	Human Resources Training & Development	3
HRPO 1311	Human Relations	3
MATH 1314	College Algebra OR	
MATH 1324	Mathematics for Business & Social Sciences	3
BMGT 1301	Supervision	3
ACNT 1303	Introduction to Accounting I OR	
ACCT 2301	Principles of Financial Accounting	3
Semester Total		15

SECOND YEAR

First Semester - Fall

HRPO 2306	Benefits & Compensation	3
HRPO 2307	Organizational Behavior OR	
BMGT 1341	Business Ethics	3
BUSG 2305	Business Law/Contracts	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
BCIS 1305	Business Computer Applications	3
Semester Total		15

Second Semester - Spring

ECON 2302	Principles of Microeconomics	3
XXXX #3## ¹	General Education Elective	3
HRPO 2303	Employment Practices	3
HRPO 2301	Human Resources Management (Capstone)	3
BUSG 2380	Cooperative Education - Business/Commerce, General	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BUSINESS MANAGEMENT - HUMAN RESOURCE MANAGEMENT SPECIALIZATION

Certificate - Level 1		SCH
First Semester - Fall		
ETWR 1302	Introduction to Technical Writing	3
BUSI 1301	Business Principles	3
HRPO 1305	Management & Labor Relations	3
HRPO 1302	Human Resources Training & Development	3
Semester Total		12
Second Semester - Spring		
HRPO 2306	Benefits & Compensation	3
HRPO 2307	Organizational Behavior OR	
BMGT 1341	Business Ethics	3
BUSG 2305	Business Law/Contracts	3
HRPO 2301	Human Resources Management (Capstone)	3
BUSG 1380	Cooperative Education - Business/Commerce, General	3
Semester Total		15
Total Minimum Credits for the Level 1 Certificate		27

Workforce Degrees and Certificates 2020-2021

BUSINESS MANAGEMENT - INSURANCE SPECIALIST/ASSOCIATE

Certificate - Level 1		SCH
First Semester - Fall		
BUSI 1301	Business Principles	3
INSR 1205	Personal Insurance	2
INSR 1209	Principles of Insurance	2
INSR 1301	Commercial Insurance	3
INSR 2340	Multiline Insurance Sales & Marketing	3
INSR 1217	Insurance Customer Service Representative	2
INSR 1191	Special Topics in Insurance (Capstone)	1
Semester Total		16
Total Minimum Credits for the Level 1 Certificate		16

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	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 - Spring

ENGL 1301	Composition I	3
POFT 1319	Records & Information Management I	3
XXXX #3##'	Humanities/Fine Arts Elective	3
POFT 2301	Intermediate Keyboarding	3
POFI 1341	Computer Applications II	3

Semester Total **15**

SECOND YEAR

First Semester - Fall

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 - Administrative Assistant & Secretarial Science, General	3

Semester Total **15**

Second Semester - Spring

POFT 2331	Administrative Project Solutions (Capstone)	3
POFT 2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
XXXX #3##'	Math/Natural Science Elective	3
PSYC 2301	General Psychology	3
ECON 1301	Introduction to Economics	3

Semester Total **15**

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - GENERAL OFFICE ADMINISTRATION

Certificate - Level 1		SCH
First Semester - Fall		
POFI 1301	Computer Applications I	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
Semester Total		9
Second Semester - Spring		
POFT 1319	Records & Information Management I	3
POFI 1341	Computer Applications II	3
POFT 1370	Introduction to Office Technology	3
POFT 2301	Intermediate Keyboarding (Capstone)	3
Semester Total		12
Total Minimum Credits for the Level 1 Certificate		21

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - HUMAN RESOURCES/PEOPLESOFT SPECIALIZATION

Certificate - Level 1		SCH
First Semester - Fall		
POFI 1301	Computer Applications I	3
BMGT 1370	Introduction to HR/PeopleSoft Applications	3
POFT 1329	Beginning Keyboarding	3
BMGT 2310	Financial Management	3
BMGT 2331	Principles of Quality Management	3
Semester Total		12
Second Semester - Spring		
BMGT 2305	Advanced Communications in Management	3
POFI 1341	Computer Applications II	3
BMGT 1371	Intermediate HR/PeopleSoft Applications	3
POFT 2331	Administrative Project Solutions (Capstone)	3
Semester Total		15
Total Minimum Credits for the Level 1 Certificate		27

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	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 - Spring

POFT 2301	Intermediate Keyboarding	3
POFL 2305	Introduction to Legal Research	3
POFT 1319	Records & Information Management I	3
POFT 1370	Introduction to Office Technology	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
Semester Total		15

SECOND YEAR

First Semester - Fall

ENGL 1301	Composition I	3
POFT 1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
POFL 1359	Legal Transcription	3
BMGT 1325	Office Management	3
ECON 1301	Introduction to Economics	3
Semester Total		15

Second Semester - Spring

POFT 2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
PSYC 2301	General Psychology	3
XXXX #3## ¹	Math/Natural Science Elective	3
BMGT 1370	Introduction to HR/PeopleSoft Applications	3
POFT 2331	Administrative Project Solutions (Capstone)	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - LEGAL OFFICE ASSISTANT SPECIALIZATION

Certificate - Level 1		SCH
First Semester - Fall		
POFI 1301	Computer Applications I	3
POFL 1305	Legal Terminology	3
POFT 1345	Shorthand/Notetaking I	3
POFL 1359	Legal Transcription	3
Semester Total		12
Second Semester - Spring		
BMGT 1370	Introduction to HR/PeopleSoft Applications	3
POFL 2305	Introduction to Legal Research	3
POFT 2301	Intermediate Keyboarding (Capstone)	3
Semester Total		9
Total Minimum Credits for the Level 1 Certificate		21

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
POFI 1301	Computer Applications I	3
POFM 1300	Basic Medical Coding	3
POFT 1329	Beginning Keyboarding	3
POFM 1370	Office Specialist Medical Terminology	3
Semester Total		15

Second Semester - Spring

MRMT 1307	Medical Transcription I	3
POFT 2301	Intermediate Keyboarding	3
POFM 2333	Medical Document Production	3
POFT 2331	Administrative Project Solutions	3
POFI 1341	Computer Applications II	3
Semester Total		15

SECOND YEAR

First Semester - Fall

POFT 1370	Introduction to Office Technology	3
POFT 1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
BMGT 1325	Office Management	3
POFT 1319	Records & Information Management I	3
PSYC 2301	General Psychology	3
Semester Total		15

Second Semester - Spring

ENGL 1301	Composition I	3
BIOL 1308	Biology for Non-Science Majors I (Lecture)	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
POFT 2380	Cooperative Education - Administrative Assistant & Secretarial Science, General (Capstone)	3
ECON 1301	Introduction to Economics	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - MEDICAL OFFICE SPECIALIST SPECIALIZATION

Certificate - Level 1		SCH
First Semester - Fall		
POFM 1370	Office Specialist, 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 - Spring		
MRMT 1307	Medical Transcription I	3
POFM 2333	Medical Document Production	3
POFT 2331	Administrative Project Solutions (Capstone)	3
Semester Total		9
Total Minimum Credits for the Level 1 Certificate		21

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION

Associate of Applied Science **SCH**

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
POFI 1301	Computer Applications I	3
POFT 1329	Beginning Keyboarding	3
POFI 1349	Spreadsheets	3
POFT 1325	Business Math Using Technology	3
Semester Total		15

Second Semester - Spring

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 - Fall

POFT 1380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
ENGL 1301	Composition I	3
XXXX #3##'	Humanities/Fine Arts Elective	3
ECON 1301	Introduction to Economics	3
BMGT 1370	Introduction to HR/PeopleSoft Applications	3
Semester Total		15

Second Semester - Spring

BMGT 1371	Intermediate HR/PeopleSoft Applications	3
POFT 2331	Administrative Project Solutions (Capstone)	3
PSYC 2301	General Psychology	3
XXXX #3##'	Math/Natural Science Elective	3
POFT 2380	Cooperative Education - Administrative Assistant & Secretarial Science, General	3
Semester Total		15

Total Minimum Credits for the AAS Degree **60**

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - MICROSOFT OFFICE TECHNOLOGY SPECIALIZATION

Certificate - Level 1		SCH
First Semester - Fall		
POFI 1301	Computer Applications I	3
POFI 1349	Spreadsheets	3
POFT 1329	Beginning Keyboarding	3
Semester Total		9
Second Semester - Spring		
POFI 1341	Computer Applications II	3
POFT 1325	Business Math Using Technology	3
POFI 2331	Desktop Publishing (Capstone)	3
Semester Total		9
Total Minimum Credits for the Level 1 Certificate		18

Workforce Degrees and Certificates 2020-2021

BUSINESS TECHNOLOGY - BILINGUAL

Certificate - Level 2 SCH

First Semester - Fall

EDUC 1300	Learning Framework	3
POFI 1301	Computer Applications I	3
POFT 1370	Introduction to Office Technology	3
POFT 1329	Beginning Keyboarding	3
XXXX 1411 ¹	Beginning Foreign Language I	4
Semester Total		16

Second Semester - Spring

ENGL 1301	Composition I	3
POFI 1341	Computer Applications II	3
XXXX 1412 ¹	Beginning Foreign Language II	4
POFI 1349	Spreadsheets	3
POFT 1319	Records & Information Management I	3
Semester Total		16

Third Semester - Summer

BMGT 1325	Office Management	3
POFT 2331	Administrative Project Solutions (Capstone)	3
Semester Total		6

Total Minimum Credits for the Level 2 Certificate 38

¹Foreign language courses must be in the same language.

Workforce Degrees and Certificates 2020-2021

INTERNATIONAL BUSINESS

INTERNATIONAL BUSINESS

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
ENGL 1301	Composition I	3
IBUS 1305	Introduction to International Business & Trade	3
IBUS 1354	International Marketing Management	3
BUSG 1301	Introduction to Business	3
Semester Total		15

Second Semester - Spring

IBUS 1301	Principles of Exports	3
IBUS 1300	Global Logistics Management	3
XXXX #3## ¹	General Education Elective	3
BUSG 1307	Entrepreneurship & Economic Development	3
IBUS 1341	Global Supply Chain Management	3
Semester Total		15

SECOND YEAR

First Semester - Fall

MRKG 2312	e-Commerce Marketing	3
MATH 1324	Mathematics for Business & Social Sciences	3
GEOG 1303	World Regional Geography	3
IBUS 1302	Principles of Imports	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
Semester Total		15

Second Semester - Spring

IBUS 2335	International Business Law	3
IBUS 2339	International Banking & Trade Finance	3
IBUS 1191	Special Topics in International Business - Certified Global Business Professional Exam	1
ECON 2302	Principles of Microeconomics	3
IBUS 2280	Cooperative Education - International Business/Trade/Commerce OR	
IBUS 1291	Special Topics in International Business	2
IBUS 2341	Intercultural Management (Capstone)	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

INTERNATIONAL BUSINESS

Certificate - Level 1

SCH

First Semester - Fall

IBUS 1305	Introduction to International Business & 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 - Spring

IBUS 2335	International Business Law	3
IBUS 1302	Principles of Imports	3
IBUS 1291	Special Topics in International Business	2
IBUS 2339	International Banking & Trade Finance	3
IBUS 1191	Special Topics in International Business - Certified Global Business	
	Professional Exam (Capstone)	1

Semester Total

12

Total Minimum Credits for the Level 1 Certificate

24

Workforce Degrees and Certificates 2020-2021

MARKETING

MARKETING - GENERAL

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
ENGL 1301	Composition I	3
MRKG 1311	Principles of Marketing	3
HRPO 1311	Human Relations	3
IBUS 1354	International Marketing Management	3
Semester Total		15

Second Semester - Spring

BMGT 1327	Principles of Management	3
MRKG 1302	Principles of Retailing	3
MRKG 2312	e-Commerce Marketing OR	
MRKG 2371	Services Marketing	3
MRKG 1391	Special Topics in Business Marketing & Marketing Management	3
MATH 1324	Mathematics for Business & Social Sciences	3
Semester Total		15

SECOND YEAR

First Semester - Fall

MRKG 2348	Marketing Research & Strategies	3
ECON 2302	Principles of Microeconomics	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
XXXX #3## ¹	General Education Elective	3
ACNT 1303	Introduction to Accounting I OR	
ACCT 2301	Principles of Financial Accounting	3
Semester Total		15

Second Semester - Spring

MRKG 2372	Consumer Behavior	3
MRKG 2333	Principles of Selling	3
MRKG 2349	Advertising & Sales Promotion	3
MRKG 2380	Cooperative Education - Marketing/Marketing Management, General	3
MRKG 2374	Marketing Case Studies (Capstone)	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

MARKETING

Certificate - Level 1

SCH

First Semester - Fall

MRKG 1311	Principles of Marketing	3
IBUS 1354	International Marketing Management OR	
MRKG 1391	Special Topics in Business Marketing & Marketing Management	3
MRKG 2333	Principles of Selling	3
MRKG 2349	Advertising & Sales Promotion	3
Semester Total		12

Second Semester - Spring

MRKG 2372	Consumer Behavior	3
MRKG 2312	e-Commerce Marketing OR	
MRKG 2371	Services Marketing	3
MRKG 2380	Cooperative Education - Marketing/Marketing Management, General (Capstone)	3
Semester Total		9

Total Minimum Credits for the Level 1 Certificate **21**

Workforce Degrees and Certificates 2020-2021

MARKETING - RETAILING

Certificate - Level 1

SCH

First Semester - Fall

HRPO 1311	Human Relations	3
MRKG 1311	Principles of Marketing	3
MRKG 2333	Principles of Selling	3
MRKG 1302	Principles of Retailing	3
Semester Total		12

Second Semester - Spring

MRKG 2372	Consumer Behavior	3
XXXX #3## ¹	Program Approved Elective	3
XXXX #3## ¹	Program Approved Elective	3
MRKG 2371	Services Marketing (Capstone)	3
Semester Total		12

Total Minimum Credits for the Level 1 Certificate

24

¹Program approved electives: Any BUSG, BMGT, HRPO, IBUS, MRKG, or LMGT course.

Workforce Degrees and Certificates 2020-2021

MARKETING - INNOVATION & ENTERPRISE SPECIALIZATION

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
MRKG 1311	Principles of Marketing	3
MRKG 1370	Enterprise Mindset	3
MATH 1332	Contemporary Mathematics	3
ENGL 1301	Composition I	3
Semester Total		15

Second Semester - Spring

MRKG 2372	Consumer Behavior	3
MRKG 2370	Creativity & Innovation	3
MRKG 2333	Principles of Selling	3
BUSG 2370	Legal Issues for Enterprise OR	
MRKG 2378	Franchising	3
MRKG 2312	e-Commerce Marketing OR	
MRKG 2371	Services Marketing	3
Semester Total		15

SECOND YEAR

First Semester - Fall

XXXX #3## ¹	Humanities/Fine Arts Elective	3
ECON 2302	Principles of Microeconomics	3
ACNT 1303	Introduction to Accounting I	3
MRKG 2377	Financial Management/Budgeting for Enterprise Marketing	3
BUSG 1307	Entrepreneurship & Economic Development	3
Semester Total		15

Second Semester - Spring

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 (Capstone)	3
XXXX #3## ¹	General Education Elective	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

MARKETING - ENTERPRISE DEVELOPMENT

Certificate - Level 1

SCH

First Semester - Fall

MRKG 1311	Principles of Marketing	3
BUSG 1307	Entrepreneurship & Economic Development	3
MRKG 1370	Enterprise Mindset	3
Semester Total		9

Second Semester - Spring

MRKG 2370	Creativity & Innovation	3
MRKG 2378	Franchising	3
MRKG 2376	Enterprise Opportunity Analysis (Capstone)	3
Semester Total		9

Total Minimum Credits for the Level 1 Certificate **18**

Workforce Degrees and Certificates 2020-2021

MARKETING - SOCIAL ENTERPRISE

Certificate - Level 1

SCH

FIRST YEAR

First Semester - Fall

MRKG 1311	Principles of Marketing	3
BUSG 1307	Entrepreneurship & Economic Development	3
IBUS 1370	Economic Geography	3
MRKG 2372	Consumer Behavior	3
Semester Total		12

Second Semester - Spring

BUSG 2309	Small Business Management/Entrepreneurship	3
IBUS 2370	Global Issues for Enterprise	3
MRKG 2375	Social Enterprise	3
MRKG 2376	Enterprise Opportunity Analysis (Capstone)	3
Semester Total		12

Total Minimum Credits for the Level 1 Certificate

24

Workforce Degrees and Certificates 2020-2021

PARALEGAL TECHNOLOGY

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	3
LGLA 1303	Legal Research	3
LGLA 1344	Texas Civil Litigation	3
LGLA 2307	Law Office Management	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		15

Second Semester - Spring

LGLA 1305	Legal Writing	3
LGLA 1345	Civil Litigation	3
ENGL 1301	Composition I	3
XXXX #3## ¹	Paralegal Technology Elective	3
LGLA 1380	Cooperative Education - Legal Assistant/Paralegal	3
Semester Total		15

SECOND YEAR

First Semester - Fall

XXXX #3## ¹	Humanities/Fine Arts Elective	3
LGLA 1351	Contracts	3
LGLA 2309	Real Property	3
LGLA 2381	Cooperative Education-Legal Assistant/Paralegal (Capstone)	3
PSYC 2301	General Psychology	3
Semester Total		15

Second Semester - Spring

LGLA 1353	Wills, Trusts & Probate Administration	3
LGLA 2303	Torts & Personal Injury Law	3
XXXX #3## ¹	Paralegal Technology Elective	3
GOVT 2305	Federal Government OR	
GOVT 2306	Texas Government	3
MATH 1314	College Algebra OR	
XXXX #3## ²	Math/Natural Science Elective	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹Paralegal technology electives: LGLA 1355, 1370, 2311, 2313, 2315; MDCA 1313; or POFI 1301.

²A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

PARALEGAL TECHNOLOGY - LEGAL ASSISTANT - GENERAL

Certificate - Level 1

SCH

FIRST YEAR

First Semester - Fall

LGLA 1303	Legal Research	3
LGLA 1344	Texas Civil Litigation	3
LGLA 2309	Real Property	3
LGLA #3## ¹	Paralegal Technology Elective	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		15

Second Semester - Spring

LGLA 1305	Legal Writing	3
LGLA 1345	Civil Litigation	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 2307	Law Office Management	3
LGLA 1380	Cooperative Education-Legal Assistant/Paralegal (Capstone)	3
Semester Total		15

Total Minimum Credits for the Level 1 Certificate

30

¹Paralegal technology electives: LGLA 1355, 1370, 2311, 2313, 2315; MDCA 1313; or POFI 1301.

Workforce Degrees and Certificates 2020-2021

PARALEGAL TECHNOLOGY - LAW OFFICE CLERK

Certificate - Level 1

SCH

FIRST YEAR

First Semester - Fall

LGLA 1303	Legal Research	3
ACNT 1303	Introduction to Accounting I	3
LGLA 1344	Texas Civil Litigation	3
Semester Total		9

Second Semester - Spring

LGLA 1345	Civil Litigation	3
LGLA 2307	Law Office Management	3
LGLA 1380	Cooperative Education - Legal Assistant/Paralegal (Capstone)	3
Semester Total		9

Total Minimum Credits for the Level 1 Certificate **18**

Workforce Degrees and Certificates 2020-2021

REAL ESTATE

REAL ESTATE - General

Associate of Applied Science

SCH

FIRST YEAR

First Semester - Fall

EDUC 1300	Learning Framework	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 - Spring

RELE 1321	Real Estate Marketing	3
RELE 1238	Principles of Real Estate II	2
RELE 1200	Contract Forms & Addenda	2
RELE 1219	Real Estate Finance	2
RELE 1324	Loan Origination & Quality Control OR	
RELE 1309	Real Estate Law	3
Semester Total		12

SECOND YEAR

First Semester - Fall

ECON 2301	Principles of Macroeconomics	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

Second Semester - Spring

XXXX #3## ¹	Social/Behavioral Sciences Elective	3
RELE 1329	Fundamentals of Environmental Issues OR	
RELE 1315	Property Management	3
XXXX #3## ¹	Humanities/Fine Arts Elective	3
GEOL 1305	Environmental Science	3
RELE 2381	Cooperative Education - Real Estate (Capstone)	3
Semester Total		15

Total Minimum Credits for the AAS Degree

60

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

REAL ESTATE - PROPERTY MANAGEMENT

Certificate - Level 1

SCH

First Semester - Fall

RELE 1335	Real Estate Construction	3
RELE 1315	Property Management	3
RELE 1307	Real Estate Investments	3
RELE 1309	Real Estate Law	3
RELE 1238	Principles of Real Estate II	2
Semester Total		14

Second Semester - Spring

RELE 1381	Cooperative Education - Real Estate (Capstone)	3
Semester Total		3

Total Minimum Credits for the Level 1 Certificate 17

Workforce Degrees and Certificates 2020-2021

REAL ESTATE - RESIDENTIAL

Certificate - Level 1

SCH

First Semester - Fall

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 & Addenda	2
RELE 1219	Real Estate Finance	2
Semester Total		12

Second Semester - Spring

RELE 1381	Cooperative Education - Real Estate (Capstone)	3
RELE 1191	Special Topics in Real Estate	1
Semester Total		4

Total Minimum Credits for the Level 1 Certificate **16**

Workforce Degrees and Certificates 2020-2021

TRANSLATION & INTERPRETATION

TRANSLATION & INTERPRETATION

Associate of Applied Science

FIRST YEAR

First Semester - Fall		SCH
EDUC 1300	Learning Framework	3
ENGL 1301	Composition I	3
TRAI 1371	Fundamentals of the Theory & Practice of Translation & Interpretation	3
TRAI 1373	Intercultural Communication	3
TRAI 1374	Introduction to General linguistics	3
Semester Total		15

Second Semester - Spring

XXXX #3## ¹	Humanities/Fine Arts Elective	3
TRAI 1271	Technology for Translation & Interpretation	2
TRAI 1272	Terminology Management & Research	2
POFL 1305	Legal Terminology	3
TRAI 2271	Fundamentals of Specialized Written Translation (Sci-Tech)	2
TRAI 1372	Writing, Editing, & Revising for Translation	3
Semester Total		15

SECOND YEAR

First Semester - Fall		SCH
HITT 1305	Medical Terminology I	3
XXXX #3## ¹	Social/Behavioral Sciences Elective	3
TRAI 2278	Fundamentals of Specialized Written Translation (Medical)	2
TRAI 2375	Localization and Audiovisual Translation	3
XXXX #3## ¹	General Education Elective	3
TRAI 2277	Fundamentals of Specialized Written Translation (Legal)	2
Semester Total		16

Second Semester - Spring

TRAI 2279	Introduction to Interpreting I (Legal)	2
TRAI 2272	Introduction to Interpreting II (Medical)	2
TRAI 2273	Introduction to Interpreting III (Simultaneous)	2
XXXX #3## ¹	Math/Natural Science Elective	3
TRAI 2275	Advanced Project in Translation	2
TRAI 2376	Internship - Translation & Interpretation (Capstone)	3
Semester Total		14

Total Minimum Credits for the AAS **60**

¹A list of electives appears in the Core Curriculum section of this catalog.

Workforce Degrees and Certificates 2020-2021

TRANSLATION & INTERPRETATION

Certificate - Level 2

SCH

First Semester - Fall

EDUC 1300	Learning Framework	3
ENGL 1301	Composition I	3
TRAI 1371	Fundamentals of the Theory & Practice of Translation & Interpretation	3
TRAI 1372	Writing, Editing, & Revising for Translation	3
TRAI 1373	Intercultural Communication	3
Semester Total		15

Second Semester - Spring

HITT 1305	Medical Terminology I	3
TRAI 1271	Technology for Translation & Interpretation	2
POFL 1305	Legal Terminology	3
TRAI 1272	Terminology Management & Research	2
TRAI 2271	Fundamentals of Specialized Written Translation (Sci-Tech)	2
TRAI 2277	Fundamentals of Specialized Written Translation (Legal)	2
Semester Total		14

Third Semester - Summer

TRAI 2279	Introduction to Interpreting I (Legal)	2
TRAI 2275	Advanced Project in Translation	2
TRAI 2278	Fundamentals of Specialized Written Translation (Medical)	2
TRAI 2272	Introduction to Interpreting II (Medical)	2
TRAI 2273	Introduction to Interpreting III (Simultaneous)	2
TRAI 2376	Internship - Translation & Interpretation (Capstone)	3
Semester Total		13

Total Minimum Credits for the Level 2 Certificate **42**