

**AAS – Administrative Office Management to
BAAS – Business
Human Resource Management Concentration
2021-2022 Transfer Pathway**

| AAS Degree Requirements | | | | | | | |
|----------------------------|-----------|---|-----|------------------------|----------|--|-----------|
| McLennan Community College | | | | | | | |
| MCLENNAN | TAMUCT | Course Name | SCH | MCLENNAN | TAMUCT | Course Name | SCH |
| POFT 1393 ² | VOBU | Special Topics: Introduction to Keyboarding | 3 | ACNT 1303 ² | VOBU | Introduction to Accounting I | 3 |
| POFT 1309 ² | VOBU | Administrative Office Procedures I | 3 | POFT 1319 ² | VOBU | Records & Information Management I | 3 |
| BCIS 1305 | BCIS 1305 | Business Computer Applications | 3 | ECON 2302 | CORE 080 | Principles of Microeconomics | 3 |
| ENGL 1301 | CORE 010 | Composition I | 3 | MATH 1324 | CORE 020 | Mathematics for Business & Social Sciences | 3 |
| POFT 1321 ² | VOBU | Business Math | 3 | POFI 2340 ² | VOBU | Advanced Word Processing | 3 |
| CORE 040 | CORE 040 | Language, Philosophy & Culture Core Selection | 3 | SPCH 1311 | CORE 010 | Introduction to Speech Communication | 3 |
| POFT 1349 ² | VOBU | Administrative Office Procedures II | 3 | BMGT 1325 ² | VOBU | Office Management | 3 |
| ENGL 1302 | ENGL 1302 | Composition II | 3 | ECON 2301 | CORE 090 | Principles of Macroeconomics | 3 |
| ITSC 1309 ² | VOBU | Integrated Software Applications I | 3 | POFT 2386 ² | VOBU | Internship-Administrative Assistant/Sec | 3 |
| ITSW 1301 ² | VOBU | Introduction to Word Processing | 3 | ARTC 1313 ² | VOBU | Digital Publishing I | 3 |
| Subtotal | | | | | | | 60 |

| Additional Lower-Level or Upper-Level Degree Requirements | | | |
|--|--------------------------------------|---|-----------|
| McLennan Community College or Texas A&M University – Central Texas | | | |
| McLennan Community College | Texas A&M University - Central Texas | Course Name | SCH |
| CORE 030 ¹ | CORE 030 | Life and Physical Science Core Selection | 3 |
| CORE 030 ¹ | CORE 030 | Life and Physical Science Core Selection | 3 |
| CORE 050 ¹ | CORE 050 | Creative Arts Core Selection | 3 |
| CORE 060 ¹ | CORE 060 | American History Core Selection | 3 |
| CORE 060 ¹ | CORE 060 | American History Core Selection | 3 |
| CORE 070 ¹ | CORE 070 | Government/Political Science Core Selection | 3 |
| CORE 070 ¹ | CORE 070 | Government/Political Science Core Selection | 3 |
| ACCT 2301 ¹ | CORE 090 | Principles of Financial Accounting | 3 |
| ACCT 2302 ¹ | ACCT 2302 | Principles of Managerial Accounting | 3 |
| MATH 1342 ¹ or BUSI 2305 ^{1,6} | MATH 1342 or BUSI 2305 | Elementary Statistical Methods or Business Statistics | 3 |
| Subtotal | | | 30 |

| Upper-Level Degree Requirements | | | | | |
|--------------------------------------|--|-----|--------------------------------------|--|-----|
| Texas A&M University - Central Texas | | | | | |
| Texas A&M University - Central Texas | Course Name | SCH | Texas A&M University - Central Texas | Course Name | SCH |
| BUSI 3301 | Business Communications and Research | 3 | MGMT 4304 | Recruitment and Selection of Human Resources | 3 |
| MGMT 3301 or MGMT 4325 ³ | Principles of Management or Leadership Theory and Practice | 3 | BUSI 4301 | Business Ethics | 3 |
| MGMT 3302 | Personal and Human Resource Management | 3 | BUSI 4359 | Business Strategy | 3 |
| MKTG 3301, 3316 or 3318 ³ | Marketing, Consumer Behavior or Promotional Strategy | 3 | MGMT 4305 | Human Resource Development | 3 |
| FIN 3301 ⁴ | Financial Management I | 3 | MGMT 4384 or 4388 ⁵ | Management Internship or Management Problems | 3 |
| MGMT 4306 or BUSI 4334 | Employer and Labor Relations or Employment Law | 3 | MGMT 4303 | Wage and Salary Administration | 3 |
| Subtotal | | | | 36 | |
| Total | | | | 126 | |

Notes/Comments

The following Pathway Plan is suggested for full-time students. Part-time student will need more time to complete this pathway. For assistance with pathway planning, students should schedule an appointment with an academic advisor. This guide is for planning and visualization purposes only.

- Not all Degree Requirement courses are completed with the AAS. Student will need to complete these remaining lower-level courses at the community college. Please consult a TAMUCT financial aid counselor regarding the consortium agreement process.
- This section has the following considerations:
 - May apply conferred Applied Arts and Sciences (A.A.S.) or Certificate of Completion (C.C.)
 - May consist of technical, vocational, or military credit (or a combination)
 - No student will be considered for the BAAS who has less than 12 semester credit hours in the combination of technical, vocational, or military training (12 hours must be technical/vocational training if no military training)
 - With the qualifying 12 semester credit hours, a student may include specified academic electives up to the maximum 36 semester credit hours.
 - A maximum of 36 semester credit hours will be allowed
 - See the College of Business Administration's academic advisors for more information.
- If student passed BMGT 1327 and MRKG 1311 as a part of their A.A.S. and received at least a B, alternate courses listed may be taken. Please speak with your advisor.
- Other field of study course may be used to satisfy requirement.
- With HR faculty approval, must be HR related.
- For information on recommended Upper-Level course offerings, please consult your TAMUCT advisor.

Transfer Information

Transfer of Credit & Student Benefits

Transfer Central! Your affordable path to a high-quality bachelor's degree.

[Join Transfer Central](#) and receive exclusive access to resources designed to help you complete your bachelor's degree on time and with less debt:

- Personalized degree planning
- University email address
- Priority class registration
- Dedicated admission counselor
- Customized financial aid consultations
- Invitations to university events and activities

Click [HERE](#) to join now.

College of Business Administration

Explore all the opportunities the College of Business Administration at A&M-Central Texas has to offer. Visit us [ONLINE](#) to see what is happening!

Start planning today. Schedule an appointment with a COBA academic advisor. Click [HERE](#) to find a time that meets your schedule.

Program Admission Requirements

Undergraduate Admission Requirements:

- Minimum 2.0 cumulative transfer GPA on a 4.0 scale
- Minimum 30 academic, college-level transferable hours
- Must be eligible to return to all previously attended institutions

Additional program admission standards may apply. Visit degree program pages or speak with an A&M-Central Texas admission counselor for additional information.

Get Connected. Meet in-person, virtually, or via the phone with an admissions counselor today. Click [HERE](#) to schedule an appointment convenient for you.

Graduate Studies

Continue to advance your skills and new career opportunities with a graduate degree from Texas A&M University - Central Texas. Click to learn more about the following graduate degrees:

[Master of Business Administration](#)

- Computer Information Systems
- Healthcare Administration
- Human Resource Management
- Management
- Data Analytics micro-credential (pending internal approval)
- Leadership for Sustainability

[Master of Science – Accounting](#)

[Master of Science – Information Systems](#)

[Master of Science – Leadership for Sustainability](#)

Graduate Certificates

[Healthcare Administration](#)

[Leadership for Sustainability](#)