

**AAS – Administrative Office Management to
BAAS – Business
Human Resource Management Concentration
2022-2023 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 ^{1,5}	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 ⁶	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.
- Another field of study course may be used to satisfy requirement.
- Please see your TAMUCT advisor for information on recommended Upper-Level course offerings.
- With HR faculty approval, must be HR related.

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

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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](#)