

**AAS – Administrative Office Management to
BAAS – Business
Management Concentration
2023-2024 Transfer Pathway**

AAS Degree Requirements							
McLennan Community College							
MCLENNAN	TAMUCT	Course Name	SCH	MCLENNAN	TAMUCT	Course Name	SCH
POFT 1393 ²	VO--	Special Topics: Introduction to Keyboarding	3	ACNT 1303 ²	VO--	Introduction to Accounting I	3
POFT 1309 ²	VO--	Administrative Office Procedures I	3	POFT 1319 ²	VO--	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	VO--	Business Math	3	ENGL 2311 or ENGL 1302	CORE 010	Technical & Business Writing or Composition II	3
ARTC 1313 ²	VO--	Digital Publishing I	3	CORE 040	CORE 040	Language, Philosophy, & Culture Core	3
POFT 1349 ²	VO--	Administrative Office Procedures II	3	BMGT 1325 ²	VO--	Office Management	3
POFT 2331 ²	VO--	Administrative Project Solutions	3	CORE 070	CORE 070	Government/Political Science Core	3
ITSC 1309 ²	VO--	Integrated Software Applications I	3	POFT 2486 ²	VO--	Internship-Administrative Assistant	4
ITSW 1301 ²	VO--	Introduction to Word Processing	3	POFT 1232 ²	VO--	Workplace Diversity	2
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 Sciences Core	3
CORE 030 ¹	CORE 030	Life and Physical Sciences Core	3
CORE 050 ¹	CORE 050	Creative Arts Core	3
CORE 060 ¹	CORE 060	American History Core	3
CORE 060 ¹	CORE 060	American History Core	3
CORE 070 ¹	CORE 070	Government/Political Science Core	3
ACCT 2301 ¹	CORE 090	Principles of Financial Accounting	3
ECON 2301 ¹	CORE 090	Principles of Macroeconomics	3
ACCT 2302 ¹	ACCT 2302	Principles of Managerial Accounting	3
BUSI 2301 ^{1,6}	BUSI 2301	Business Law	3
MATH 1342 or BUSI 2305 ^{1,7}	MATH 1342 or BUSI 2305	Elementary Statistical Methods or Business Statistics	3
Subtotal			33

Upper-Level Degree Requirements					
Texas A&M University - Central Texas (TAMUCT)					
TAMUCT	Course Name	SCH	TAMUCT	Course Name	SCH
BUSI 3301	Professionalism and Communication in Business	3	BUSI 4301	Business Ethics and Corporate Social Responsibility	3
MGMT 3350	Management and Organizational Behavior	3	BUSI 4359	Business Strategy	3
MKTG 3301, MKTG 3316 or MKTG 3318 ³	Marketing, Consumer Behavior or Promotional Strategy	3	CIS 4350	Management Information Systems	3
FIN 3301 ⁴	Financial Management I	3	Upper-Level MGMT Elective or Micro-credential Course ⁵	Upper-Level MGMT Elective or Micro-credential Course	9
BUSI 3344	Introduction to the Global Business Environment	3			
Subtotal					33
Total					126

Notes/Comments

- Texas A&M University - Central Texas offers upper-level courses (3xxx-5xxx labeled courses), all lower-level courses (1xxx-2xxx labeled courses) will need to be completed at McLennan College.
- For help with pathway planning, student should speak with an [academic advisor](#). *This pathway is intended for planning and visualization purposes only.*
- Not all Degree Requirement courses are completed with the AAS. Students will need to complete these remaining lower-level courses at McLennan College. Please discuss the consortium agreement procedure with a TAMUCT [financial aid advisor](#).
 - 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 a student passed MRKG 1311 as a part of their A.A.S. and received at least a B, one of the alternate MKTG courses listed should be taken. Otherwise, students should complete MKTG 3301. Please speak with an advisor.
 - Other field of study course may be used to satisfy requirement.
 - See Advisor to discuss the possible micro-credential options.
 - Students may also fulfill this degree requirement by enrolling in BUSI 3332 at TAMUCT.
 - Students may also fulfill this degree requirement by enrolling in BUSI 3311 at TAMUCT.