

**AAS – Administrative Office Management to
BAAS – Business
Human Resources Management Concentration
2024-2025 Transfer Pathway**

| AAS Degree Requirements | | | | | | | |
|----------------------------|--------|------------------------------------|-----|--|-----------|---|-----------|
| McLennan Community College | | | | | | | |
| MCC | TAMUCT | Course Name | SCH | MCC | TAMUCT | Course Name | SCH |
| ITSW 1304 ² | VO-- | Introduction to Spreadsheets | 3 | ECON 2302 | CORE 080 | Principles of Microeconomics | 3 |
| ITSW 1301 ² | VO-- | Introduction to Word Processing | 3 | MATH 1324 | CORE 020 | Mathematics for Business & Social Sciences | 3 |
| POFT 1309 ² | VO-- | Administrative Office Procedures I | 3 | ENGL 1301 | CORE 010 | Composition I | 3 |
| ITSW 1307 ² | VO-- | Introduction to Database | 3 | ACNT 1303 ² | VO-- | Introduction to Accounting I | 3 |
| ITSC 1315 ² | VO-- | Project Management Software | 3 | BMGT 1344 ² | VO-- | Negotiations and Conflict Management | 3 |
| POFT 1321 ² | VO-- | Business Math | 3 | Humanities Elective | CORE 040 | Humanities Elective | 3 |
| POFT 1301 ² | VO-- | Business English | 3 | ECON 2301 | CORE 090 | Principles of Macroeconomics | 3 |
| HRPO 2301 ² | VO-- | Human Resources Management | 3 | BUSI 1301 | BUSI 1301 | Business Principles | 3 |
| BMGT 1327 ² | VO-- | Principles of Management | 3 | BMGT 2309 or HITT 1311 ² | VO-- | Leadership or Health Information Systems | 3 |
| ARTC 1313 ² | VO-- | Digital Publishing I | 3 | BMGT 2388 or HITT 1353 ² | VO-- | Internship I - Business Administration and Management or Legal and Ethical Aspects of Health Information | 3 |
| Subtotal | | | | | | | 60 |

| Additional Lower-Level Degree Requirements | | | |
|--|------------------------|---|-----------|
| McLennan Community College or Texas A&M University – Central Texas | | | |
| MCC | TAMUCT | Course Name | SCH |
| SPCH 1311 ¹ | CORE 010 | Introduction to Speech Communication | 3 |
| 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 |
| CORE 070 ¹ | CORE 070 | Government/Political Science Core | 3 |
| ACCT 2301 ¹ | CORE 090 | Principles of Financial Accounting | 3 |
| ACCT 2302 ¹ | ACCT 2302 | Principles of Managerial Accounting | 3 |
| MATH 1342 or BUSI 2305 ^{1,6} | 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 | MGMT 4304 | Recruitment and Selection of Human Resources | 3 | |
| MGMT 3350 | Management and Organizational Behavior | 3 | BUSI 4301 | Business Ethics and Corporate Social Responsibility | 3 | |
| MGMT 3302 | Personnel and Human Resource Management | 3 | BUSI 4359 | Business Strategy | 3 | |
| MKTG 3301 MKTG 3316 or MKTG 3318 ³ | Marketing Consumer Behavior or Promotional Strategy | 3 | MGMT 4384 MGMT 4388 MGMT 4325 or MGMT 4302 ⁵ | Management Internship Management Problems Leadership Theory and Practice or Interpersonal Skills for Business Professionals | 3 | |
| FIN 3301 ⁴ | Financial Management I | 3 | MGMT 4305 | Human Resource Development | 3 | |
| MGMT 4306 or BUSI 4334 | Employer and Labor Relations or Employment Law | 3 | MGMT 4303 | Wage and Salary Administration | 3 | |
| | | | | | Subtotal | 36 |
| | | | | | Total | 129 |

Notes/Comments

TAMUCT offers upper-level courses (3xxx-5xxx labeled courses), all lower-level courses (1xxx-2xxx labeled courses) will need to be completed at MCC. A minimum of 120 semester credit hours is required for all baccalaureate degrees. Pathways may exceed 120 semester credit hours as some courses necessary for the associate degree are transferable but not applicable to the baccalaureate degree. For help with pathway planning, students should speak with an [academic advisor](#) or [enrollment specialist](#). This pathway is intended for planning and visualization purposes only.

- The AAS does not meet all the course requirements for the bachelor's degree. Students will need to complete the remaining lower-level courses at MCC. It is recommended to seek guidance from a [financial aid advisor](#) 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 a student passed MRKG 1311 as a part of their A.A.S. and received at least a B, one of the alternate courses listed may be taken. Please speak with your advisor.
- Other field of study courses may be used to satisfy requirement.
- With HR faculty approval, must be HR related.
- Students may also fulfill this degree requirement by enrolling in BUSI 3311 at TAMUCT.