



**AAS – Administrative Office Management to
BAAS – Business
Without 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	BUSI 4301	Business Ethics and Corporate Social Responsibility	3
MGMT 3350	Management and Organizational Behavior	3	BUSI 4359	Business Strategy	3
FIN 3301 ⁴	Financial Management I	3	Upper-Level COBA Elective ⁵	Upper-Level COBA Elective	18
MKTG 3301 MKTG 3316 or MKTG 3318 ³	Marketing Consumer Behavior or Promotional Strategy	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 MKTG courses listed should be taken. Otherwise, students should complete MKTG 3301. Please speak with your advisor.
- Other field of study courses may be used to satisfy requirement.
- Please see your advisor for information on recommended micro-credential course offerings.
- Students may also fulfill this degree requirement by enrolling in BUSI 3311 at TAMUCT.