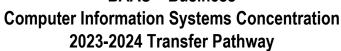


## AAS – Administrative Office Management to BAAS – Business





AAS Degree Requirements												
McLennan Community College												
MCLENNAN	TAMUCT	Course Name	SCH	MCLENNAN	TAMUCT	Course Name	SCH					
POFT 1393 <sup>2</sup>	VO	Special Topics: Introduction to Keyboarding	3	ACNT 1303 <sup>2</sup>	VO	Introduction to Accounting I	3					
POFT 1309 <sup>2</sup>	VO	Administrative Office Procedures I	3	POFT 1319 <sup>2</sup>	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 <sup>2</sup>	VO	Business Math	3	ENGL 2311 or	CORE 010	Technical & Business Writing or	3					
				ENGL 1302		Composition II						
ARTC 1313 <sup>2</sup>	VO	Digital Publishing I	3	CORE 040	CORE 040	Language, Philosophy, & Culture Core	3					
POFT 1349 <sup>2</sup>	VO	Administrative Office Procedures II	3	BMGT 1325 <sup>2</sup>	VO	Office Management	3					
POFT 2331 <sup>2</sup>	VO	Administrative Project Solutions	3	CORE 070	CORE 070	Government/Political Science Core	3					
ITSC 1309 <sup>2</sup>	VO	Integrated Software Applications I	3	POFT 2486 <sup>2</sup>	VO	Internship-Administrative Assistant	4					
ITSW 1301 <sup>2</sup>	VO	Introduction to Word Processing	3	POFT 1232 <sup>2</sup>	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 0301	CORE 030	Life and Physical Sciences Core	3							
CORE 0301	CORE 030	Life and Physical Sciences Core	3							
CORE 050 <sup>1</sup>	CORE 050	Creative Arts Core	3							
CORE 0601	CORE 060	American History Core	3							
CORE 0601	CORE 060	American History Core	3							
CORE 0701	CORE 070	Government/Political Science Core	3							
ACCT 23011	CORE 090	Principles of Financial Accounting	3							
ECON 23011	CORE 090	Principles of Macroeconomics	3							
ACCT 23021	ACCT 2302	Principles of Managerial Accounting	3							
MATH 1342 or BUSI 23051,5	MATH 1342 or BUSI 2305	Elementary Statistical Methods or Business Statistics	3							
		Subtotal	30							

Upper-Level Degree Requirements												
Texas A&M University - Central Texas (TAMUCT)												
TAMUCT	Course Name	SCH	TAMUCT	Course Name	SCH							
BUSI 3301	Professionalism and Communication in Business	3	CIS 4350	Management Information Systems	3							
MGMT 3350	Management and Organizational Behavior	3	BUSI 4301	Business Ethics and Corporate Social Responsibility	3							
FIN 33014	Financial Management I	3	BUSI 4359	Business Strategy	3							
MKTG 3301, MKTG 3316 or MKTG 3318 <sup>3</sup>	Marketing, Consumer Behavior or Promotional Strategy	3	CIS 3365	System Analysis and Design	3							
CIS 3330, CIS 3331 or CIS 3332	C++ Programming, Visual Basic Programming or Java Programming	3	CIS 4301	Database Theory and Practices	3							
CIS 3347	Data Communications and Infrastructure	3	CIS 4341	Information Technology Security and Risk Management	3							

Subtotal 36 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 <u>academic advisor</u>. 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.
- 2. This section has the following considerations:
  - a. May apply conferred Applied Arts and Sciences (A.A.S.) or Certificate of Completion (C.C.)
  - b. May consist of technical, vocational, or military credit (or a combination)
  - c. 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)
  - d. With the qualifying 12 semester credit hours, a student may include specified academic electives up to the maximum 36 semester credit hours.
  - e. A maximum of 36 semester credit hours will be allowed.
    - See the College of Business Administration's academic advisors for more information.
- 3. If 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. All others should complete MKTG 3301. Please speak with your advisor.
- 4. Other field of study course may be used to satisfy requirement.
- 5. Students may also fulfill this degree requirement by enrolling in BUSI 3311 at TAMUCT.