

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

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 ENGL 1302	CORE 010	Technical & Business Writing or Composition II	3
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
<b>Subtotal</b>							<b>60</b>

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 <sup>1</sup>	CORE 030	Life and Physical Sciences Core	3
CORE 030 <sup>1</sup>	CORE 030	Life and Physical Sciences Core	3
CORE 050 <sup>1</sup>	CORE 050	Creative Arts Core	3
CORE 060 <sup>1</sup>	CORE 060	American History Core	3
CORE 060 <sup>1</sup>	CORE 060	American History Core	3
CORE 070 <sup>1</sup>	CORE 070	Government/Political Science Core	3
ACCT 2301 <sup>1</sup>	CORE 090	Principles of Financial Accounting	3
ECON 2301 <sup>1</sup>	CORE 090	Principles of Macroeconomics	3
ACCT 2302 <sup>1</sup>	ACCT 2302	Principles of Managerial Accounting	3
MATH 1342 or BUSI 2305 <sup>1,6</sup>	MATH 1342 or BUSI 2305	Elementary Statistical Methods or Business Statistics	3
<b>Subtotal</b>			<b>30</b>

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 <sup>3</sup>	Marketing, Consumer Behavior or Promotional Strategy	3	MGMT 4384, MGMT 4388, MGMT 4325 or MGMT 4302 <sup>5</sup>	Management Internship, Management Problems, Leadership Theory and Practice or Interpersonal Skills for Business Professionals	3
FIN 3301 <sup>4</sup>	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
<b>Subtotal</b>					<b>36</b>
<b>Total</b>					<b>126</b>

**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 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 course 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.