



**AAS – Administrative Office Management to  
BAAS – Business  
Without 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	BUSI 4301	Business Ethics and Corporate Social Responsibility	3
MGMT 3350	Management and Organizational Behavior	3	BUSI 4359	Business Strategy	3
FIN 3301 <sup>4</sup>	Financial Management I	3	Upper-Level COBA Elective <sup>5</sup>	Upper-Level COBA Elective	18
MKTG 3301, MKTG 3316 or MKTG 3318 <sup>3</sup>	Marketing, Consumer Behavior or Promotional Strategy	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.*
1. 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 a maximum of 36 semester credit hours.
    - e. A maximum of 36 semester credit hours will be allowed.
    - f. 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. Otherwise, students should complete MKTG 3301. Please speak with your advisor.
  4. Other field of study course may be used to satisfy requirement.
  5. Please see your advisor for information on recommended micro-credential course offerings.
  6. Students may also fulfill this degree requirement by enrolling in BUSI 3311 at TAMUCT.