

Texas A&M University-Central Texas

Name _____ SSN _____ Date _____

Bachelor of Science in Administrative Systems with Business Teacher Certification (2009-2010)

General Education	Course Number (w/TCCNS equivalent)	Institution	Complete
Communications (010) 6 hours	ENGL 111 (ENGL 1301) Composition I ¹		
	ENGL 112 (ENGL 1302) Composition II ¹		
U. S. History (060) 6 hours	HIST 201 (HIST 1301) U.S. History through 1877		
	HIST 202 (HIST 1302) U.S. History Since Reconstruction		
Political Science (070) 6 hours	POLS 201 (GOVT 2302) American National Government		
	POLS 202 (GOVT 2301) Texas Government		
Speech (011) 3 hours	COMS 101 (SPCH 1311) Fundamentals of Speech		
	COMS 102 (SPCH 1315) Public Speaking		
	COMS 301 (SPCH 1321) Business & Professional Speaking ² (See Note #2)		
Humanities (040) 3 hours	Literature course in English ¹		
Natural Science (030) 7 hours	CHEMISTRY, BIOLOGY, GEOLOGY, & PHYSICS		
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Mathematics (020) 3 hours	MATH 107 (Math 1314) College Algebra		
Social/Behavioral Science (080) 3 hours	See TAMU-CT General Education Requirements below ³		
Visual/Performing Arts (050) 3 hours	See TAMU-CT General Education Requirements below ³		
Wellness (090) 2 hours	HLTH 101 (PHED 1304) or 2 hours of activity P.E.		

Major Requirements	Hours	Institution	Complete
ACC 203 (2301) Intro to Financial Accounting or ACC 300	3		
ADMS 105 Intermediate Keyboarding	3		
ADMS 314 Advanced Document Production	3		
ADMS 315 Word Processing	3		
ADMS 316 Advanced Word Processing	3		
ADMS 318 Current Issues in Business Technology	3		
ADMS 319 Current Issues in Business Operations	3		
ADMS 413 Administrative Information Systems	3		
ADMS 414 Administration of the Electronic Office	3		
ECO 201 (2301) Principles of Economics: Macro or ECO 301	3		
EDU 320 Professional Development I: Understanding Learners	3		
EDU 330 Professional Development II: Effective Instruction	3		
EDU 430 Professional Development III: Application of Effective Teaching Practices	3		
EDU 435 Professional Development IV: Issues in Professional Development	3		
EDU 490 Practicum in Teaching	6		
FIN 101 (BUSI 1307) Personal Finance	3		
G B 103 (BUSI 1301) Business and Society	3		
G B 312 Business Correspondence	3		
G B 432 Business Law I	3		
G B 444 International Business	3		
MGMT 301 Principles of Management	3		
PSY 303 Educational Psychology	3		
RDG 351 Content Area Reading	3		
CIS 103 (COSC 1300) Computer Concepts and Applications for CIS 300 Computer Technology and Impact	3		
Sophomore English¹	3		

Total hours: 120

****Please note that courses in bold are lower level courses that must be taken at one of our two-step transfer colleges (Central Texas College, Temple College) or at another university.****

¹Grade of C or better required.

²Grade of B or better required.

³Select from the appropriate section of the General Education Course List in the 09-10 catalog.