

# Applied Sciences

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Applied Sciences Web Site (<http://www.tamuc.edu/academics/colleges/scienceEngineeringAgriculture/departments/appliedSciences/defaultold1.aspx>)

The Department of Applied Sciences offers a program for the completion from an Associate of Applied Science degree to a Bachelor of Applied Arts and Sciences (BAAS). The BAAS degree program prepares students for managerial careers in technical fields. This program offers a seamless transition from an associates of applied arts and sciences degree in technical fields earned from community colleges to a bachelor's degree. Up to 85 semester hours may be transferred into the program, and the remaining courses may be completed online.

Applied Arts and Sciences (BAAS) (<http://coursecatalog.tamuc.edu/undergrad/colleges-and-departments/college-of-science-and-engineering/applied-sciences/applied-arts-sciences-baas/>)

General Studies B.G.S (<http://coursecatalog.tamuc.edu/undergrad/colleges-and-departments/college-of-science-and-engineering/applied-sciences/general-studies-bgs/>)

## **BAAS 100 - Orientation**

Hours: 0

## **BAAS 301 - Pathways, Purpose, Exploration and Career**

Hours: 3

Students will explore the changing future of work and their place in it. Planning for academic success and future career opportunities will be discussed. Students will also learn about personal leadership, reflecting on their own strengths and abilities, and will draw upon perceptions from others to construct their own understanding of leadership.

## **BAAS 303 - Professional Communications**

Hours: 3

This course is a study and application of technical writing documents, letters, manuals and reports. Emphasis is also placed on presentations, team building, employee training, interviewing, business etiquette and professionalism.

## **BAAS 326 - Exploring Spreadsheets**

Hours: 3

The purpose of this course is to prepare students to creatively use industry-standard software. More than an introduction to these tools, this course will delve deeper into the intermediate skills necessary for today's managers. Students will have the opportunity to earn the Entry Level and Advanced Microsoft Office badges in Excel. This course also prepares students for the Microsoft Office Specialist Certification exam in Excel 2019.

## **BAAS 345 - Leadership Techniques**

Hours: 3

Provides a comprehensive and applied understanding of leadership and management functions to prepare individuals to effectively mentor and develop tomorrow's leaders while leading and managing today's organizations. Focuses on critical knowledge and skills necessary to carry out organizational goals and objectives.

## **BAAS 351 - Planning, Budgeting, and Decision Making**

Hours: 3

This course covers key components of financial leadership by exposing students to financial skills needed for professional and personal success. Emphasis on financial decision-making, asset purchases, financing options, budgeting, analysis, and interpretation of financial data.

## **BAAS 397 - SPECIAL TOPICS**

Hours: 3

Special Topics. Three semester hours. Organized class. May be repeated when topics vary.

## **BAAS 408 - Problem Solving with Databases**

Hours: 3

This course is a deep-dive into the Database Management System, Microsoft Access. Starting from the beginner level, students will learn to complete advanced queries, reports, and automated functions within this industry standard software. Students will have the opportunity to earn the Entry and Advanced Microsoft Badges in Access. This course also prepares students for the Microsoft Office Specialist Certification exam in Access 2016.

## **BAAS 443 - Professional Standards**

Hours: 3

Survey of contemporary professional standards including discussions of technical cultures and norms, benchmarking, sustainability, ethical criteria and ideas for corporate citizenship. Focuses on elements of work ethics with an emphasis on techniques to foster lifelong learning and collaborative growth. Statistical aspects of quality control and assurance.

**BAAS 445 - Ethical Decision Making**

Hours: 3

The study of strategies and interpersonal communication systems that provide today's management with accurate and quality information on which to base decisions and to be effective in the day to day negotiations within the business environment.

**BAAS 489 - Independent Studies**

Hours: 1-3

Independent Studies - Three semester hours Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. Prerequisite Consent of head. Note May be repeated when the topic varies.

**BAAS 497 - SPECIAL TOPICS**

Hours: 3

Special Topics. Three semester hours. Organized class. May be repeated when topics vary.

**BGS 100 - Orientation**

Hours: 0

**BGS 401 - Globalization**

Hours: 3

This course provides coverage of a broad survey of global business issues; analyzes the environment in which international business operates; introduces multinational enterprises; global competition, international organizations, treaties and international laws, national trade policies, and the determinants of competitiveness of United States firms in international markets.

**BGS 402 - Research Methods**

Hours: 3

The purpose of this course is to investigate the techniques of the research process as applied to topics regarding your future career. Experience is gained in defining a research problem. Also, an analysis of pertinent literature on your topic is conducted. Clear and concise writing is emphasized while learning to use the APA style of writing.

**BGS 404 - Organizational Dynamics and Diversity**

Hours: 3

This course offers an opportunity to discuss and apply principles, tools, and methods to successfully implement change and innovation within organizations. Focuses on utilizing diversity within the workplace to create an environment conducive to creativity and innovation while also realizing the external forces that lead to change.

**BGS 405 - Capstone: Designing Your Future As An Innovative Leader**

Hours: 3

This course is intended to be taken at the end of a student's college career and uses design thinking to address the 'wicked problem' of designing your life and career. The course employs a design thinking approach to help students from any major develop a constructive and effective approach to finding and designing their vocation after A&M Commerce. It also prepares students to articulate their marketable skills to future employers. Topics include the integration of work and worldviews, the realities of workplace engagement, and practices that support vocation formation throughout your life. The capstone assignment is creating an action plan following your A&M – Commerce graduation and drawing upon skills, knowledge, and key assignments.

**BGS 480 - Internship**

Hours: 0

An internship is a supervised work experience that provides students with an opportunity to apply classroom-based knowledge while gaining practical work experience in their chosen career field. Projects are identified by employers and then aligned with a curriculum, and typically completed within a 10-14 week period. The objective is for students to learn, apply, or integrate knowledge in a cooperative manner between the university and regional employers. The focus here is on applying theory from learning to practice.

**BGS 489 - Independent Study**

Hours: 0-4

Individualized instruction May be repeated when the topic varies.

**BGS 497 - Special Topics**

Hours: 0-4

Organized class. May be repeated when topics vary.