Selecting Professional Development Classes for the BAAS at the Round Rock Campus (RRC)

~All classes listed on this form may not be offered every semester
~Departments may add or close classes without advance notice
~Not all classes on the university schedule are available to BAAS majors

The purpose of the professional development (PD) module is to: (1) meet your individual career goals; and (2) relate to the internship project which will be developed in the capstone class OCED 4360/4361 taken in the semester you graduate.

- The six classes must be taken from three academic areas
  - Any combination of hours can be used such as 6-6-6; 12-3-3; or 9-6-3
- The classes must be 3000/4000 level (must meet prerequisites)
- Classes at the 1000/2000/5000 level cannot be used
- Some classes may be available only to majors or minors in a degree program
- Classes may be delivered live, by distance learning, Office of Distance and Extended Learning, or extension such as Certified Public Manager (CPM)

Q: When are the professional development classes selected?
  A. Prior to or during enrollment in OCED 4350. If a student is on financial aid and must enroll in six hours, it is possible to take a PD class with OCED 4350.

Q: Who selects the classes?
  A. The student. The advisers and OCED 4350 instructors do not choose them.

Q: Can I take classes in San Marcos?
  A: Yes, but most classes are offered during the day.

Q: Are there any special concerns when considering classes from the Office of Correspondence Studies?
  B: There is a separate registration process which can be done at any time.
  C: The combination of Correspondence and CPM cannot exceed 30 hours.
  D: If 21 hours of CPM are used, only 9 hours of Correspondence can be used toward the degree.
  E: If CPM is not used, students can take 18 hours of Correspondence courses

Q: Do classes taken from the Office of Distance and Extended Learning and extension such as Certified Public Manager (CPM) count toward the 30 hour residency requirement?
  A. Yes.
Q: How can the Certified Public Manager (CPM) credential be incorporated into the BAAS?
   A. Tracks 1-6 can be used in professional development and Track 7 will be used as an advanced elective.
   B. To start the registration process go to www.txstate.edu/cpm and open the link “Application for Academic Course Credit at the Round Rock and San Marcos Locations” and follow the instructions.
   C.

Q: Can I take classes online? (This is separate from Distance and Extended Learning.)
   B. Yes, log into the CATSWEB Self-Service and select “Advanced…then select Internet for method.” Financial aid loans normally pay. There is a $150 fee.
   C. Classes may have no live meetings or be designated as hybrid and have a few live meetings. Some classes may require prior approval.

Q: The class does not specify a prerequisite but the system will not let me register.
   A. Some classes are available only to majors and minors in a particular degree program.

Q: Can I use advanced CLEPs?
   A. Yes, there are two advanced level CLEPs: MGT 3303, MKT 3343
   B. CLEPs do not count as residency credit.
   C. Lower level CLEPs cannot be used in PD.

Q: Do CLEPs and DANTE (military) count toward the 30 hour residency requirement?
   A. No

Q: Can I look in the catalog for a degree plan?
   A: No, the ability to individualize the degree is a unique feature of the BAAS.

Q: Can I change my mind after identifying PD classes while enrolled in OCED 4350?
   A: Yes, if the classes have not been completed, it is possible to select other ones when you finalize the degree plan after the work award is posted.

Q: Are there any special considerations if I am planning to pursue a master’s degree?
   A: Yes, try to include 3000/4000 level courses in that subject as one area in PD.

Q: Can I take classes at the 5000 or 6000 level on the BAAS?
   A: No, students enrolled in master’s programs take 5000 level courses and student enrolled in doctoral programs take 6000 level courses.

Q: Could I have some advice?
   A: Yes, consider a combination of live, internet, Distance and Extended Learning, advanced CLEP, and Certified Public Manager to complete the 18 hour module.
B. Careful consideration must be given because there may be classes you prefer but they are only taught in San Marcos, during the day, or your financial aid package may not pay for some options.

Q: What if I still do not know which classes to choose?
A: Schedule an appointment with the career services liaison in the One Stop Center in Round Rock or use the office of Career Services in San Marcos to help you identify career pathways.

Q: Should I wait until enrolling in OCED 4350 so my instructor can select my classes?
A: No, prospective BAAS majors should make sure they can identify six classes to be used in PD before declaring their major as BAAS in Round Rock.

Q: How can I get more information about what is taught in each class?
A: Consult the Texas State Undergraduate Catalog online for class descriptions. On the Texas State home page at the bottom left under Quick Links: Public Access to Course Information (HB 2504) you can view the course syllabus.

Q: With a BAAS degree how will prospective employers know which classes were completed in PD and what the individual internship was?
A: This information can be included on your resume.

Q: Do the classes in PD have to relate to the area of the work award?
A: No, the PD module relates to future career goals.

Q: How many semesters are there?
A: Fall, Spring, Summer I, Summer II
Some classes are offered in a 1st or 2nd 8 week accelerated format or all summer long.

Q: Why do some online classes require special permission from OWLS?
A: If OWLS pays an instructor to teach an online section of a class for BAAS majors, students must contact the San Marcos office for special priority registration approval. (512) 245-2115 or pg02@txstate.edu

The OWLS staff works closely with other departments to identify classes which BAAS majors can enroll in at the RRC. If you have questions about specific course content or special registration requirements, contact the respective program advisor in the One Stop Center or the Advisement Center in San Marcos for the department.

In order for a class to be listed on this document, it must rotate through the Round Rock Campus on a consistent basis and be available to any BAAS major.

Occasionally a class is offered on a trial basis and should be taken that semester since it may not become part of the standard rotation.
**College of Applied Arts**  
(prefix may be CATE or CTE)

- CATE 3304  Human Relations (via DVD with 3 meetings)
- CTE 3380  Mgt of Business Office Educ. Training Programs (via TRACS with 3 meetings) (Fall)
- CATE 3381  Instructional Strategies in Bus Training Programs (via TRACS with 3 meeting) (Spring)
- CATE 3313D  Leadership & Prof Dev (hybrid)
- CTE 3340  Occupational Skills for the 21st Century (hybrid)
- OCED 3310  Human Problems in the Workplace
- CTE 3320  Effective Methods of Teaching (hybrid)
- CTE 3321  Work Based Learning (hybrid)
- CTE 3322  Teaching/Training as a Profession (hybrid)
- CTE 3323  Technology Applications (no live meetings)

CJ  
Criminal Justice classes

FCD 3355  Family Relationship

Note: (1) many CATE/CTE classes are distance learning with few or no meetings; (2) some are offered in an 8-week format; (3) they are designed for persons want to be industry trainers.

**College of Applied Arts Advising Center: Phone 512-245-1490**

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**McCoy College of Business Administration**

- MGT 3303  Management of Organizations  also available by CLEP
- MKT 3343  Principles of Marketing  also available by CLEP
- MGT 3360  Studies in Entrepreneurship

Note: (1) these are the only business classes available to BAAS majors at the RRC; (2) two additional courses are available in San Marcos: CIS 3317 and FIN 3325

**McCoy College of Business Academic Advising Center: Phone 512-245-1993**

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**College of Education**

- CI 3310  Public Education in a Multicultural Society
- CI 3315  Human Development: Learning & Behaving in Social Contexts
- CI 4350  Mathematics in the Integrated Elementary Curriculum
- CI 4355  Science in Elementary Education
- ECE 4300  The Languages of Children: Acquisition and Use
- RDG 4320  Language and Literacy in Diverse Communities
- SPED 4344  Educating Students with Mild Disabilities

Note: (1) 2.75 GPA; (2) meet any coursework prerequisites listed in the catalog or online; (3) register during the late registration period; (4) some classes are offered during the day; (5) must have prior permission from the Education Advisor.

**College of Education Advising Center: Phone 512-245-3050**
College of Fine Arts and Communication

MC 3343  Introduction to Public Relations
MC 3355  Mass Media and Society
MC 3367  Introduction to Advertising
MC 4302  History of Mass Media
MC 4303  International Advertising
MC 4305  Theory Mass Communication
MC 4309  Visual Literacy

Note: (1) some classes are offered during the afternoon and evening; (2) hybrid and online courses may also be available.

College of Fine Arts and Communication Advising Center: 512-245-1932.

College of Health Professions

Note: (1) live classes at the RRC are for nursing majors only; (2) see online schedule for HIM classes.

College of Health Professions Advising Center: 512-245-3506.

College of Liberal Arts

ENG 3303  Technical Writing
ENG 3344  Chicano Literature (offered every other fall)
PHIL 3322  Professional Ethics
PHIL 4351  Philosophy of Education
PSY 3300  Lifespan Development
PSY 3312  Adolescent Psychology
PSY 3313  Psychology of Adulthood and Aging
PSY 3315  Abnormal Psychology
PSY 3316  Personality Psychology
PSY 3331  Social Psychology
SOCI 3327  Multicultural Relations

Note: (1) some classes are offered during the day; (2) some classes require a prerequisite or PSY 1300; (3) hybrid and online courses may also be available.

Liberal Arts Advising Center: 512-245-1852.

College of Science

CS  Computer Science classes are available if the prerequisites are completed.

College of Science Advising Center: Phone 512-245-1315.
Distance Education and Internet Courses:
Approval needed via OWLS department
(Please refer to CATSWEB for the list of classes)

Some departments offer classes by distance learning either as a hybrid with a few live meetings (could be in San Marcos) or with no live meetings. Classes are available on TRACS which is accessed from the Texas State home page. You can register for these classes through CATSWEB during the normal registration periods. There may be an additional distance learning fee assessed. Financial aid normally pays for DL classes. These are designed for mature students who like to work independently.

CATE 3304  Human Relations (hybrid course)
CATE 3313D Leadership & Professional Development (hybrid course)
CTE 3320  Effective Methods of Teaching & Training (hybrid course)
CTE 3321  Work-Based Learning in CATE (hybrid course)
CTE 3322  Teaching/Learning as a Profession (hybrid course)
CTE 3323  Technology Applications
CTE 3340  Occupational Skills for 21st Century (hybrid course)
CTE 3380  Mgt of Business Office Educ. Training programs (hybrid course) (Fall)
CATE 3381  Instructional Strategies in Bus Training Programs (hybrid course) (Spring)
ENG 3303  Technical Writing
ENG 3315  Introduction to Creative Writing
ENG 3321  The Short Story
ENG 3341  Studies of World Literature (CORE application for LIT)
ENG 3343  The Interdisciplinary Approach to Literature
FCD 3355  Family Relationship
HIM
MC 3343  Introduction to Public Relations
MC 3355  Mass Media & Society (hybrid & online)
MC 3367  Advertising
POSI 3314  State and Local Government (CORE application for POSI 1310 or 1320)
POSI 3318  Public Policy Ad
PHIL 3301  Philosophical Issues (CORE application for Phil 1305 or 1320)
PHIL 3322  Professional Ethics
PSY 3313  Adult & Aging
PSY 3315  Abnormal Psychology
SOCI 3300  Principles of Sociology
PSY 3331  Social Psychology
SOCI 3325  Social Deviance
SOCI 3327  Multicultural Relations
SOCI 3328  Complex Organizations
SOCI 3349  Drugs and Society
Some departments offer classes through the Office of Distance and Extended Learning. They normally have no live meetings and may require one or two exams which can be taken at remote locations. There is a printed catalog available or the schedule can be accessed at [www.correspondence.txstate.edu](http://www.correspondence.txstate.edu) or call toll free 800-511-8656. Classes can be started at any time and you have nine months to complete the course.

Note: Financial aid loans normally do not pay- classes count towards 30 hours of residency.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJ 3329</td>
<td>Forensic Evidence</td>
</tr>
<tr>
<td>CJ 4365</td>
<td>Comparative Criminal Justice (prerequisite required)</td>
</tr>
<tr>
<td>ENG 3311</td>
<td>Practice Writing Rhetoric</td>
</tr>
<tr>
<td>ENG 3315</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>ENG 3322</td>
<td>The European Novel</td>
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<tr>
<td>ENG 3335</td>
<td>American Literature 1865-1930</td>
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<tr>
<td>ENG 3338</td>
<td>The American Novel</td>
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<tr>
<td>ENG 3368</td>
<td>The English Novel</td>
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<tr>
<td>ENG 3385</td>
<td>Children’s Literature</td>
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<tr>
<td>HIST 3315</td>
<td>History of England to 1603</td>
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<tr>
<td>HIST 3316</td>
<td>History of England Since 1603</td>
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<tr>
<td>HIST 4376</td>
<td>History of Texas Music</td>
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<tr>
<td>MC 4382L</td>
<td>Feature Writing and Freelancing</td>
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<tr>
<td>POSI 3322</td>
<td>Introduction to International Studies</td>
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<tr>
<td>POSI 4356</td>
<td>International Law</td>
</tr>
<tr>
<td>PSY 3300</td>
<td>Lifespan Development (prerequisite required)</td>
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<tr>
<td>PSY 3331</td>
<td>Social Psychology (prerequisite required)</td>
</tr>
<tr>
<td>PSY 3333</td>
<td>Industrial Psychology (prerequisite required)</td>
</tr>
<tr>
<td>PSY 4391</td>
<td>History and Theory (prerequisite required)</td>
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<tr>
<td>SOCI 3328</td>
<td>Complex Organizations</td>
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<tr>
<td>SOCI 3337</td>
<td>The Family</td>
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</tbody>
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**Certified Public Manager Extension Classes**

This is a credential that can be included in the BAAS for persons interest in supervising and management positions. You must complete the 21-hour track to earn the credential or only one or two classes could be included on the BAAS. Persons may start with any track except #7 or go to [www.txstate.edu/cpm](http://www.txstate.edu/cpm) or email Dr. Howard Balanoff at hb02@txstate.edu.

<table>
<thead>
<tr>
<th>Track</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>1</td>
<td>POSI 3318/Track 1 Public Personnel Administration</td>
</tr>
<tr>
<td>2</td>
<td>POSI 3316/Track 2 Managing for Quality</td>
</tr>
<tr>
<td>3</td>
<td>COMM 4315/Track 3 Organizational Communication</td>
</tr>
<tr>
<td>4</td>
<td>POSI 3328/Track 4 Public Finance and Budgeting</td>
</tr>
<tr>
<td>5</td>
<td>POSI 3377/Track 5 Productivity and Program Evaluation</td>
</tr>
<tr>
<td>6</td>
<td>CATE 4310/Track 6 Information Systems for Managers</td>
</tr>
<tr>
<td>7</td>
<td>POSI 4379/Track 7 Applied Projects Practicum (this is used as an advanced elective)</td>
</tr>
</tbody>
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**CLEP**

Only advanced level CLEPs can be used for professional development: MGT 3303, MKT 3343. CLEPs can be taken from any university which is designated as a CLEP center. Does not satisfy residency.

**DANTE**

Only advanced level DANTEs can be used for professional development. Active duty or retired military should contact the base education center for information. Does not satisfy residency.
**Location and Building Designations**

The BAAS degree is offered in Round Rock, San Marcos, and San Antonio. Be aware of abbreviations if you only want to take classes at the RRC. Some distance learning classes may have a few live meetings in San Marcos or San Antonio.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>RRC</td>
<td>Round Rock Campus—1555 University Blvd., Round Rock, TX 78665</td>
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<tr>
<td>AVRY</td>
<td>The name of the building in Round Rock (named for Avery family)</td>
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<tr>
<td>CAM</td>
<td>San Marcos</td>
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<tr>
<td>PED</td>
<td>Pedernales Building, San Marcos—where OWLS Office is located</td>
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<tr>
<td>AUC</td>
<td>Alamo University Center, 8300 Pat Booker Road, San Antonio</td>
</tr>
</tbody>
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**Identifying Your Professional Development Classes**

The professional development module should consist of classes from three areas with one of these combinations:

- ~6 hours from three different areas
- ~9 hours from one area; 6 hours from a second area; 3 hours from a third area
- ~12 hours from one area; 3 hours from a second area; 3 hours from a third area

The degree will state:

**Bachelor of Applied Arts and Sciences**

with a Major in

**Applied Arts and Sciences**

You may want to list the professional development courses and internship project on your resume.

**Note Name Change**

The Department of Occupational, Workforce, and Leadership Studies (OWLS)

*This document was prepared on the basis of the best information at the time of printing for fall semester. All information is subject to change without notice or obligation.*

For questions contact
Barbara Wilson
bw07@txstate.edu