

# APPLIED ADMINISTRATION



## Bachelor of Applied Arts and Sciences in Applied Administration (BAAS-AA)

The Bachelor of Applied Arts and Sciences in Applied Administration (BAAS-AA) is a versatile multidisciplinary degree designed as a stepping stone for:

- students who have completed an AAS degree, and would like to continue on to a bachelor's degree.
- working adults who want to advance their careers into a supervisory or administrative positions within their company, industry, or particular field.

Graduates of the program find administration or supervisory career options within:

- Business-related organizations
- Law offices (may satisfy bachelor's degree requirement for admission to law school)
- Healthcare administration (including, but not limited to medical and diagnostic laboratories, general medical and surgical hospitals, and physicians' offices)
- Computer networking, programming and integrated technology
- Construction projects
- Non-profit organizations

## About the Program

For admission to the BAAS-AA program, students must complete an Associate of Applied Science (AAS) degree that includes an integrated block of workforce development technical/occupational courses in business, paralegal, health, technology, and other fields.

The UHD BAAS-AA degree is an exceptional program in that it integrates with AAS, enabling students to earn a four-year degree with a minimal loss of AAS credit hours. **Students may transfer up to 78 hours from an accredited community college or university.**

## Getting Started

1. **Apply for Admissions**  
[applytexas.org](http://applytexas.org)
2. **Apply for Financial Aid**  
[fafsa.ed.gov](http://fafsa.ed.gov)
3. **Fulfill Testing Requirements**  
[uhd.edu/testing](http://uhd.edu/testing)
4. **Get Advised and Register**  
[uhd.edu/academics/advising](http://uhd.edu/academics/advising)
5. **Pay for Classes**  
[uhd.edu/cashiers](http://uhd.edu/cashiers)
6. **Prepare for Class**

For more information, visit:  
[uhd.edu/admissions](http://uhd.edu/admissions)

## Median Salary

According to the U.S. Department of Labor Bureau of Labor Statistics (BLS), the national average salary of a Database Administrator is **\$84,950**, IT Administrator is **\$79,700**, and Medical and Health Services Manager is **\$96,540**.

## Earn Your Degree:

- Online

## Contact

University of Houston-Downtown  
713-223-7992  
[uhd.edu/baas](http://uhd.edu/baas)

The BAAS-AA degree is completely online, and is a very flexible program. With a focus on building effective communication, collaboration and leadership skills, program courses include:

- Human Resources
- Administrative Communication
- Decision Making Skills
- Information Systems
- Budgeting
- Change Management
- Negotiation & Mediation
- Project Administration

A new concentration in Safety Management, in partnership with Engineering Technology, is available through the BAAS-AA degree program.

The Safety Management concentration—18 hours of Safety Management, Engineering Technology, and related courses—focuses on occupational safety techniques and systems safety management, with elective options for offshore safety and inspection, construction safety, industrial loss prevention, industrial safety; human factors in fire and safety, and safety & violence.

Graduates of the BAAS-AA program, with a Safety Management concentration, may be qualified for careers as safety analysts, safety directors, safety administrators, corporate health officers, and public health investigators through public and private sector businesses, corporations, and government agencies in multiple industries—including construction, distribution, insurance, oil & gas, and energy.

*Affiliate yourself with the American Society of Safety Engineers (active UHD chapter), and National Association of Safety Professionals to network and learn more about the field.*



## Career Options

A Bachelor of Applied Arts and Sciences in Applied Administration prepares graduates for a variety of careers:

