Students interested in pursing a Bachelor of Applied Arts & Sciences degree in Applied Administration at the University of Houston- Downtown must hold an Associate of Applied Science (AAS) degree that includes an integrated block of workforce development technical/occupational courses in business, health, computer, construction-related, and other fields.

### General Education Core Curriculum

#### Lee College

- Written Communication (6 hours) 010
- ENGL 1301 English Composition I
- ENGL 1302 English Composition II

#### Oral Communication (3 hours) 011

*Select one of the following:*
- SPCH 1311 Introduction to Speech Communication
- SPCH 1315 Principles of Public Speaking
- SPCH 1318 Interpersonal Communication
- SPCH 1321 Business & Professional Communication*

Any course taken to complete this core component not listed above will satisfy the requirement at UHD.

For a complete list of all fully transferable Lee College Communication courses and options check the 2012-2013 Catalog.

#### Mathematics (3 hours) 020

- MATH 1314 College Algebra or
- MATH 1332 Contemporary Mathematics I or
- any math which has college algebra as a prerequisite

### General Education Core Curriculum

#### UHD

- Written Communication (6 hours) 010
- ENG 1301 Composition I
- ENG 1302 Composition II

#### Oral Communication (3 hours) 011

*Select one of the following:*
- COMM 1304 Introduction to Speech Communication
- COMM 1306 Beginning Public Speaking
- COMM 2309 Interpersonal Communication
- COMM 3306 Business & Professional Speech Comm

### Mathematics (3 hours) 020

- MATH 1301 College Algebra or
- MATH 1310 College Mathematics for Liberal Arts

### Natural Science (8 hours) 030

*Two lecture/laboratory courses from*

- BIOL, CHEM, GEOL, ENVR, or PHYS

(Note: Lecture must include lab hours or have a co-requisite of 1-2 hours labs)

Any course taken to complete this core component not listed above will satisfy the requirement at UHD.

For a complete list of all fully transferable Lee College Natural Science courses and options check the 2012-2013 Catalog.

### Humanities (3 hours) 040

- Any course which has college English as a prerequisite
For a complete list of all fully transferable LC Humanities core course options check the 2012-2013 Catalog.

**NOTE**: Students should consider taking a sophomore literature class to meet future prerequisites.

### Visual and Performing Arts (3 hours) 050
- Select one of the following:
  - ARCH, ARTS, DRAM or MUSI

### American History (6 hours) 060
- HIST 1301 History of the U.S. to 1877
- HIST 1302 History of the U.S. Since 1877
- HIST 2301 History of Texas
- (Select 6 hours with 3 hours from U.S. History)

### Government (6 hours) 070
- GOVT 2301 American Government I
- GOVT 2302 American Government II
- POLS 2303 United States Government I
- POLS 2304 United States Government II

### Social/Behavioral Science (3 hours) 080
- Select one of the following:
  - GEOG 1303 World Regional Geography
  - PSYC 2301 Introduction to Psychology
  - SOCI 1301 Introductory Sociology
  - PSY 1303 Introduction to Psychology
  - SOC 1303 Principles of Sociology

Any course taken to complete this core component not listed above will satisfy the requirement at UHD.

For a complete list of all fully transferable Lee College Social/Behavioral courses and options check the 2012-2013 catalog.

### Computer Literacy (3 hours) 090
- BCIS 1405 Business Computer Applications
- EIS 1301 Introduction to Computer Based Systems

### Kinesiology (1 hour) 090
- Any One hour KINE course

For a complete list of all fully transferable Lee College KINE course options check the 2012-2013 Lee College Catalog.

A transfer student who has successfully completed all of the common core requirements at Lee College or another institution of higher education will satisfy all the UHD common core requirements. If not all of the common core requirements have been completed prior to the transfer, each core course transferred will be credited and will satisfy the corresponding common core requirements at UHD. Remaining UHD Common Core requirements must be satisfied. All prerequisites for UHD courses must be met.

Courses not listed on this sheet that satisfy core curriculum components (see italicized number) satisfy the equivalent component at the transferring institution or as free elective.
Courses in technical major from transcript for AAS Degree (36 hours)

**NOTE:** Any combination of technical classes will be applied in this area, but students MUST have completed the Associate of Applied Science to qualify for this degree program. The program Director will determine which 36 hours will be applied.

**Applied Administration Major Requirements (30 hrs)**
- AA 3301 Professional Ethics
- AA 3302 Administrative Communication
- AA 3303 Information Technology Administration
- AA 3304 Budgeting for Administrators
- AA 3305 Human Resources Administration
- AA 3306 Decision Making Skills for Administrators
- AA 3307 Administrative Leadership
- AA 3308 Negotiation and Mediation Skills
- AA 3310 Administering Organizational Change
- AA 4305 Project Administration

**Prescribed Electives Courses (9 hours)**

*Select 3 courses for 9 hours from the courses listed below:*
- AA 4301 Administering Budgets and Cost Centers
- AA 4303 Economics for Administrators
- AA 4306 Administration of Technological Resources
- AA 4307 Network Security Administration
- AA 4308 Global Economic Environment
- AA 4380 Field Experience in Applied Administration
- AA 4390 Special topics in Applied Administration
- AA 4399 Directed Study in Applied Administration
- PSY 3301 Industrial/Organizational Psychology
- POLS 4319 Non-Profit Organizations in American Society

**Free Upper Division Electives (3 hours)**

**NOTE:** No UHD College of Business courses.

**Total number of hours required for BAAS with major in Applied Administration (120 hours)**

**Admission and Declaration of Major**

Students who have a GPA of 2.5 or higher at UHD or the last institution attended may be admitted to the BAAS in Applied Administration if they meet the following criteria:

- Completion of an AAS degree from a community college,
- Satisfactory completion of Texas Success Initiative (TSI) requirements, and
- No transcript or cashier holds.

Students may declare their major in Applied Administration if they meet the above criteria.
Courses taken at Lee College do not transfer as Upper Level courses.

For more information look at the current UHD catalog, call 713-223-7992, or visit the University College Website.