

**Bachelor of Applied Arts and Sciences (BAAS)  
 Applied Administration Worksheet**

**UNOFFICIAL**

THIS WORKSHEET IS BASED ON THE **2024-25** UHD CATALOG  
 AND IS SUBJECT TO CHANGE WITHOUT NOTICE

**Students in the BAAS in Applied Administration program may not take courses in the Marilyn Davies College of Business BBA Programs.**

**Requirements to be an Applied Administration major:**

- Completion of an Associate of Applied Science (AAS) degree from an institution accredited by a Texas Higher Education Coordinating Board recognized accrediting agency.
- Minimum UHD GPA 2.25 (current UHD students) OR minimum 2.25 GPA from last institution attended (incoming transfer students only).

**Learning how to read this worksheet:**

- Prerequisites and corequisites for most courses are noted in *[Italics/Brackets]*. See [catalog course descriptions](#). Prerequisite courses must be taken prior to the desired course; corequisite courses may be taken together in the same term.
- Lower Level (LL) = 1xxx (Freshman) or 2xxx (Sophomore);  
 Upper Level (UL) = 3xxx (Junior) or 4xxx (Senior) = Advanced.
- The 2nd digit of a course indicates semester credit hours (e.g. ENG 1302 = 3 hours).
- All technical courses must be completed at a community college. All students must complete the Texas Common Core to earn the Bachelor of Applied Arts and Sciences in Applied Administration degree.

**Texas Common Core Requirements (42 credit hours):**

**ENG 1301** (010) Composition I  
 **Mathematics** (020)

**Life & Physical Sciences** (030)  
 **American History** (060)  
 **Component Area Option** (090)  
 **Language, Philosophy & Culture** (040)  
 **POLS 2305** (070) Federal Government

**ENG 1302** (010) Composition II

**Creative Arts** (050)  
 **Life & Physical Sciences** (030)  
 **American History** (060)  
 **Component Area Option** (090)  
 **Social & Behavioral Science** (080)  
 **POLS 2306** (070) Texas Government

**AAS Degree Technical Credits (36 credit hours):**

**Technical credits completed:** \_\_\_\_\_

**Technical credits remaining:** \_\_\_\_\_

## Junior Year:

### Semester I

- AA 3301** Professional Ethics  
*[60 completed hours & declared BAAS major]*
- AA 3302** Administrative Communication  
*[60 completed hours & non-business major]* **OR**  
**TCOM 3302** Business & Tech Report Writing *[ENG 1302 and Core Lang, Phil, Cult.]*
- AA 3303** Information Technology Admin.  
*[60 completed hours & non-business major]*
- AA 3304** Budgeting for Administrators  
*[60 completed hours, non-business major, and Core Mathematics]*

## Senior Year:

### Semester I

- AA 3310** Organizational Change  
*[60 completed hours & non-business major]*
- Prescribed Elective (see list below)**
- Prescribed Elective (see list below)**
- UL Free elective**  
*[33xx or 43xx; No MDCOB BBA Program courses; courses taken for major and prescribed electives cannot double count for the UL Free elective]*

### Semester II

- AA 3305** Human Resources Admin.  
*[60 completed hours & non-business major]*
- AA 3306** Decision Making Skills for Adm.  
*[60 completed hours & non-business major]*
- AA 3307** Administrative Leadership,  
*[60 completed hours & non-business major]*
- AA 3308** Negotiation Skills for Adm.  
*[60 completed hours & non-business major]*

### Semester II *Apply for graduation before final semester*

- AA 4305** Project Administration  
*[Prerequisites: AA 3303, AA 3304, AA 3305, AA 3306; Co-requisites: AA 3302 or TCOM 3302 and AA 3307]*
- Prescribed Elective (see list below)**

## Prescribed Elective Courses: (Select 3 courses for 9 hours from the courses listed below):

<input type="checkbox"/>	<b>AA 4301</b>	Administering Budgets and Cost Centers <i>[AA 3304]</i>
<input type="checkbox"/>	<b>AA 4303</b>	Economics for Administrators <i>[AA 3306]</i>
<input type="checkbox"/>	<b>AA 4306</b>	Administration of Technological Resources <i>[AA 3303]</i>
<input type="checkbox"/>	<b>AA 4307</b>	Network Security Administration <i>[AA 3303]</i>
<input type="checkbox"/>	<b>AA 4308</b>	Global Economic Environment <i>[AA 3304 and AA 3306]</i>
<input type="checkbox"/>	<b>AA 4380</b>	Field Experience in Applied Administration <i>[see catalog]</i>
<input type="checkbox"/>	<b>AA 4390</b>	Selected Topics in Applied Administration <i>[see catalog]</i>
<input type="checkbox"/>	<b>AA 4399</b>	Directed Studies in Applied Administration <i>[see catalog]</i>
<input type="checkbox"/>	<b>PSY 3301</b>	Industrial/Organizational Psychology <i>[PSY 1303]</i>
<input type="checkbox"/>	<b>POLS 4319</b>	Non-Profit Organizations in American Society <i>[POLS 2305; POLS 2306]</i>

**Total number of hours required for BAAS in Applied Administration: 120**

**Minimum 2.00 UHD GPA and 2.00 Applied Administration GPA are required for graduation.**

## Have Questions or Need Information?

- Marilyn Davies College of Business Website: [website](#)
- Marilyn Davies College of Business Advising Office: [website](#)  
B-101, Shea Street Building Email Address: [cobadvise@uhd.edu](mailto:cobadvise@uhd.edu) (713) 221-8675
- Department Chair: [Dr. Nathan Neale](#) (713) 223-7962
- Marilyn Davies College of Business Career Center: [uhd.edu/cobcareer](http://uhd.edu/cobcareer)  
B-104, Shea Street Building Email Address: [cobcareercenter@uhd.edu](mailto:cobcareercenter@uhd.edu) (713) 221-5011
- Office of Admissions: [uhd.edu/admissions](http://uhd.edu/admissions) GSB 308 (713) 221-8522
- Office of Scholarships and Financial Aid: [uhd.edu/financial](http://uhd.edu/financial) S350 (713) 221-8041
- Registrar's Office: [uhd.edu/registrar](http://uhd.edu/registrar) N330 (713) 221-8999
- Student Business Services: [uhd.edu/cashiers](http://uhd.edu/cashiers) S310 (713) 221-8196