

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

UNOFFICIAL

THIS WORKSHEET IS BASED ON THE **2026-27** 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)
 New Student Seminar (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)
 Oral Communication (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 & declared BAAS major]* **OR**
TCOM 3302 Business & Tech Report Writing *[ENG 1302 and Core Lang, Phil, Cult.]*
- AA 3303** Information Technology Admin.
[60 completed hours & declared BAAS major]
- AA 3304** Budgeting for Administrators
[60 completed hours, declared BAAS major, and Core Mathematics]

Semester II

- HRM 3302** Foundations of HRM
[Junior standing or departmental approval]
- AA 3306** Decision Making Skills for Adm.
[60 completed hours & declared BAAS major]
- MGT 4308** Managerial Leadership,
[Junior standing or departmental approval]
- AA 3308** Negotiation & Mediation
[60 completed hours & declared BAAS major]

Senior Year:

Semester I

- AA 3310** Administering Org. Change
[60 completed hours & declared BAAS major]
- Prescribed Elective (see list below)**
- Prescribed Elective (see list below)**
- Upper Level Elective**
[See advisement report in myUHD for list of course options; courses taken for major and prescribed electives cannot double count for the Upper Level Elective]. Suggested subject areas: COMM, MUS, HEA, SOC [check catalog for prerequisites]

Semester II

- AA 4395** Appl. Admin. Capstone
[Prerequisites: AA 3303, AA 3304, HRM 3302, AA 3306; Co-requisites: AA 3302 or TCOM 3302 and MGT 4308]
- Prescribed Elective (see list below)**

Prescribed Elective Courses: (Select 3 courses from the list below):

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

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: uhd.edu/business
- Marilyn Davies College of Business Advising Center:
B-101, Shea Street Building Email Address: cobadvise@uhd.edu (713) 221-8675
- Program Coordinator: [Dr. Jarvis Thomas](#); Department Chair: [Dr. Julio Canedo Soto](#)
- Center for Career & Professional Development at MDCOB: uhd.edu/ccpd
B-104, Shea Street Building Email Address: ccpd@uhd.edu (713) 221-8980
- Office of Admissions: uhd.edu/admissions SLC 101 (713) 221-8522
- Office of Scholarships and Financial Aid: uhd.edu/financial S350 (713) 221-8041
- Registrar's Office: uhd.edu/registrar N330 (713) 221-8999
- Student Business Services: uhd.edu/cashiers S310 (713) 221-8196