HCC Associate of Applied Science to University of Houston-Downtown
Bachelor of Applied Arts & Sciences in Applied Administration

4 – Year Suggested Academic Plan for Transfer (1), Effective 2025-2026 Catalog Year							
First Year Freshman							
First Semester				**Second Semester**			
HCC	UHD	Course Name	Hrs	HCC	UHD	Course Name	Hrs
EDUC 1300 (2)		Learning Framework	3				
Complete courses required for your chosen Workforce Program (AAS) at HCC.				Complete courses required for your chosen Workforce Program (AAS) at HCC.			
Total			15 18	**Total**			15 18
Summer Session							
Complete additional general education (core curriculum) courses that were not required for your chosen Workforce Program (AAS) but will satisfy core curriculum. (3)				Complete additional general education (core curriculum) courses that were not required for your chosen Workforce Program (AAS) but will satisfy core curriculum. (3)			
Total			3	**Total**			3
Second Year Sophomore							
First Semester				**Second Semester**			
HCC	UHD	Course Name	Hrs	HCC	UHD	Course Name	Hrs
Complete courses required for your chosen Workforce Program (AAS) at HCC.				Complete courses required for your chosen Workforce Program (AAS) at HCC.			
Total			15 18	**Total**			15 18
Summer Session							
Complete additional general education (core curriculum) courses that were not required for your chosen Workforce Program (AAS) but will satisfy core curriculum. (3)				Complete additional general education (core curriculum) courses that were not required for your chosen Workforce Program (AAS) but will satisfy core curriculum. (3)			
Total			3	**Total**			3
Third Year – Junior							
First Semester				**Second Semester**			
HCC	UHD	Course Name	Hrs	HCC	UHD	Course Name	Hrs
	AA 3301	Professional Ethics	3		AA 3302	Administrative Communication	3
	Free UD Elective	Any non-business upper division elective	3		AA 3303	Information Technology Administration	3
	Gen. Ed. (Core)	Complete additional core courses (3)	3		AA 3304	Budgeting for Administrators	3
	Gen. Ed. (Core)	Complete additional core courses (3)	3		Gen. Ed. (Core)	Complete additional core courses (3)	3
	Gen. Ed. (Core)	Complete additional core courses (3)	3		Gen. Ed. (Core)	Complete additional core courses (3)	3
Total			15	**Total**			15
Fourth Year - Senior							
First Semester				**Second Semester**			
HCC	UHD	Course Name	Hrs	HCC	UHD	Course Name	Hrs
	AA 3305	Human Resources Administration	3		AA 3308	Negotiation & Mediation	3
	AA 3306	Decision Making Skills for Administrators	3		AA 3310	Administering Organizational Change	3
	AA 3307	Administrative Leadership	3		AA 4305	Project Administration	3
	Prescribed Elect.	Prescribed Elective	3		Prescribed Elect.	Prescribed Elective	3
	Prescribed Elect.	Prescribed Elective	3				
Total			15	**Total**			12

Notes/Comments:

(1) Students must hold an Associate of Applied Science degree and have a transfer GPA of 2.25 or higher to be eligible for the BAAS-AA program. The BAAS-AA is a 120-credit hour degree program. It accepts 36 credit hours of the workforce courses, regardless of the number of credit hours of workforce courses are required for completion of the AAS degree.

(2) EDUC 1300 is required for First Time in College (FTIC) students only.

(3) In addition to the completion of the AAS degree at HCC, students can complete the rest of the statewide core curriculum courses either at HCC or UHD. Students can be enrolled in both institutions concurrently towards completion of the AAS or the AA degree.

(4) BAAS-AA & BAAS-APAL, the total number of statewide Core Curriculum courses is 14

Updated: 9-23-2025

Transfer Information

Program Specific Information:
Bachelor of Applied Arts & Sciences – Applied Administration

Program Specific Requirements:
None

Program Admissions Requirements:
Students continuing at UHD who meet the following criteria may be admitted into the BAAS in Applied Administration degree program as a declared major:

- UHD GPA of 2.25 or higher
- Completion of an Associate of Applied Science (AAS) degree from an institution accredited by a Texas Higher Education Coordinating Board recognized accrediting agency

Students transferring to UHD who meet the following criteria may be admitted into the BAAS in Applied Administration degree program as a declared major:

- Transfer GPA of 2.25 or higher
- Completion of an Associate of Applied Science (AAS) degree from an institution accredited by a Texas Higher Education Coordinating Board recognized accrediting agency

Transfer of Credit & Student Benefits:
- Credits from HCC that are transferrable to UHD degree programs may be specified in any program-to-program articulation agreement.
- Reverse transfer
- HCC students will be allowed access to academic advising services at UHD
- HCC Honors students admitted to UHD will receive:
  - Acceptance to UHD Honors Program with a minimum GPA (GPA varies by the College in which the program resides)
  - UHD will accept a minimum of 12 hours of transfer Honors credit; eligible for merit and need-based aid commensurate with qualifications