

Bachelor of Applied Arts and Sciences with a Major in Applied Administration

The following is a recommended 4-year curriculum plan that allows Houston Community College students to graduate with an Associate of Applied Science (AAS) degree and a Bachelor of Applied Arts & Sciences with a Major in Applied Administration (BAAS-AA) degree. The BAAS-AA accepts all AAS degrees from HCC, regardless of discipline. The tables below give a four-year degree plan with course hours in total for each semester of the AAS degree and the BAAS-AA degree. Each AAS degree discipline will vary in the required courses for each semester.

The current HCC Catalog and University of Houston Downtown Catalog will have final authority over degree requirements.

YEAR 1 at Houston Community College (Associate of Applied Science – All disciplines)

Semester 1		Semester 2	
Course	Credit Hours	Course	Credit Hours
Occupational/Technical Courses for AAS	12	Occupational/Technical Courses for AAS	9
General Education (aka Core) Courses for AAS	3	General Education (aka Core) Courses for AAS	6
**Additional General Education Course (not required for the AAS degree)	3	**Additional General Education (aka Core) Course (not required for the AAS degree)	3
Total Semester Hours	15 or 18	Total Semester Hours	15 or 18

YEAR 2 at Houston Community College (Associate of Applied Science – All disciplines)

Semester 3		Semester 4	
Course	Credit Hours	Course	Credit Hours
Occupational/Technical Courses for AAS	12	Occupational/Technical Courses for AAS	12
General Education (aka Core) Courses for AAS	3	General Education (aka Core) Courses for AAS	3
**Additional General Education (aka Core) Course (not required for the AAS degree)	3	**Additional General Education (aka Core) Course (not required for the AAS degree)	3
Total Semester Hours	15 or 18	Total Semester Hours	15 or 18
		Total Hours AAS Degree	60**

*Upon successful completion of the requirements, students may be eligible to obtain an Associate of Applied Science degree from Houston Community College. 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.

**Many AAS degrees from HCC require 15 credit hours of General Education courses, but some may require up to 21 credit hours. Most AAS degrees at HCC require a total of 60 credit hours. The BAAS-AA requires and accepts the state-mandated 42 credit hours of General Education courses and total of 36 credit hours of Occupational/Technical courses in transfer from the AAS degree. To stay on track for a 4-year degree completion, students are encouraged to complete additional General Education courses during the first 2 years at HCC. Otherwise, students may choose to be dual-enrolled at HCC and UHD and take the remaining General Education courses at HCC, or they may choose to take the remaining General Education courses at UHD. However, doing so may result in additional semesters to complete the BAAS-AA.

YEAR 3 at UHD (possibly dual-enrolled HCC)

Semester 5		Semester 6	
Course #	Credit	Course #	Credit Hours
AA 3301 Professional Ethics	3	AA 3302 Administrative Communication	3
Free Upper Division Elective	3	AA 3303 Information Technology Administration	3
General Education (aka Core) Course	3	AA 3304 Budgeting for Administrators	3
General Education (aka Core) Course	3	General Education (aka Core) Course	3
General Education (aka Core) Course	3	General Education (aka Core) Course	3
Total Semester Hours		15	
		15	

YEAR 4 at UHD

Semester 7		Semester 8	
Course #	Credit Hours	Course #	Credit Hours
AA 3305 Human Resources Administration	3	AA 3308 Negotiation and 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 Elective	3	Prescribed Elective	3
Prescribed Elective	3		
Total Semester Hours		Total Semester Hours	
15		12	
		Total Hours Degree	
		120***	

At the end of Year 4, having completed all degree and course requirements, students graduate from UHD with a Bachelor of Applied Arts and Sciences with a Major in Applied Administration.

***The BAAS-AA is a 120-credit hour degree program. It accepts 36 credit hours of the occupational/technical courses, regardless of the number of credit hours of occupational/technical courses are required for completion of the AAS degree. This example shows a minimal loss of 9 semester credit hours of occupational/technical courses.

The current HCC Catalog and University of Houston Downtown Catalog will have final authority over degree requirements.

We recommend that you meet with a UHD Academic Advisor to develop your own plan.