

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

UNOFFICIAL

THIS WORKSHEET IS BASED ON THE **2025-26** 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)**
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- ☐ **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]. Suggested subject areas: COMM, MUS, HEA, SOC [check catalog for prerequisites]

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.
- ☐ **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 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: [website](#)
- Marilyn Davies College of Business Advising Office: [website](#)
B-101, Shea Street Building Email Address: cobadvise@uhd.edu (713) 221-8675
- Program Coordinator: [Dr. Jarvis Thomas](#); Department Chair: [Dr. Julio Canedo Soto](#)
- Marilyn Davies College of Business Career Center: uhd.edu/cobcareer
B-104, Shea Street Building Email Address: cobcareercenter@uhd.edu (713) 221-5011
- Office of Admissions: uhd.edu/admissions GSB 308 (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