

**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)**
- ☐ **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]. 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](mailto:cobadvise@uhd.edu) (713) 221-8675
- Program Coordinator: [Dr. Jarvis Thomas](#); Department Chair: [Dr. Nathan Neale](#)
- 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