

**Bachelor of Applied Arts and Sciences (BAAS)  
Applied Administration  
Applied Public Administration and Leadership (APAL) Concentration**

**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.**

**Admission and Declaration of Major With APAL Concentration:**

- 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).
- Evidence of 3 years' work experience in Public Administration to include city, county, or state governmental agency, public school system, university/college or non-profit organization is recommended but not required.

**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.
- 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

*['C' or better in ENG 1301]*

☐ **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:

### Fall Semester

- ☐ **AACB 3301** Professional Ethics  
[Declared BAAS-AA-APAL major]
- ☐ **AACB 3303** Info Technology Adm  
[Declared BAAS-AA-APAL major]
- ☐ **AACB 3304** Budgeting for Adm  
[Declared BAAS-AA-APAL major and Core Mathematics]
- ☐ **AACB 3305** Human Resources Adm **OR**  
**AACB 4301** Administering Budgets & Cost Centers  
[Declared BAAS-AA-APAL major]

### Spring Semester

- ☐ **AACB 3306** Decision Making Skills  
[Declared BAAS-AA-APAL major]
- ☐ **AACB 3307** Administrative Leadership  
[Declared BAAS-AA-APAL major]
- ☐ **APAL 3301** Cultural Competency  
[Declared BAAS-AA-APAL major]
- ☐ **APAL 4307** Data Analysis, Assess & Eval  
[Declared BAAS-AA-APAL major & Core Mathematics]

### Summer Semester

- ☐ **APAL Elective** ☐ **APAL Elective**  
[Declared BAAS-AA-APAL major]

## Senior Year:

### Fall Semester [Apply for graduation before final semester]

- ☐ **APAL 3302** Internal & External Comm  
[Declared BAAS-AA-APAL major]
- ☐ **APAL 4305** Adm Law & Bureaucracy  
[Declared BAAS-AA-APAL major]
- ☐ **AACB 3310** Organizational Change  
[Declared BAAS-AA-APAL major]
- ☐ **AACB 4305** Project Administration  
[Declared BAAS-AA-APAL major, AACB 3303, AACB 3304, AACB 3305 or equivalent, AACB 3306; Co-requisites: APAL 3302, AACB 3307]

### IMPORTANT NOTES:

- All AACB and APAL courses require grades of 'B' or better.
- AACB/APAL class schedule is strictly held; completion of the Core Math requirement is recommended before entering the BAAS-AA-APAL program.
- See catalog and advisement report in myUHD for approved APAL Electives.

**Total number of hours required for BAAS in Applied Administration: 120**

**Minimum 2.00 UHD GPA is required for graduation.**

### Have Questions or Need Information?

- Marilyn Davies College of Business Website: [uhd.edu/academics/business](http://uhd.edu/academics/business)
- 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: [website](#)  
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