University of Houston-Downtown
Marilyn Davies College of Business

Bachelor of Applied Arts and Sciences in

APPLIED ADMINISTRATION



The Bachelor of Applied Arts and Sciences in Applied Administration (BAAS-AA) is a versatile multidisciplinary degree designed as a stepping stone for:

- **Students with an AAS degree continuing on to a bachelor's degree.**
- **Working adults wanting to advance their careers into a supervisory or administrative positions.**

About the Program

For admission to the BAAS-AA program, students must complete an Associate of Applied Sciences (AAS) degree that includes an integrated block of workforce development technical/occupational courses in business, paralegal, health, technology, and other fields.

The UHD BAAS-AA degree is an exceptional program in that it integrates with AAS, enabling students to earn a four-year degree with a minimal loss of AAS credit hours. Students must transfer up to 78 hours from an accredited community college or university.

The BAAS-AA degree is completely online, and is a very flexible program. With a focus on building effective communication, collaboration and leadership skills, program courses include:

- Human Resources
- Administrative Communication
- Decision Making Skills
- Information Systems
- Budgeting
- Organizational Change
- Negotiation & Mediation
- Project Administration

A concentration in Safety Management, in partnership with Engineering Technology, is available through the BAAS-AA degree program. The Safety Management—18 hours of Safety Management, Engineering Technology, and related courses—focuses on occupational safety techniques and systems safety management, with elective options for offshore safety and inspection, construction safety, industrial loss prevention, industrial safety; human factors in fire and safety, and safety & violence.

Next Steps

Applicants must complete and submit all of the following items:

- Apply for admissions online via Apply Texas: **applytexas.org**
- Submit your $50 application fee
- Apply for Financial Aid **fafsa.ed.gov**
- Fulfill Testing Requirements **uhd.edu/testing**
- Get Advised and Register **uhd.edu/academics/advising**
- Pay for Classes **uhd.edu/cashiers**
- Prepare for Class

Delivery Options

- Online

Contact

- **BAAS-AppliedAdministrationProgram@uhd.edu**

Scan QR Code or visit **uhd.edu/baas** for more information

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APPLIED ADMINISTRATION

with a Concentration in Applied Public Administration and Leadership

Applied Public Administration and Leadership is a new concentration offered within the existing BAAS-AA degree program, and is aimed at strengthening the skills and knowledge of those serving the public sector. This program was designed for:

- **Seasoned professionals with extensive career experience, who have not completed their undergraduate degree.**
- **Professionals seeking to elevate their careers to leadership and administrative positions that require a university degree.**

About the Program

BAAS-AA is a 120-hour-credit program that focuses on building effective communication, collaboration and leadership skills. Students admitted in the APAL concentration must have an Associate of Applied Science (AAS) degree, as well as three years of work experience in public administration, a non-profit, or related fields.

Students have the option of further specializing their APAL concentration by choosing either a General or a Police or Fire Track. Both tracks offer an accelerated curriculum, which means that students who demonstrate a mastery of principles outlined in the courses, have the opportunity to advance through the program in a timely manner.



BAAS-AA-APAL is an entirely online 42-hour-credit program that includes:

- BAAS core classes (24 hours)
- APAL technical core classes (12 hours) - choice of either the General or Police and Fire track
- APAL electives (6 hours)

The UHD BAAS-AA degree is an exceptional program in that it integrates with AAS, enabling students to earn a four-year degree with a minimal loss of AAS, enabling students to earn a four-year degree with a minimal loss of AAS credit hours. Students may transfer up to 78 hours from an accredited community college or university to meet the BAAS-AA degree requirements.

With a focus on building effective communication, collaboration and leadership skills, courses within the APAL concentration program include:

- Human Resources
- Budgeting
- Professional Ethics
- Cultural Competence
- Crisis Management and Communication
- Negotiation
- Information Technology
- Project Administration

Delivery Options

- Online

Contact

For more information regarding BAAS-AA, email:

- **BAAS_AA_APAL@uhd.edu**

Scan QR Code or visit uhd.edu/baas-aa-apal for more information

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