

Name: _____ I.D. # _____ Evaluated by: _____

**University of Houston-Downtown
University College
Bachelor of Applied Arts and Sciences (BAAS)
Major in Applied Administration
Concentration in Safety Management
Program Guide
UNOFFICIAL**

Applicability to an official degree plan is determined solely by the BAAS-AA Program when student files for plan
This program guide is based on the 2015-2016 UHD Catalog

Students in the BAAS in Applied Administration program may not take UHD College of Business courses.

Requirements to Declare a Major in Applied Administration with a Concentration in Safety Management:

- Students must hold an Associate of Applied Science (AAS) or Associate of Applied Technology (AAT) degree that includes an integrated block of workforce development technical/occupational courses in safety management-related fields.
- Currently admitted students at UHD whose GPA is 2.25 or higher at UHD may declare their major in Applied Administration; or currently admitted UHD students who have not previously attended UHD whose GPA is 2.25 or higher at the last institution attended may declare their major in Applied Administration.
- Students must be TSI complete.

Common Core Requirements:

42 hrs

<input type="checkbox"/> ENG 1301 (010)	Composition I
<input type="checkbox"/> ENG 1302 (010)	Composition II
<input type="checkbox"/> MATH 1301 (020)	College Algebra or higher level MATH
<input type="checkbox"/> & LIFE & PHYS SCI (030)	Life & Phys Science Courses (2 semesters) _____ & _____
<input type="checkbox"/> LANG, PHIL, CULT (040)	Language, Philosophy and Culture
<input type="checkbox"/> CREATIVE ARTS (050)	Creative Arts (3 hours - Art, Drama, Dance, Music, or Creative Writing)
<input type="checkbox"/> HIST 1305 (060)	U.S. History to 1877 (or equivalent)
<input type="checkbox"/> HIST 1306 (060)	U.S. History after 1877 (or equivalent)
<input type="checkbox"/> POLS 2305 (070)	Federal Government
<input type="checkbox"/> POLS 2306 (070)	Texas Government
<input type="checkbox"/> SOC/BEHAV. SCI. (080)	Course selected from: ANTH 2302; CJ 1301; ECO 1305; FIN 1330; PSY1303; or SOC 1303
<input type="checkbox"/> UHD 1301-8/2301-8 (090)	Freshman Seminar/University Seminar
<input type="checkbox"/> COMM/ENG (090)	Course selected from COMM1301/1302/1304/1306/1309/2307/2309/2311 or ENG 1306

Courses in technical major from transcript for AAS/AAT Degree:

36 hrs

<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____

Applied Administration Major Requirements:**24 hrs**

Course Number	Course Title (Prerequisites)
<input type="checkbox"/> AA 3301	Professional Ethics (<i>60 completed hours and declared non-business major</i>)
<input type="checkbox"/> AA 3304	Budgeting for Administrators (<i>60 completed hours, declared non-business major and MATH 1301/1310</i>)
<input type="checkbox"/> AA 3305	Human Resources Administration (<i>60 completed hours, declared non-business major and completion of Common Core</i>)
<input type="checkbox"/> AA 3306	Decision Making Skills for Administrators (<i>60 completed hours, declared non-business major and completion of Common Core</i>)
<input type="checkbox"/> AA 3307	Administrative Leadership (<i>60 completed hours, declared non-business major and completion of Common Core</i>)
<input type="checkbox"/> AA 3308	Negotiation and Mediation (<i>60 completed hours, declared non-business major and completion of Common Core</i>)
<input type="checkbox"/> AA 3310	Administering Organizational Change (<i>60 completed hours, declared non-business major and completion of Common Core</i>)
<input type="checkbox"/> ENG 3302	Business & Technical Report Writing (<i>ENG 1302 and Lang, Phil, Cult Core Comp</i>)

Technical Core in Concentration:**12 hrs**

<input type="checkbox"/> ENGR 3380	Occupational Safety Techniques (<i>MATH 1301</i>)
<input type="checkbox"/> ENGR 4330	Systems Safety Management (<i>ENG 1302, MATH 1301, and ENGR 3380</i>)
<input type="checkbox"/> ENGR 4323	Technology Seminar (<i>Senior standing and departmental approval</i>)
<input type="checkbox"/> ENGR 4328	Capstone Project (<i>EET 3451 and a C or better in EET 3435</i>)

Technical Electives in Concentration (Select 2 courses for 6 hours from the courses listed below)

<input type="checkbox"/> ENGR 3346	Offshore Safety & Inspection (<i>Junior standing</i>)
<input type="checkbox"/> ENGR 3350	Construction Safety (<i>MATH 1301</i>)
<input type="checkbox"/> ENGR 4350	Industrial Loss Prevention (<i>Junior standing</i>)
<input type="checkbox"/> ENGR 4355	Industrial Safety (<i>Junior standing and declared major</i>)
<input type="checkbox"/> ENGR 4370	Human Factors in Fire & Safety (<i>Junior standing and declared major</i>)
<input type="checkbox"/> ENGR 4381	Safety and Violence (<i>Junior standing</i>)

Total number of hours required for BAAS with major in Applied Administration and concentration in Safety Management:

120 hrs**Have questions or need information? Contact:**

Program Chair, Applied Administration:	Dr. Karen C. Kaser	713-223-7992
Advisor, Applied Administration:	Ms. Kei Shay Tones	713-221-8905
BAAS-AA Advising Office:	advisor_baasaa@uhd.edu	713-223-7992
Assistant Dean, University College	Dr. Charlie Finch	713-221-2740

University Website:	www.uhd.edu	
UHD Admissions & Records (350-S):		713-221-8522
UHD Financial Aid & Scholarships (330-S):		713-221-8041
UHD Career Development Center (402-S):		713-221-8980
UHD Testing Services (280-S):		713-221-8027
General Academic Advising (320-N):		713-221-8006