

# **PENSACOLA STATE COLLEGE**



## **Bachelor of Applied Science Degree In Administration and Supervision**

### **Information Packet**

**An Equal Access/Equal Opportunity Institution  
August 2010  
Revised September 2011**

## General Information

The BAS degree in Administration and Supervision is designed to meet the needs of students with technology and workforce-focused Associate in Science (AS) and Associate in Applied Science (AAS) degrees but will also be available to students with AA degrees. This baccalaureate degree is designed for students to progress to management levels in four areas of concentration: organizational administration, public safety/public service, healthcare management, and graphic design. This is the only bachelor's level workforce-focused degree option offered in Escambia and Santa Rosa counties and provides workers with education and skills necessary for them to move up their respective career ladders. Graduates are provided needed management expertise to succeed and to be promoted in their occupational fields. Pensacola State College is located in close proximity to major medical and healthcare facilities, public safety regional resources, military facilities, and corporate and economic development entities, all in crucial need of management-level employees.

Instructional activities are provided in a combination of formats, including online learning, hybrid, and traditional classroom experiences. The program began in January 2011. Students may attend part-time or full-time and may enter any semester.

### Baccalaureate Program Admission Requirements

- An application and non-refundable application fee of \$30
- Official transcripts from all college(s) currently attending or previously attended
- Official high school transcripts, if required for documentation of foreign language Requirement (completion of two consecutive years of one foreign language)
- Cumulative grade point average of 2.0 on a 4.0 scale in all postsecondary coursework

### Minimum Completion Requirements for Administration and Supervision BAS Degree

- Satisfactory completion of all semester credit hours
- Completion of 36 units of transferable general education credits
- Completion required minimum credit hours (42) in 3000/4000 level credits
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale)
- Maintain a grade of "C" or above in all courses

The following is a list of **approximate costs** which are subject to change without notice.

	<b>In-State</b>	<b>Alabama Residents</b>	<b>Out-of-State</b>
BAS Application Fee	\$ 30.00	\$ 30.00	\$ 30.00
Tuition – 42 Bachelor level Credits			
<ul style="list-style-type: none"> <li>▪ FL Resident \$113.64 per credit hour</li> <li>▪ AL Resident \$114.64 per credit hour</li> <li>▪ Out-of-State \$428.32 per credit hour</li> </ul>	\$4772.88	\$4814.88	\$17989.44
Books?			
<b>Estimated Program Total</b>	<b>\$4802.88</b>	<b>\$4844.88</b>	<b>\$18019.44</b>

See college catalog for Financial Aid Programs

**Who to Call If You Have Questions About the BAS Program or the Application Process:**

<b>BAS Emphasis Contacts</b>	<b>Phone Number</b>	<b>General Information</b>
<b>Assistant Dean of Baccalaureate Studies</b> Dr. Steve Bannow.....471-4555 <a href="mailto:sbannow@pensacolastate.edu">sbannow@pensacolastate.edu</a>		
<b>BAS Business Department Head</b> Dr. Linda Bloom.....484-2504 <a href="mailto:lbloom@pensacolastate.edu">lbloom@pensacolastate.edu</a>		
<b>Organizational Administration Emphasis</b> Dr. Carla Rich.....484-2515 <a href="mailto:crich@pensacolastate.edu">crich@pensacolastate.edu</a>		<b>Students are REQUIRED or STRONGLY ADVISED to meet with an advisor before registering for any BAS Program classes.</b>
<b>Public Safety/Public Service (Public Administration) Emphasis</b> Ms. Sandra Hartley.....484-2301 <a href="mailto:shartley@pensacolastate.edu">shartley@pensacolastate.edu</a>		
<b>Health Care Management Emphasis</b> Dr. Christa Ruber.....484-2321 <a href="mailto:cruber@pensacolastate.edu">cruber@pensacolastate.edu</a>		
<b>Graphic Design Emphasis</b> Mr. Krist Lien.....484-2554 <a href="mailto:klien@pensacolastate.edu">klien@pensacolastate.edu</a>		
<b>Baccalaureate Central Office</b>		
Ms. Sadiqa Ali.....484-1551 <a href="mailto:sali@pensacolastate.edu">sali@pensacolastate.edu</a>		Monday – Friday 9 a.m. – 2 p.m.
<b>Admissions/Registrar Offices</b>		<b>General Information</b>
Pensacola Campus.....484-1602 Warrington Campus.....484-2270 Milton Campus.....484-4410		Turn in your Pensacola State College application for admission at any of these campuses. The Pensacola Campus will verify that transcripts/documents are received.

**Pensacola State College**  
**Core Course Description**  
**Administration and Supervision**

The following table provides course descriptions for core courses to be taught for the Administration and Supervision BAS Program.

**COMMON COURSES**

<b>Course Number and Title</b>	<b>2011 Course Description</b>
BUL 3130 Legal Environment of Business	The course includes issues such as Contracts, Torts, Legal/Political/Economic Aspects of Ethics and the Law, U.C.C., Antitrust Law, Employment Law, Administrative Law, Securities Law, and International Business Law Topics. 3 c.c.
GEB 3213 Communications in Business	This course emphasizes the basics of business writing while reviewing the various kinds of business correspondence. Business decision making and analytical thinking skills are expected to be integrated into students' communication skills. Students must be able to determine solutions to problem-based exercises. 3 c.c.
FIN 3400 Financial Management	An introductory course in managerial finance in which students should attain a clear, basic understanding of the fundamentals of finance and their associations to the decision-making framework faced by a financial manager who is charged with maximizing shareholders' wealth. Topics include financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy, and working capital management. 3 c.c.
MAN 3240 Organizational Behavior	Individual group and organizational issues that affect and shape businesses; topics include individual differences, motivation, communication, decision making, leadership, power, organizational structure and design, and change. 3 c.c.
MAN 3303 Leadership and Management Practices	This course presents the basic concepts, principles, and techniques of business leadership. Emphasis is on the students developing a solid leadership foundation. This course incorporates basic leadership skill development as it relates to the core aspects of the management practice. 3 c.c.
MAN 3353 Management Theory and Practice	This course covers the development of teams, the management of people and equipment as well as the motivation, empowerment, and coaching of employees. The development of processes and procedures, negotiating skills, and conflict management are also covered. 3 c.c.
MAN 4301 Human Resource Management	A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying, and training workers. 3 c.c.



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**Organizational Administration**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
BUL 3130	Legal Environment of Business (Core)	3
GEB 3213	Communications in Business (Core)	3
MAN 3240	Organizational Behavior (Core)	3
MAN 3353	Management Theory & Practice (Core)	3
MAN 3303	Leadership & Management Practice (Core)	3
FIN 3400	Financial Management (Core)	3
MAN 4301	Human Resource Management (Core)	3
	<b>CHOOSE SEVEN OF THE TEN COURSES BELOW</b>	
ACG 3024	Accounting for Non-Financial Majors	3
ENT 3003	Entrepreneurship/Small Business Management	3
ISM 4013	Management Information Systems	3
MAN 3063	Professional Ethics & Values	3
MAN 3503	Managerial Risk Analysis & Decision Making	3
MAN 3600	International Business	3
MAN 4113	Managing Diversity	3
MAN 4162	Customer Relations in Business	3
*MAN4720	Strategic Management (Senior Capstone)	3
MAR 3802	Marketing for Managers	3

**\*Required for all students in final semester**

**Program Information:**

- This program is designed specifically for students who have already completed an A.S. or A.A.S degree.
- Students who have completed an A.A. Degree may also apply and should complete 21 credits of technical core courses prior to beginning upper-division coursework.
- Students may need to meet additional program requirements based on previous credits earned.
- Students who have not taken two years of the same foreign language in high school will need to complete two semesters or 8 hours of the same foreign language at the college level to meet the foreign language requirement.

**Pensacola State College**  
**Course Descriptions for Organizational Administration Emphasis**  
**Administration and Supervision**

<b>Course Number and Title</b>	<b>2011 Course Description</b>
ACG 3024 Accounting for Non-Financial Majors	Introduction to the principles used in measuring organization performance and reporting the results of organizational activities. c.c.
ENT 3003 Entrepreneurship/Small Business Management	An introduction to the general theories, principles, concepts, and practices of entrepreneurship. Developing business plans. Heavy emphasis is placed on lecture, readings, case studies and group projects. 3 c.c.
ISM 4013 Management Information Systems	This course addresses key technology management issues as they are applied to information resources management (IRM) for information centers and information services. The course will include fundamentals of networking and telecommunications covering LAN's to "Information Superhighways." The course also includes introduction to voice, data, and video traffic requirements and techniques for management of communication resources and services and information to oversee the network administration and network system management. 3 c.c.
MAN 3063 Professional Ethics and Values	Personal, organizational, societal values, and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environment; exploration of values, ethics, beliefs upon which free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations and government in society. 3 c.c.
MAN 3503 Managerial Risk Analysis and Decision Making	This course concentrates on practical decision-making problems for the manager in an organization. Topics include decision-making theory, linear programming and extensions, markov chains, queuing, simulation, and decision support systems. Use of computer packages. 3 c.c.
MAN 3600 International Business	An intensive analysis of the process, practice, and theory of international business; financial accounting, marketing, and legal aspects of multinational business operations; governmental assistance to international business; cultural environment of international business to include factors such as language, religion, values and attitudes, law, education, politics, technology, and social organization. 3 c.c.
MAN 4113 Managing Diversity	This course deals with questions, dimensions of style and structure, and problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems. 3 c.c.
MAN 4162 Customer Relations in Business	This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed. 3 c.c.
MAN 4720 Strategic Management (Senior Capstone)	This class is taught the final semester in the BAS program. This course shows that the student has learned the material from the program and can apply it to the real world by developing a plan to solve a problem dealing with administration and/or supervision issues.
MAR 3802 Marketing for Managers	This course helps develop the marketing skills for the successful technology manager. Students will understand the strategies of marketing and the ways in which to execute a marketing plan. The course covers full life-cycle product marketing support as well as the marketing of services. 3 c.c.



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**Public Safety/Public Service (Public Administration) Emphasis**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
BUL 3130	Legal Environment of Business (Core)	3
GEB 3213	Communications in Business (Core)	3
MAN 3240	Organizational Behavior (Core)	3
MAN 3353	Management Theory & Practice (Core)	3
MAN 3303	Leadership & Management Practice (Core)	3
FIN 3400	Financial Management (Core)	3
MAN 4301	Human Resource Management (Core)	3
<b>CHOOSE SEVEN OF THE ELEVEN COURSES BELOW</b>		
ACG 3024	Accounting for Non-Financial Majors	3
ISM 4013	Management Information Systems	3
MAN3063	Professional Ethics & Values	3
MAN 3350	Training and Development	3
MAN 4113	Managing Diversity	3
MAN 4402	Employment Law & Regulations	3
*MAN4720	Strategic Management (Senior Capstone)	3
PAD 3003	Introduction to Public Administration	3
PAD 3311	Program Planning and Evaluation	3
PAD 4393	Emergency Management & Planning	3
PAD 4874	Community Relations	3

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- Students may need to meet additional program requirements based on previous credits earned.
- Students who have not taken two years of the same foreign language in high school will need to complete two semesters or 8 hours of the same foreign language at the college level to meet the foreign language requirement.

**Pensacola State College**  
**Course Descriptions for Public Safety/Public Service (Public Administration)**  
**Emphasis**  
**Administration and Supervision**

<b>Course Number and Title</b>	<b>2011 Course Description</b>
ACG 3024 Accounting for Non-Financial Majors	Introduction to the principles used in measuring organization performance and reporting the results of organizational activities. c.c.
ISM 4013 Management Information Systems	This course addresses key technology management issues as they are applied to information resources management (IRM) for information centers and information services. The course will include fundamentals of networking and telecommunications covering LAN's to "Information Superhighways." The course also includes introduction to voice, data, and video traffic requirements and techniques for management of communication resources and services and information to oversee the network administration and network system management. 3 c.c.
MAN 3063 Professional Ethics and Values	Personal, organizational, societal values, and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environment; exploration of values, ethics, beliefs upon which free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations and government in society. 3 c.c.
MAN 3350 Training and Development	The study of the various forms of training and development and their implementation both on and off the job. Major topics include learning theory, the role of personnel training and development methods, training and development plans, and current issues in the field. 3 c.c.
MAN 4113 Managing Diversity	This course deals with questions, dimensions of style and structure, and problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems. 3 c.c.
MAN 4402 Employment Law and Regulations	This course deals with Federal and State Regulation of the employment relationship including wage and hour laws, EEO; Affirmative Action programs, Employee Benefits, Insurance; Workers' Compensation, Safety, Health, Employee's Personal Rights, and Collective Bargaining Legislation. 3 c.c.
MAN 4720 Strategic Management (Senior Capstone)	This class is taught the final semester in the BAS program. This course shows that the student has learned the material from the program and can apply it to the real world by developing a plan to solve a problem dealing with administration and/or supervision issues.
PAD 3003 Introduction to Public Administration	An introduction to public administration and policy in American society. This course is designed to provide undergraduate students a basic understanding and appreciation of the administration of the public sector. This course is intended to provide an overview of public administration for students interested in public service. 3 c.c.
PAD 3311 Program Planning and Evaluation	This course examines training and education in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to design successful training interventions and learning experiences that can impart knowledge, skills, and attitudes to learners in the workplace. 3 c.c.
PAD 4393 Emergency Management and Disaster Planning	Emergency management and disaster planning on events most likely to affect Florida including reviewing the four phases of planning. 3 c.c.
PAD 4874 Community Relations	This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration. 3 c.c.





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**Health Care Management Emphasis**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
BUL 3130	Legal Environment of Business (Core)	3
GEB 3213	Communications in Business (Core)	3
MAN 3240	Organizational Behavior (Core)	3
MAN 3353	Management Theory & Practice (Core)	3
MAN 3303	Leadership & Management Practice (Core)	3
FIN 3400	Financial Management (Core)	3
MAN 4301	Human Resource Management (Core)	3
	<b>CHOOSE SEVEN OF THE ELEVEN COURSES BELOW</b>	
ACG 3024	Accounting for Non-Financial Majors	3
HSA 3113	Healthcare Trends and Issues	3
HSA 4160	Healthcare Marketing	3
HSA 4191	Health Information Systems	3
HSA 4383	Quality Management in Healthcare	3
HSA 4502	Healthcare Risk Management	3
MAN 3063	Professional Ethics & Values	3
MAN 3350	Training and Development	3
MAN 4113	Managing Diversity	3
MAN 4402	Employment Law and Regulations	3
*MAN4720	Strategic Management (Senior Capstone)	3

**\*Required for all students in final semester**

**Program Information:**

- This program is designed specifically for students who have already completed an A.S. or A.A.S degree.
- Students who have completed an A.A. Degree may also apply and should complete 21 credits of technical core courses prior to beginning upper-division coursework.
- Students may need to meet additional program requirements based on previous credits earned.
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**Pensacola State College**  
**Course Descriptions for Health Care Management Emphasis**  
**Administration and Supervision**

<b>Course Number and Title</b>	<b>2011 Course Description</b>
ACG 3024 Accounting for Non-Financial Majors	Introduction to the principles used in measuring organization performance and reporting the results of organizational activities. c.c.
HSA 3113 Healthcare Trends and Issues	The presentation of significant health care issues and their developing trends. Content may differ each time in order to be current with changing events of varying importance, such as aging, coping with dying, women's and minorities' roles in health care patient privacy issues. 3 c.c.
HSA 4160 Healthcare Marketing	A comprehensive overview of marketing strategies and technologies that might effectuate productive network systems. The primary focus will be processes within the health care system. Emphasis will be put on process from an administrative perspective. 3 c.c.
HSA 4191 Health Information Systems	Examination of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis will be placed upon skills necessary to employ the methods used to evaluate a variety of types of information systems applications in a health care setting. 3 c.c.
HSA 4383 Quality Management in Healthcare	Course designed to acquaint student with quality management concepts, tools, and techniques used in health services industry and application of quality management theory to health care product and service outcomes. 3 c.c.
HSA 4502 Healthcare Risk Management	Course explores risk management and its specific applications to the health services field. Focus: Insurance; Quality Assurance; Dispute Resolution; Clinical Records Management. 3 c.c.
MAN 3063 Professional Ethics and Values	Personal, organizational, societal values and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environment; exploration of values, ethics, beliefs upon which free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations and government in society. 3 c.c.
MAN 3350 Training and Development	The study of the various forms of training and development and their implantation both on and off the job. Major topics include learning theory, role of personnel, training and development methods, training and development plans, and current issues in the field.
MAN 4113 Managing Diversity	This course deals with questions, dimensions of style and structure, and problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems. 3 c.c.
MAN 4402 Employment Law and Regulations	This course deals with Federal and State regulation of the employment relationship including wage and hour laws, EEO, Affirmative Action programs, Employee Benefits, Insurance, Workers' Compensation, Safety, Health, Employee's Personal Rights, and Collective Bargaining Legislation. 3 c.c.
MAN 4720 Strategic Management (Senior Capstone)	This class is taught the final semester in the BAS program. This course shows that the student has learned the material from the program and can apply it to the real world by developing a plan to solve a problem dealing with administration and/or supervision issues.



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**Graphic Design**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
BUL 3130	Legal Environment of Business (Core)	3
GEB 3213	Communications in Business (Core)	3
MAN 3240	Organizational Behavior (Core)	3
MAN 3353	Management Theory & Practice (Core)	3
MAN 3303	Leadership & Management Practice (Core)	3
FIN 3400	Financial Management (Core)	3
MAN 4301	Human Resource Management (Core)	3
<b>EMPHASIS COURSES BELOW</b>		
ART3170C	Book Binding	3
GRA3202	Advanced Typography	3
GRA3209C	Typography	3
GRA3194C	Graphic Design III	3
GRA4189C	Portfolio Development	3
GRA 4186	Senior Studio Graphic Design	3
GRA 4514	Environmental Design	3

**Program Information:**

- This program is designed specifically for students who have already completed an A.S. or A.A.S degree.
- Students who have completed an A.A. Degree may also apply and should complete 21 credits of technical core courses prior to beginning upper-division coursework.
- Students may need to meet additional program requirements based on previous credits earned.
- Students who have not taken two years of the same foreign language in high school will need to complete two semesters or 8 hours of the same foreign language at the college level to meet the foreign language requirement.

**Pensacola State College**  
**Course Descriptions for Graphic Design Emphasis**  
**Administration and Supervision**

<b>Course Number and Title</b>	<b>2011 Course Description</b>
ART 3170C Book Binding	Basic book binding techniques, methods, structure, and production of books.
GRA 3202C Advanced Typography	Exploration of the expressive potential of the letter form. 3 c.c.
GRA 3209C Typography II	This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.
GRA 3194C Graphic Design III	This advanced level studio course is an in depth exploration of two and three dimensional media and the potential creative use of contemporary technology in visual communication. This course includes experimentation in multipage print projects, computer animation, and multi-media and environmental signage. The course will include lecture and field trips. 3 c.c.
GRA 4189C Portfolio Development	This course is designed to prepare students for employment with a well-crafted presentation of their skills in the form of a portfolio.
GRA 4186 Senior Studio Graphic Design	Advanced graphic design problems in advertising campaigns and multi-unit visual communication systems. 3 c.c.
GRA 4514 Environmental Design	Students will study a range of examples of exhibition/environmental design measured against conventions of 2D display/informational systems. 3 c.c.

## **FREQUENTLY ASKED QUESTIONS CONCERNING THE BAS ADMINISTRATION & SUPERVISION DEGREE**

### **What is the definition of a Bachelor of Applied Science degree?**

The Bachelor of Applied Science (BAS) is the designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands required for entry into and advancement in specific workforce sectors. BAS programs provide degree-completion opportunities for students from a variety of educational backgrounds, but primarily those who have an associate of science or an associate of applied science degree. BAS degree programs within the state of Florida conform to all articulation conventions (including general education prerequisites and foreign language requirements).

### **What is the difference between a Bachelor of Science and Bachelor of Applied Science degree?**

There are few major differences between these two degrees. The importance of a Bachelor's degree lies in providing the foundation for employment. Pensacola State College chose to award a BAS to maximize the transfer of credits from an AS or AAS to BAS and provide the graduate with the skills and knowledge needed for progression in their chosen field.

### **What does the BAS program provide to associate degree graduates?**

The BAS program builds on an occupational/technical program typically offered at community colleges. Associate degree programs traditionally consist of courses specific to occupational or technical fields and may not transfer to conventional baccalaureate programs. However, general education course work (core courses) can be applied to the core requirement of many educational institutions. Associate degree graduates are invited to apply to the BAS program. Associate of Arts graduates who wish to upgrade their career may also apply. An additional 18-21 college credits of coursework within an occupational/technical program of study (e.g.—accounting technology, computer science, business administration, graphic design, health care administration, etc.) is required. This BAS degree allows for a seamless transition between the associate and bachelor's degrees.

**I have an AA degree. What will my BAS degree program consist of?**

Since you are entering with an AA degree (all your general education classes are complete), you will need to complete 18-21 hours of lower-division classes and the foreign language requirement.

**I have my AS/AAS degree, what will my degree program consist of?**

Since you are starting the BAS program with an AS/AAS degree, you will have to complete the rest of your general education requirements, the 42 credits for the major, and meet the foreign language requirements if you did not have two years of the same language in high school.

**What if I had a foreign language in high school?**

If you had two years of the same language in high school, a copy of your high school transcript must be sent to Pensacola State College. Otherwise, you must take two semesters of the same language in order to complete this requirement. Sign language will also meet this requirement.

**What will the BAS degree provide for me in the workplace or on the job?**

Many jobs today require a four-year degree; therefore, the bachelor's degree often can provide more employment opportunities, promotional opportunities, and higher compensation for graduates. The BAS Administration and Supervision Program concentrates on skills that are required to be an effective supervisor or manager. These skills include human resource management, leadership, organizational behavior, strategic management, finance, customer relations, and decision making.

**Can I attend either as a part-time or full-time student?**

Yes. To accommodate varying work schedules, BAS courses are offered during the evening hours, and many classes are available online.

**Will I be able to continue on to graduate school?**

You can enter a master's degree program provided you meet the admission criteria of the program to which you apply. Check with the university where you would like to study for your graduate degree.

**How long will it take to complete the BAS degree requirement?**

Completion of this degree will depend upon your own timetable. Bachelor of Applied Science students need to complete a minimum of 42 semester hours of 3000-4000 level courses and any remaining general education, foreign language, and required occupational/technical courses (depending on the type of associate degree held). Students must complete a total of 120 semester hours.

**Are distance learning or hybrid courses available?**

Yes. Hybrid classes started in January 2011, and distance learning classes began in the fall of 2011. Distance learning courses require 100 percent of class time through the internet. (You will normally need a personal computer if you choose this option.) Hybrid classes require a face-to-face traditional classroom setting with about 50 percent of class time through the internet. The BAS courses are offered in an eight-week format.

**What is a hybrid class?**

A hybrid class augments in-class meetings with technology in order to enhance classroom instruction. Initially, most BAS classes will be hybrid.

**How much time during the week will I need to spend on my classes?**

Expect to spend between 7 to 15 hours a week to complete course activities, papers, projects, or other requirements. The fully distance learning option has the convenience of allowing students to complete the coursework at any time of the day or night that is compatible with their schedules. Students do not have to spend any time on campus with the distance learning classes. The hybrid classes will require students to attend classes on campus during the term.

**How many courses should be taken at a time?**

Since the classes are offered in an 8-week term, 1-2 courses per term are suggested. Most students are working full time, and this format seems to be the most comfortable.

**What does the BAS in Administration and Supervision offer me?**

This BAS degree has four emphasis areas. The core classes are the same for all four areas; however, each emphasis area has 21 hours of required classes that must be taken. The four emphasis areas are Organizational Administration, Public Safety/Public Service (Public Administration), Health Care Management, and Graphic Design.

Pensacola State College also offers an Associate of Science (BSN) degree in Nursing on the Warrington Campus.



