A Source of Economic Development and Community Pride

USF’s Sarasota-Manatee campus is located on the county line about 60 miles south of Tampa. Situated near the beautiful Sarasota Bay and adjacent to the Sarasota-Bradenton Airport, the campus is a convenient and easily accessible location for students coming from the surrounding counties. USF Sarasota-Manatee’s new campus Center opened in the fall of 2006. The 100,000 square foot facility offers 24 classrooms; a 190-seat lecture/exhibition hall; seminar and video-conferencing rooms; computer labs; a daycare center; faculty and staff offices; a technology and learning center; and dining facilities. USF Sarasota-Manatee offers upper-division (junior and senior) undergraduate, graduate, and certificate programs. Full and part-time students are provided with a flexible schedule of daytime, evening, and weekend classes to accommodate commitments to work, family and community. USF has always been on the forefront of economic development in Sarasota and Manatee counties. Leading in the production of teachers, nurses, accountants, business people and community leaders, USF Sarasota-Manatee is educating a workforce that is tremendously important in this economy and community.

In 1974, USF began offering evening courses in education, business and liberal arts at some of the public schools in Sarasota and Manatee counties. In less than a year, the USF Sarasota-Manatee campus opened on a shared site with New College of Florida, providing courses for upper-level undergraduates, graduates, and continuing education students. Now, 33 years later, USF Sarasota-Manatee attracts more than 3,500 students annually to an expanded and growing schedule of offerings that includes more than 800 courses in 47 academic programs. In recognition of its strategic location and in response to feedback from the local community, USF decided to locate its School of Hotel and Restaurant Management on this campus in 2002.

A defining moment for USF Sarasota-Manatee:

Many say the reasons for choosing USF Sarasota-Manatee are small class size and a convenient, close-to-home location. USF Sarasota-Manatee has continued to expand its academic and extracurricular offerings, to more effectively serve the needs of the community.

The School of Hotel and Restaurant Management offers the Hospitality Management degree, which is unique to the Sarasota-Manatee campus, as well as certificates and minors. Other popular programs include Accounting, Elementary Education, and Psychology at the Undergraduate level, and Reading Education and Educational Leadership at the graduate level. The M. Ed. in Educational Leadership meets the local need for school principals and assistant principals.

In 2007, USF Sarasota-Manatee at MCC Venice began offering master’s and certificate programs in Educational Leadership.

List of Majors and Programs:

Undergraduate Degrees

- College of Arts and Sciences
  - Criminology
  - English and American Literature
  - History
  - Interdisciplinary Social Sciences
  - Professional and Technical Writing (English)
  - Psychology
  - Social Work

- College of Business
  - Accounting
  - Finance
  - General Business Administration
  - Information Systems and Decision Sciences
  - International Business* (partial)
  - Management* (partial)
  - Marketing

- College of Education
  - Early Childhood Education
  - Elementary Education
  - Secondary English Education*(partial)
  - Secondary Social Science*(partial)
  - Special Education

- College of Nursing
  - RN to BS in Nursing

- College of Undergraduate Studies
  - School of Hotel and Restaurant Management
    - Hospitality Management
    - Information Technology
  - Bachelor of Science in Applied Science with concentrations in:
    - General Business
    - Criminal Justice
    - Early Childhood Development
    - Hospitality Management
    - Information Technology
    - Public Administration

Certificate Programs:

Undergraduate
- Hotel Management
- Restaurant Management

Post Baccalaureate
- Information Technology Management

Graduate
- Post Master's in Education Leadership
- Geographic Information Systems
- Leadership in Developing Human Resources
- Information Technology
- Reading Certificate and Endorsement

Graduate Programs

- College of Arts and Sciences
  - Criminal Justice Administration
  - Library and Information Science
  - Rehabilitation and Mental Health Counseling

- College of Business
  - Masters of Business Administration
College of Education
  Adult Education
  Educational Leadership
  Elementary Education
  MAT Elementary Education
  Reading Education
  Special Education

College of Nursing
  MS Nursing - Clinical
  Nurse Leader Concentration

Endorsement: Reading Education

2006-2007 Enrollment
3,546 Students (funding campus)

Average Age (Mean Age-Fall 2006)
  Undergraduate: 30
  Graduate: 36

Full-Time vs. Part-Time (Fall 2006) (Undergraduate)
  52 % Full-Time
  48 % Part-Time

Location
  Fastest Growing Area on the Southwest Coast of Florida

Geography Diversity
  Students live in Sarasota, Manatee, DeSoto, Charlotte, Lee, southern Hillsborough counties and other surrounding counties.

Points of Pride:
  • USF Sarasota-Manatee is producing a trained workforce of teachers, principals, accountants, nurses, and community leaders.
  • Partnerships with local business and economic development councils to remain attuned to community needs.
  • Partnership with local community colleges to offer 2+2 admissions, making the transition to obtain baccalaureate degrees easy.
  • Mid-Day Learning Community to provide daytime courses convenient for full-time students, parents of school children, and evening-shift workers.

ACADEMIC DEGREE PROGRAM REQUIREMENTS

COLLEGE OF ARTS AND SCIENCES

• CRIMINOLOGY (CCJ)
  The major in Criminology provides students with an in-depth exposure to the total criminal justice system including law enforcement, detention, the judiciary, corrections, juvenile justice and probation and parole. The program concentrates on achieving balance in the above aspects of the system from the perspective of the criminal justice professional, the offender, and society. The program provides a solid background in the theory, issues and methodology comprising Criminology.
  The objective of the undergraduate program in Criminology is to develop a sound educational basis either for graduate work or for professional training in one or more of the specialized areas comprising the modern urban criminal justice system.

Recommended Prerequisites (State Mandated Common Prerequisites)
  Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

  There are no State Mandated Common Prerequisites for this degree program.
  Transfer students should be aware that by university regulation they are obligated to establish academic residency by completing the equivalent of one academic year (30 semester hours) in “on-campus” courses. All undergraduate transfer students electing Criminology as their major will be required, moreover, to take a minimum of 30 credit hours in major coursework at the University of South Florida. The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Requirements for the Major in Criminology
  A minimum of 36 semester hours is required of all undergraduate majors in Criminology including:
  1. Each of the following core courses:
     CCJ 3024 (3)*  CCJ 3610 (3)*
     CCJ 3701 (3)**  CCJ 4934 (3)
  2. 24 semester hours of electives within the major.

*Students who plan to continue on to graduate school should also take CCJ 4700 as one of their electives within the major.

NOTE: No more than six (6) hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours in the major. A student may take an unlimited amount of CCJ 4933 or 4934 as long as they vary in title.

These residency requirements are designed to ensure that transfer students who subsequently receive their baccalaureate degree from the University of South Florida with a major in Criminology will have been exposed to the same body of knowledge in their major as those students who complete all or a major portion of their coursework at the University of South Florida.

Any student who receives a grade of “D” or lower in more than one USF CCJ course will be automatically barred from continuing as a Criminology major.

Requirements for the Minor in Criminology
  A minimum of 18 hours is required of all Undergraduate minors in Criminology including:
  1. The following two required courses:
     CCJ 3024 (3)  CCJ 3610 (3)
  2. An additional 12 semester hours of electives within Criminology.

Please note! Because all courses are programmed for majors only, each semester students will be required to obtain
approval for all criminology courses with the exception of CCJ 3024. This can be accomplished by emailing the USF student ID number and reference numbers to the advising office. Upon receipt of the email, students will be registered for courses. A minimum of 9 semester hours must be completed at USF. Students minorinig in Criminology are subject to the Department’s “2 D” Rule.

• ENGLISH (ENG)

Requirements for the Major in English

Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements, thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university’s entering freshman requirements, including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university. The English Department does not accept Sign Language as a foreign language.

Students should complete the following prerequisite courses listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of “C-” is the minimum acceptable grade.

ENC 1101 Composition I 3
ENC 1102 Composition II 3

Six semester hours earned in courses taught in the English Department, EACH with 6,000 words of evaluated writing for a TOTAL of 12,000 words.

Suggested electives:

AMH 2010 American History I 3
AMH 2020 American History II 3
EUH 2021 Medieval History I 3
EUH 2022 Medieval History II 3

Upper-Level coursework in the English Major:

The program in English provides three areas of specialization (divided into three degree-options below):

English and American literature - The primary mission of the literature option is to provide a solid foundation in the study of British and American literature. The program also offers courses in other world literatures in translation, cultural studies, feminist and ethnic studies, and both traditional and more recent critical approaches.

Creative writing - The creative writing option includes training in writing fiction and poetry and study of English and American literature.

Professional and technical writing - The professional and technical writing option combines the study of English and American literature with an introduction to writing found in the professional workplace.

The English Education major is described under the section for the College of Education. Major requirements for English majors are listed below. A grade of “D” will not be counted toward fulfilling the major requirements. Grades of “D” in English courses will, however, be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy. Students may not use more than one Directed Study toward meeting the major requirements. Transfer students must earn at least 15 hours in the major at USF. A 2.5 GPA in the major is required for graduation.

OPTION I: English and American Literature

Twelve courses (36 hours) as follows:

1. Two of the following:
   AML 3031 American Literature to 1860
ENL 3331 Early Shakespeare
ENL 3322 Late Shakespeare
ENL 3110 British Literature to 1616
ENL 3230 British Literature 1616-1780
ENL 3251 British Literature 1780-1900
ENL 3273 British Literature 1900-1945
ENL 3333 Early Shakespeare
ENL 3015 British Literature to 1616
ENL 3250 Professional Writing
ENL 3310 Expository Writing
ENL 4311 Advanced Composition
ENL 4931 Selected Topics in Professional and Technical Writing
ENL 3000 Advanced Technical Writing
ENL 3111 Advanced Composition
ENL 4931 Selected Topics in Professional and Technical Writing

2. Literature requirements: Seven courses (21 hours) as follows:
The student must select seven literature courses from those listed in OPTION I. Two courses must be from Group 1, two courses from Group 2, and three courses from Group 3 and/or Group 4.

Requirements for the Minor in English

English and American Literature Minor (15 hours)

1. One of the following:
   AML 3031 American Literature to 1860
   AML 3032 American Literature 1860-1912
   AML 3051 American Literature 1912-1945

2. Two of the following:
   ENL 3015 British Literature to 1616
   ENL 3230 British Literature 1616-1780
   ENL 3251 British Literature 1780-1900
   ENL 3273 British Literature 1900-1945
   ENL 3331 Early Shakespeare
   ENL 3322 Late Shakespeare

3. One course at the 4000 level listed in major OPTION I
4. One additional 3000- or 4000-level course accepted for the major with AML, CRW, ENC, ENG, ENL, LIN, or LIT prefix.

Professional and Technical Writing Minor (15 hours)

1. ENC 2210 Technical Writing
2. ENC 4260 Advanced Technical Writing
3. Any two of the following courses:
   ENC 3250 Professional Writing
   ENC 3310 Expository Writing
   ENC 4311 Advanced Composition
   ENC 4931 Selected Topics in Professional and Technical Writing

*HISTORY (HTY)*

The discipline of history embraces a diverse world of ideas, peoples, and events. Our faculty seeks to inform and question, to provoke and to challenge our students to a higher level of understanding of the past. History at South Florida offers the student an opportunity to explore civilizations from around the globe and from the ancient through contemporary eras. We encourage our students to move beyond traditional memorization of material to a critical level of thinking, analysis, and synthesis. Accomplished history majors are attractive to all kinds of employers in any number of fields, as well as to graduate and professional schools. USF history alumni can be found in such diverse professions as law, medicine, business, government, foreign service, politics, and education.

Requirements for the Major in History

A minimum of 36 semester hours is required for a major in history. A minimum grade of “C” or better must be attained in each course counted toward the 36-hour requirement. However, grades of “D” or “F” in history coursework will be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy.

Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. If students transfer with fewer than 60 semester hours of acceptable credit, they must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements. The transfer student should be aware of the immunization, foreign language, and continuous enrollment policies of the university. Specific state mandated common prerequisites for admission to the major include six (6) hours of introductory history courses with AMH, EUH, LAH, ASH, HIS or WOH prefixes.

Lower-level Course Requirements for the Major

In addition to the six credits of courses to meet the common prerequisites students must complete a minimum of 12 hours of 2000 level courses, or their equivalent, to meet the lower level requirements of the major. Two of these courses must be sequential. Students may choose from introductory courses in the fields of Ancient, Medieval, Modern European, or American history to fulfill this two-course sequence. The remaining hourly requirements may be filled by taking any of the other 2000 level history courses.

Students at a community college planning to transfer to USF and major in history are encouraged to complete as many of the lower level requirements as possible at the community college level. Courses that fulfill the General Education/Gordon Rule requirement would be especially valuable. The minimum acceptable grade for courses being transferred for history department credit is a “C”. If these courses have not been completed satisfactorily upon enrolling at USF, they must be taken before the degree is granted.

Upper-level Course Requirements for the Major

A minimum of 24 hours of course work from the 3000-4000 level is required to fulfill the 36-hour minimum requirement. Two of these courses, the Pre-Seminar and the Theory of History courses are required for all majors. A GPA of 2.25 in the history major is required before a student can be permitted into either of these courses. Additionally, these courses may only be taken in the last two semesters prior to graduation and may not be taken during the same semester. The remaining 16 hours of credit may be chosen from the department offerings each semester. It is recommended that history majors take ENC 3310, “Expository Writing,” SPC 2600, “Public Speaking,” and LIS 2937, “Library/Internet Research Skills.” Additional hours can be profitably drawn from the following disciplines: Africana Studies, American Studies, Anthropology, Classics, Economics, Geography, Government and International Affairs, Psychology, Philosophy, Religious Studies, Sociology, Women’s Studies, Literature, the Humanities, and the Fine Arts. Majors intending to pursue graduate work should take a minimum of two years of classical or modern foreign language.

Open University courses and exit courses titled “Issues in History” (HIS 3938) and “War and Society” (HIS 3308) are not eligible for major field credit.

Requirements for the Minor

The minor in History entails a 18-hour program organized and contracted by the student and the department around the specific needs of the student’s major program. A minimum of 8 hours must be completed at the University of South Florida and the student must maintain a 2.0 GPA in the minor. A minimum grade of “C” or better must be attained in each course. One lower-level sequence is required, earning 6 credit hours. The department will supervise certification of the minor. Students interested in a minor in history are encouraged to see the History department advisor as early in their undergraduate program as possible.

Open University courses and exit courses titled “Issues in History” (HIS 3938) and “War and Society” (HIS 3308) are not eligible for minor field credit.

• INTERDISCIPLINARY SOCIAL SCIENCES (ISS)

The ISS program is designed to provide an interdisciplinary integration of the social sciences for students who are interested in a broad educational experience. ISS offers a wide choice of courses, and an opportunity to design a quality program geared toward individual needs and interests. Stu-
Recommended Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

Please be aware of the immunization, foreign language, and continuous enrollment policies of the university.

There are no State Mandated Common Prerequisites for the ISS degree program.

Community college courses may be counted toward the ISS degree. These could include General Education credits, Gordon Rule classes, and courses such as the examples listed below. A grade of "C" is the minimum acceptable grade.

AFA 2000 Introduction to the Black Experience
[In Africa and Its Diaspora] (3)

AMH 2010 American History I (3)

AMH 2020 American History II (3)

ANT 2000 Introduction to Anthropology (3)

ECS 2122 Economic Principles - Microeconomics (3)

ECS 2023 Economic Principles (Microeconomics) (3)

GEO 2000 World Regional Geography (4)

POS 2041 American National Government (3)

POS 2112 State and Local Government (3)

SYG 2000 Introduction to Sociology (3)

WST X015 Introduction to Women’s Studies (3)

Interdisciplinary Core Courses

Two of these courses, an introductory course (3010) and the senior seminar (4935), introduce and employ the interdisciplinary social science perspective. These courses involve students in the study of human life and experience; the various concepts, theories and methods used in the social sciences; and apply them to contemporary issues and questions. Social Science Statistics (STA 2122) is the third core course required for majors in Interdisciplinary Social Sciences.

Coursework required for Interdisciplinary Social Sciences Majors

1. Required core courses for the major are:

   - ISS 3010 Introduction to Social Sciences (3)
   - ISS 4935 Seminar in the Social Sciences -MW (3)
   - STA 2122 Social Sciences Statistics -QA (3)

2. The ISS student chooses between two cognate areas and completes twelve hours in each. In addition, three special electives emphasize cultural diversity.

3. Students should work out a program of study at the onset of their junior year, particularly before too many courses are completed in the College of Arts and Sciences. No student should assume that courses already completed will automatically count toward the ISS degree.

4. The completion of 42 approved hours of course work from the College of Arts and Sciences (CAS), with a minimum of 30 hours at the 3000 or above level.

5. Students must maintain a minimum grade point average of 2.0 in ISS to graduate.

6. ISS majors must satisfy two semesters of a foreign language in order to graduate.

7. Other personal curricula may be tailored for those highly motivated students, with a minimum grade point average of 3.2, developed with the approval of the advisor. This course of study will be directed toward the special educational interests of these students. An in-depth Honors Research Paper will be required of students taking this option.

No transfer courses with grades of “D” are acceptable for credit in the ISS major.

Cognate Areas - Students select two areas and take 12 hours in each. Cognates must be selected from the areas of study listed below:


- PSYCHOLOGY (PSY)

Psychology involves the scientific study of behavior and mental processes. Because of this focus, psychology is relevant to many other areas of study both inside and outside of the social and behavioral sciences. The undergraduate program in Psychology offers the student a well-rounded liberal arts education. In addition, the program provides excellent training for qualified students who wish to pursue graduate work in such disciplines as Clinical, Cognitive and Neural Sciences or Industrial Psychology, Education, Gerontology, Counseling, Management, Medicine, Law, and other human service programs. The undergraduate major emphasizes the breadth of psychology while allowing the student some electives to pursue in depth a particular aspect of the field. Interested undergraduate majors may apply for admission to the Honors Program. The graduate faculty of the Psychology Department are divided into three broad program areas: Clinical, Cognitive and Neural Sciences, and Industrial/Organizational. Each of these program areas offers Ph.D.-level training as well as instruction at the undergraduate level.

Requirements for the Major in Psychology Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students should complete the following state-approved prerequisite courses at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of "C" is the minimum acceptable grade. To be admitted to the major in Psychology, a student must complete all of the course prerequisites.

- PSY X012 Introduction to Psychology and any other lower level Psychology course within the Psychology inventory STAXXXX Any level Statistics course (X000 - X099)
- BSCXXX Any level General Biology course (or BSC X200 - X209, or ZOO X010)

Once admitted to the major, continuation in the major requires successful completion of PSY X012 Introduction to Psychology, PSY 3204 Psychological Statistics (or another approved Statistics course), and PSY 3213 Research Methods in Psychology, with at least a grade of C (not C-) and have a
grade point average for those three courses of 2.5 or higher. Majors may complete at least 34 semester hours in the field. A minimum grade of "C-" or better must be attained in each course in the major, except for PSY 3204 (or other qualifying statistics course) and PSY 3213, where a C or better is required. Although a C- is allowable for individual courses, a major GPA of 2.0 minimum is required for graduation. All majors must complete:

Requirements for Psychology Majors

1. 2000/3000 Level Requirement (6 semester hours)
   - PSY 2012 Introduction to Psychological Science (if not already taken at a community college)
   - PSY 3204 Psychological Statistics
2. Methods Course Requirement (7 semester hours)
   - PSY 3213 Research Methods in Psychology and one of the following:
     - CLP 4433 Tests and Measures
     - PSY 4205 Experimental Design and Analysis or another methods course approved by the undergraduate advisor in Psychology.
3. 4000 Level Requirement (21 semester hours)
   - Courses in categories 1 and 2 must be completed before any 4000 level courses are attempted. Successful completion of 7 additional Psychology courses numbered at the 4000 level selected as follows: At least two courses from each of the two groups below:
   - **Group I**
     - EXP 4204C Perception
     - EXP 4404 Psychology of Learning
     - PSB 4004C Physiological Psychology
     - EXP 4304 Motivation
     - EXP 4680C Cognitive Psychology
   - **Group II**
     - CLP 4143 Abnormal Psychology
     - INP 4004 Industrial Psychology
     - SOP 4004 Social Psychology
     - DEP 4053 Developmental Psychology
     - PPE 4003 Personality
   - and any 3 additional courses numbered at the upper-level.

*Note:* No more than a total of 3 hours of the following courses may count toward the major:
- PSY 4913 Directed Study
- PSY 4970 Honors Thesis.

PSY 4932 may not count toward the major.

Statistics and Biological Science are required. Otherwise, students majoring in psychology are encouraged to complete a varied undergraduate program.

A prerequisite for all 4000-level courses is a grade of "C" or better in both PSY 3204 (or other qualifying statistics course) and PSY 3213, not "C-". For students minoring in Psychology, a grade of "C" or better in any college-level statistics course will substitute for PSY 3213.

For students majoring in Interdisciplinary Social Sciences, any college-level statistics course with a grade of "C" or better may serve as prerequisite for 4000 level courses in Psychology, but does not substitute for the PSY 3213 requirement.

### Psychology Honors Program

The purpose of the Honors Program is to provide a select group of qualified undergraduate Psychology majors an opportunity to undertake an intensive individualized research experience. The culmination of the Honors Program is the completion and defense of an honors thesis. Application for the program will take place during the second semester of the student's junior year or, typically, prior to completion of 90 semester credits. Admission to the program is competitive and based on the student's overall academic record, performance in psychology courses, and a letter of recommendation from a member of the Psychology Department faculty. Successful completion of the program requires a GPA of 3.5 in major coursework, an overall GPA of 3.25 at USF, and, typically, completion of 43 hours in Psychology including PSY 4932, Honors Seminar (6) and PSY 4970, Honors Thesis (6). See the Psychology Department Undergraduate Advisor for details of the program and an application form.

### SOCIAL WORK (SOK)

The University of South Florida offers a program leading to a Bachelor of Social Work (B.S.W.) degree in the School of Social Work, College of Arts and Sciences. This program has been developed in accordance with the guidelines set forth by the Council on Social Work Education, the national accrediting body for social work education programs, and in accordance with the recommendations of the National Association of Social Workers. The B.S.W. program is fully accredited by the Council on Social Work Education. The primary objective of the B.S.W. program is the preparation of the graduate for beginning level professional practice as a social work generalist.

The secondary objectives of the B.S.W. program are to

1. Provide for the social work human resources needs of the university service district (the central Florida west coast area), the State of Florida, and the Southeast Region;
2. Prepare graduates for additional professional training at the graduate level in social work or in related human service professions;
3. Provide an exposure to social work as a profession and to contemporary issues in the social welfare field.

In preparing the B.S.W. graduate for beginning professional practice, the curriculum provides the student with an opportunity to develop a knowledge base and skill base as a "generalist" practitioner. The student will develop an understanding of various methods of intervention and skills in their application to a variety of client systems. For example, therapeutic methods may take the form of individual and group counseling, resource development, consultation, teaching, advocacy, etc. Client systems may be individuals, families, groups, organizations, or communities. The student will develop an understanding of the dynamics of human behavior in individual, group and organizational contexts and the influences of the sociocultural environment upon those behaviors. The student will learn about the development of social welfare systems and institutions and the social, economic, and political processes affecting policy development and program implementation. The student will develop an understanding of the utilization of basic social research skills particularly related to the processes of problem-solving, planning, and evaluation.

The student will also become aware of the value base of the profession and engage in a self-examination process as it relates to the development and reflection of ethical and effective professional practice. The B.S.W. program, as any professional program, places great emphasis on the development of a professionally responsible graduate in terms of one's obligations to the client system served, the profession itself, the organization in which one works, and to the general public which ultimately provides any profession with legitimacy.

Enrollment in the B.S.W. program is limited. Students may apply for admission to the School for the B.S.W. program during enrollment in either SOW 3203 or SOW 3210.
However, the completion of the prerequisites does not guarantee the student's admission to the program. Limited state funding places constraints on the size of the social work faculty and in order to maintain a high quality of instruction, it is necessary to achieve an appropriate faculty-student ratio. This means that it may be necessary to deny full admission to the B.S.W. program solely on the basis of no available space. Any student applying for full admission to the program should be aware of this possibility.

A student must maintain a GPA of 2.75 minimum in social work courses while enrolled in the program and demonstrate behaviors that are congruent with professional standards and values as described above in order to proceed in the major. Any student who fails to maintain at least a 2.75 GPA in the social work major and/or demonstrates behaviors that are incongruent with the standards and values of the profession may not proceed in the major.

A social work major receiving a grade of less than "C" in a core course will be required to repeat the course. A grade of "C-" is not considered acceptable and a student receiving a "C-" in a core course must repeat the course. Furthermore, no student will be allowed to enter field placement with a "C-" grade or below in any SOW core courses, even if the student's GPA is 2.75 or above with the inclusion of the "C-" grade of below. Admission to the B.S.W. program is a three stage process, i.e., common prerequisites, provisional courses, and core curriculum. Any student who holds a minimum of sophomore standing and is completing common prerequisite work in political science, biology, economics, psychology and sociology (see specific requirements below) may declare a social work major. At this stage, students may file a declaration of major form with the College of Arts and Sciences, Office of Undergraduate Studies. All majors will be assigned an advisor within the School who will assist the student in selecting courses. Many students will have already taken most of the common prerequisite courses as part of general education at USF or in their course of study at a community college. After completion, a student will be ready for courses in the provisional social work major, a final step in applying for full admission to the B.S.W. program as a full major. It is necessary to be admitted as a full major before taking core social work courses.

Admission requirements for the social work full major are as follows:

1. A student must have completed a minimum of one semester as a provisional social work major.
2. A student must have completed required common prerequisites and provisional courses (see listing).
3. A student must complete an application for full admission and file it with the School of Social Work before the beginning of the semester in which admission is sought; dates will be announced in provisional courses.
4. A student may be asked to complete an admission interview with a favorable action from the Undergraduate Committee.
5. A student must achieve a grade of "B" or better in SOW 3203, "Introduction to Social Work" and SOW 3210, "The American Social Welfare System," to be considered for full admission. A grade of "B-" is not acceptable in either "Introduction to Social Work" or "American Social Welfare."
6. A student must have successfully completed CLAST.
7. A student must achieve a GPA of 2.75 in all Social Work core courses to enroll in field placement and subsequently graduate with the B.S.W. degree.

Requirements for the Major in Social Work

Prerequisites (State Mandated Common Prerequisites)

Social Work is a limited access program. Students wishing to transfer to USF may complete the A.A. degree at the community college. Core courses required for the major must also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

State Mandated Common Prerequisite Courses (P)

A student must successfully complete the following courses, by earning a "C" or better. A grade of "C-" is not acceptable as a passing grade.

One course in each of the following cognate areas

American Government (American National Government or American Government) or

Introduction to Public Policy

Economics (Microeconomics or Macroeconomics or Introduction to Economics)

Introductory Psychology

Introductory Sociology/Social Problems

If possible, students enrolled in community colleges should take their college equivalents of common prerequisite courses (P) and cross-cultural provisional course (P*) before entering USF. All courses must be passed with a "C" or better. A grade of "C-" is not acceptable as a passing grade in any of the common prerequisite courses or the cross-cultural course.

At USF, the following courses are recommended to meet this requirement (one course in each area):

American Government

POS 2041 American National Government
POS 2112 State and Local Government and Politics
POS 3182 Florida Politics and Government

Biology

BSC 1005 Principles of Biology for Non-majors
BSC 2022 Biology of Aging
BSC 2035 Sex and Today's World
WST 2600 Human Sexual Behavior

Economics:

ECO 1000 Basic Economics

Psychology:

PSY 2012 Psychological Science I

Sociology:

SYG 2000 Introduction to Sociology
SYG 2010 Contemporary Social Problems
SYD 4800 Gender and Society
SYO 3530 Social Inequalities in a Global Society
SYP 3000 Social Psychology
SYP 4510 Sociological Aspects of Deviance

Foundation Courses (F*) for Social Work Majors (May be completed after transferring to USF).

1. A student must successfully complete by earning a "C" or better one of the following cross cultural courses or equivalency. A grade of "C-" is not acceptable as a passing grade for any of the following courses.

African American Studies:

AF 2000 Introduction to the Black Experience [In Africa and Its Diaspora]
AF 4333 African Diaspora: Blacks in the Construction of the Americas

ECO 1000 Principles of Economics (Macroeconomics or Introduction of Economics)

ECO 1004 Microeconomics (Microeconomics or Macroeconomics or Introduction to Economics)

PSY 2012 Psychological Science I

SYG 2000 Introduction to Sociology
SYG 2010 Contemporary Social Problems
SYD 4800 Gender and Society
2. Both of the following Social Work courses, earning a "B" or better:

- SOW 3210 American Social Welfare System (3)
- SOW 3203 Introduction to Social Work (3)

Social Work Core Courses
1. Human Behavior and Social Environment Courses
   - SOW 3101 (4)
   - SOW 3102 (3) SOW 4522 (3)
2. Social Welfare: Policy & Program Course
   - SOW 4233 (3)
3. Social Research Course
   - SOW 3401 (3)
4. Social Work Practice Courses
   - SOW 4341 (5)
   - SOW 4343 (5) SOW 4930 (3)
5. Field Experience
   - SOW 4510 (3) SOW 4510L (6)

Summary:
- Core Courses 29 hours
- Field Experience 9 hours
- TOTAL 38 hours

COLLEGE OF BUSINESS

Undergraduate Admission to the College
Admission to the College of Business is based upon availability of faculty and space within each discipline. The College is an upper-level, limited access college, which means that it has admission requirements in addition to those of the University in general. Students interested in pursuing a degree in the areas offered by the College of Business must complete the required prerequisites for entering the college in addition to other related criteria listed in 1-4 below.

Requirements for Admission to the College of Business
1. Students must satisfy the following criteria:
   a. Minimum of 60 semester hours of college credit earned.
   b. Minimum of 2.5 cumulative grade point average on all college-level work and a minimum of 2.0 on all credit attempted at USF, including any prior to renewal.
   c. Completion of the following State Mandated Common Prerequisites (or equivalents) with a grade of C or higher in each course and an overall 2.0 GPA:
      - ACG X021 Financial Accounting
      - ACG X001 & ACG X011
      - ACG X017 Managerial Accounting
      - CGS X100 Computers in Business
      - CGS X551, CGS X570, CGS X531, CGS X5000, MAN X812
      - ECO X013 Principles of Macroeconomics
      - ECO X023 Principles of Microeconomics
      - MAC X233 Elementary Calculus or MAC 2230
      - STA X023 Introductory Statistics or QMB X100 (or STAX122 although STA X023 and QMB X100 are preferred).
   d. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
2. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4890, provided they have completed 60 semester hours, a minimum of 2.3 overall GPA, and have met course prerequisites.
3. A minimum score of 550 on paper and pencil or 213 on computerized TOEFL is required, when applicable.
4. Students must be admitted to the College of Business at least one term before their anticipated graduation date.

Transfer Students
Transfer credits will be accepted from accredited institutions; however, all hours earned may not be applied toward USF business degree requirements. Individual courses will be evaluated by an academic advisor and appropriately credited toward requirements in the student’s program at USF.

Florida public junior/community college students enrolled in an Associate of Arts (AA) program should normally complete the general education requirements and the State Mandated Common Prerequisites at the junior/community college. As a rule, AA students should avoid taking any business courses at the junior/community college that are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting, as well as other business administration and economics courses, taken at the lower division level that are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. In general, business courses taken at the lower level, at technical schools, or as part of professional or military training, are not applicable to the degree programs of the College of Business. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of successfully completing specified advanced courses in the discipline.

Florida public junior/community college students pursuing an Associate of Science (AS) program in Business Administration are fully admissible to USF. Please see a business advisor to determine the articulation courses, discuss admission to the College of Business and prepare a program plan for degree completion. Students transferring to the College of Business with an A.S. in Business Administration may earn a major in General Business Administration only.

Florida public junior/community college students pursuing an Associate of Science (AS) program in any other discipline should contact the Director of the BSAS program in the Office of Undergraduate Studies, SVC 2002, (813) 974-4051, for information regarding course transferability and degree articulation.

BACCALAUREATE LEVEL DEGREE PROGRAMS

General Requirements for B.A./B.S. Degree in Business
Students must satisfactorily complete a minimum of 120 semester hours. Of the minimum 120, at least 60 hours must be business courses, and a minimum of 54 hours must be non-business courses (i.e., all courses not normally offered in the College of Business). Additional electives may be required to reach a minimum of 120 hours and can be either business or non-business.

As a part of the 120-hour requirements for the B.A. or B.S. degree, the following criteria also apply:
GPA: A minimum grade-point average of 2.0 must be achieved in the following areas:
- The major and minor fields
- College foundation coursework
- All USF coursework
- Overall GPA (USF and all transfer work)

**CLAST and Gordon Rule:** Students must have satisfactorily completed CLAST and the writing and computation course requirements of 6A-10.30 ("Gordon Rule").

**Foreign Language:** For a Bachelor of Arts degree, students must demonstrate competency in a foreign language (refer to the Academic Policies and Procedures section of this catalog). The College of Business does not approve American Sign Language for the Foreign Language Exit Requirement.

**Residency:** College of Business residency requirements for graduation exceed the minimum requirements established for USF. Students are required to complete satisfactorily at USF a minimum of 50 percent (30-33 semester hours depending on major) of required business courses, including 12-18 semester hours in the major field. Normally, independent study and independent research courses do not fulfill this requirement.

**International Course Requirement:** All business students are required to select at least one course that deals with contemporary international topics. This course can be included in the business, non-business, or elective category. Consult with a business advisor for suggestions on acceptable courses.

**No S/U courses in major or minor:** All courses in the major or minor field and all foundation coursework in business must be taken on a graded basis; the S/U option is not available.

### Degree Requirements

**NON-BUSINESS (54 hrs. minimum)**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Education Requirements*</td>
<td></td>
</tr>
<tr>
<td>a. English Composition 6</td>
<td></td>
</tr>
<tr>
<td>b. Quantitative Methods (Calculus is required) 6</td>
<td></td>
</tr>
<tr>
<td>c. Natural Sciences 6</td>
<td></td>
</tr>
<tr>
<td>d. Social Sciences 6</td>
<td></td>
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<tr>
<td>e. Historical Perspectives 6</td>
<td></td>
</tr>
<tr>
<td>f. Fine Arts 3</td>
<td></td>
</tr>
<tr>
<td>g. African, Latin American, Middle Eastern, or Asian Perspectives 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
<tr>
<td>2. Liberal Arts Exit Requirements*</td>
<td></td>
</tr>
<tr>
<td>a. Major Works and Major Issues 6</td>
<td></td>
</tr>
<tr>
<td>b. Literature and Writing 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>*See Liberal Arts Requirements for more details</td>
<td></td>
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<tr>
<td>3. Speech/Writing Requirements for Business Majors</td>
<td></td>
</tr>
<tr>
<td>a. SPC 2600 Public Speaking 3</td>
<td></td>
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<tr>
<td>or COM 3110 Communication for Business and the Professions</td>
<td></td>
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<tr>
<td>b. ENC 3213 Professional Writing 3</td>
<td></td>
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<tr>
<td>or ENC 3310 Expository Writing or equivalent</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>4. Additional elective credits</td>
<td></td>
</tr>
<tr>
<td>Students may or may not need to take additional hours to meet the minimum of 54 non-business credits (see &quot;Electives&quot; heading below for a suggested course)</td>
<td></td>
</tr>
<tr>
<td><strong>Total non-business credit hours</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

**BUSINESS (60-66 hrs. minimum)**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Foundation Courses in Business</td>
<td></td>
</tr>
<tr>
<td>Required - a minimum grade of C- in each foundation course with an overall 2.0 GPA</td>
<td></td>
</tr>
<tr>
<td>ACG 2021 Principles of Financial Accounting 3</td>
<td></td>
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<tr>
<td>ACG 2071 Principles of Managerial Accounting 3</td>
<td></td>
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<tr>
<td>ECO 2013 Economic Principles: Macroeconomics 3</td>
<td></td>
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<tr>
<td>ECO 2023 Economic Principles: Microeconomics 3</td>
<td></td>
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<tr>
<td>QMB 2100 Business &amp; Economic Statistics I 3</td>
<td></td>
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<tr>
<td>BUL 3320 Law and Business I 3</td>
<td></td>
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<tr>
<td>FIN 3403 Principles of Finance 3</td>
<td></td>
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<tr>
<td>ISM 3011 Information Systems in Organizations 3</td>
<td></td>
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<tr>
<td>QMB 3200 Business &amp; Economic Statistics II 3</td>
<td></td>
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<tr>
<td>MAN 3025 Principles of Management 3</td>
<td></td>
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<tr>
<td>MAR 3023 Basic Marketing 3</td>
<td></td>
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<tr>
<td>GEB 4890 Strategic Mgmt/Decision Making 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
<tr>
<td>2. Major Requirements (specific courses for each major are listed in the &quot;Departments and Programs&quot; section below.)</td>
<td></td>
</tr>
<tr>
<td>a. SPC 2600 Public Speaking 3</td>
<td></td>
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<tr>
<td>b. ENC 3213 Professional Writing</td>
<td></td>
</tr>
<tr>
<td>c. Major Works and Major Issues 6</td>
<td></td>
</tr>
<tr>
<td>d. Social Sciences 6</td>
<td></td>
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<tr>
<td>e. Historical Perspectives 6</td>
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<tr>
<td>f. Fine Arts 3</td>
<td></td>
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<tr>
<td>g. African, Latin American, Middle Eastern, or Asian Perspectives 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18-24</strong></td>
</tr>
<tr>
<td>3. Business Electives:</td>
<td></td>
</tr>
<tr>
<td>a. CGS 2100*</td>
<td></td>
</tr>
<tr>
<td>b. FIN/MKT/MAN majors only</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Business Credits</strong></td>
<td><strong>60-66</strong></td>
</tr>
</tbody>
</table>

### ELECTIVES IN BUSINESS OR NON-BUSINESS

Sufficient elective courses to reach a minimum of 120 hours (ranges from 0-6 credit hours if above requirements are met)

**Minimum total hours** | **120**

*Waiver examination administered by the College only may be substituted for CGS 2100. See Advisor for details.

### USF Campuses and Teaching Sites

Due to limited enrollment and faculty, only the following majors are regularly offered at the regional campuses:
- **St. Petersburg:** Accounting, Economics, Finance, General Business Administration, Management, Management Information Systems, and Marketing
- **Sarasota:** Accounting, Finance and General Business Administration
- **Lakeland:** General Business Administration and Marketing
- **North Pinellas Teaching Site (at St. Petersburg College, Clearwater):** offers the General Business Administration program.

Students may need to travel from one USF campus to another in order to finish their particular program within a shorter time period.

### Student Advising and Records

The Office of Undergraduate Advising and Programs (located in Ferguson Hall, BSN 2102) provides the following:
1. Orientation for freshmen and transfer students.
2. Academic advising and program information for:
   a. pre-business students who have applied to the College of Business and declared business as their intended major.
   b. students who meet all College of Business admission requirements.
3. Evaluation of undergraduate transcripts for all declared and admitted business transfer students.
4. Maintenance of academic advising records for the Tampa, Lakeland and Sarasota campuses for all declared and admitted business students.
5. Certification of graduation.

### Advising Offices

**Tampa Campus:** BSN 2102, (813) 974-4290 or schedule an advising appointment on-line: http://www.coba.usf.edu/services/ugrad/index.html.
- **St. Petersburg Campus:** DAV 134, (727) 873-4511
- **Sarasota Campus:** SMC-C107, (941) 359-4330
- **Lakeland Campus:** LLC 2100, (863) 667-7063

### Office Hours

**Tampa Campus:** 8am-6pm Monday-Thursday. 8am-4pm on Fridays.
- **St. Pete Campus:** 8am-6pm Monday-Thursday. 8am-5pm on Fridays.
- **Sarasota Campus:** 8am-6pm Monday-Thursday. 8am-5pm on Fridays.
Lakeland Campus:  9am-6pm Monday-Thursday.  
8am-5pm on Fridays.

While the University provides advising services to assist students with academic planning, the responsibility for ensuring that all graduation requirements are met ultimately rests solely with the student.

Academic Dismissal
Students who have been dismissed twice from the University for academic reasons will not be readmitted to the College of Business.

DEPARTMENTS AND PROGRAMS

- General Business (GBA)
  The General Business major provides students with substantial preparation in two functional areas of business and prepares them for positions in a business world that is increasingly interdisciplinary and values cross-functional abilities.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hours program as listed in the General Requirement section, students must complete two minors from the following business disciplines: accounting, economics, finance, management, management information systems, or marketing. A minimum of 24 hours of upper-level course work must be earned with a GPA of at least 2.0 in each minor. The requirements for each minor are listed with the description of the major.* Minors applied to the General Business major will be referred to as concentrations. Concentrations used as part of the General Business Major will not also be subsequently listed as independent minors on the transcript.

*One exception: A minor/concentration in economics must consist of four upper level economics courses, excluding QMB 3200.

Please note: Courses used to satisfy a major in accounting, economics, finance, information systems management or marketing may not be used to satisfy either minor or economics concentration requirement for the GBA major. Courses used in the minors or concentrations for the GBA major cannot be used for a major.

Requirements for a Minor in Business Administration (Non-Business Majors Only): Students are required to process an application for the minor in the College of Business. Students must complete an introductory computer course (with a content similar to CGS 2100 Computers in Business) or obtain a waiver from the General Business Office. Accounting majors can use the forgiveness policy only once toward the 120-hour graduation requirement. Independent Research, ACG 4911, will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

ACCOUNTING (ACC)
The objective of the baccalaureate degree program in accountancy is to provide students with accounting and business knowledge that will serve as a basis for careers in industry, government, non-profit organizations and public accountancy.

The baccalaureate program also prepares students for entry into the Master of Accountancy (M.Acc.) professional degree program.

The State of Florida, like most states, requires a fifth year of education in order to sit for the CPA examination. Questions concerning the CPA examination should be directed to the faculty of the School of Accountancy.

Requirements for the B.A./B.S. Degree: In addition to the non-business and business foundation courses listed in the General Requirements section, students must complete a minimum of 24 hours of upper-level accounting courses, of which 18 credit hours must be taken in residence at USF. In addition to the State Mandated Common Prerequisites for admission to the College of Business (or equivalents) with a grade of C or higher, students admitted to the School of Accountancy must successfully complete (with a grade of C, 2.0 or better) ACG 3103 and ACG 3341 before enrolling in other upper level accounting courses. If the student repeats ACG 3103 and/or ACG 3341, only the first two attempts (W's count as attempts) will be considered for continuation in the major. Those students who fail to meet the requirements to continue in this program will be counseled into other programs either in COBA or other colleges as appropriate. A grade of "C" or higher (not C-) is required in the 24 hour major courses plus a 2.0 GPA in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Accounting Courses:
AGC 3103 Intermediate Financial Accounting I 3
AGC 3113 Intermediate Financial Accounting II 3
AGC 3341 Cost Accounting and Control I 3
AGC 3401 Accounting Information Systems 3
AGC 4632 Auditing I 3
TAX 4001 Concepts of Federal Income Taxation 3

Electives (6 hours selected from):
AGC 4123 Intermediate Financial Accounting III 3
AGC 4351 Cost Accounting and Control II 3
AGC 4642 Auditing II 3
AGC 4931 Selected Topics 3
AGC 5201 Advanced Financial Accounting 3
AGC 5505 Governmental/Not-for-Profit Accounting 3
AGC 5675 Internal and Operational Auditing 3
TAX 5015 Federal Taxation of Business Entities 3

Total Required Hours 24

The student's program must also include course work taken in behavioral sciences and humanities, such as psychology, anthropology, and sociology, and the political environment of business and society, such as political science, public administration, and ethics. College of Business advisors will recommend courses that will satisfy the program requirements.

Accounting majors can use the forgiveness policy only once in upper-level accounting courses. Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 120-hour graduation requirement. Independent Research, ACG 4911, will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

Requirements for a Minor in Accounting (for Business Majors Only): Students majoring in Business may minor in Accounting. The requirements are:

1. ACG 3103 Intermediate Financial Accounting I 3
   ACG 3341 Cost Accounting and Control I 3
   ACG 3401 Accounting Information Systems 3
   TAX 4001 Concepts of Federal Income Taxation 3
2. A grade of "C" (not C-) or better must be earned in each of the three upper-level accounting courses taken. A grade point average of 2.0 or higher must be achieved in all minor course work. All attempts will be included in the GPA unless grade forgiveness has been used. Only one grade forgiveness may be used in the minor.

3. All 12 credit hours must be taken in residence at USF.

- **FINANCE (FIN)**
  The Finance major provides a broad-based, analytical program for students anticipating a career in the management of both large and small organizations. Finance provides a good background for students seeking general careers in business. Finance majors can elect to take courses in the following areas that prepare them for entry and advanced careers in:
  - financial management of corporations
  - management of financial institutions
  - investments
  - financial services, insurance, and real estate.
  In addition, the program in Finance is designed to provide the skills required by students earning degrees in other business disciplines and by students who seek professional degrees in an area such as law and public administration.
  The Finance program offers applied and theoretical courses that enable the graduate to identify and solve problems in the acquisition and allocation of funds by organizations in the public and private sectors in domestic and international settings. It provides the background necessary for managing wealth in a risky environment. Finance relies on an interdisciplinary approach that draws on economic theory, accounting, information systems, and the quantitative decision frameworks of statistics and mathematics.
  The major is designed to ensure that graduates are familiar with the tools of financial decision-making and that they possess the skills to stay abreast of the developments in the field. Finance graduates will understand the functions and operations of financial markets, become familiar with computer applications in finance, and know how to access and utilize financial information. Course content is designed to provide majors with an appreciation of cooperative work skills and to enhance their verbal and written communication skills.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours of upper-level finance courses beyond FIN 3403. At least 12 hours must be taken in residence at USF. A grade point average of 2.0 or higher must be achieved in all upper-level Finance electives beyond FIN 3403. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

**Required Finance Courses:**
- FIN 4303 Financial Institutions and Markets 3
- FIN 4414 Advanced Corporation Finance 3
- FIN 4504 Principles of Investments 3
- Additional upper-level Finance electives 9-15
- Total 18-24

Finance electives can be selected from among those 3000 and 4000 level classes that have FIN, REE, and RMI prefixes. At least two electives must have an FIN prefix. Independent Study (FIN 4905) and Independent Research (FIN 4915) will not be accepted as credit toward the minimum degree requirements for a major in Finance. The courses listed below are suggested electives that are relevant for students who might want to pursue careers in the following areas:

**Corporate Financial Management**
- FIN 3604 International Finance
- FIN 4412 Working Capital Management
- FIN 4443 Financial Policies and Strategies
- FIN 4461 Financial Statements Analysis

**Management of Financial Institutions**
- FIN 3233 Money and Banking
- FIN 3604 International Finance
- FIN 4324 Bank Management
- FIN 4412 Working Capital Management
- FIN 4443 Financial Policies and Strategies
- FIN 4461 Financial Statement Analysis

**Investments**
- FIN 3604 International Finance
- FIN 4461 Financial Statement Analysis
- FIN 4514 Advanced Investment Analysis & Management
- FIN 4934 Selected Topics in Finance*

**Financial Services**
- FIN 3604 International Finance
- FIN 4514 Advanced Investment Analysis & Management
- FIN 4934 Selected Topics in Finance*
- RMI 3011 Principles of Insurance

*Please see your academic advisor for the necessary selected topics course.

**Requirements for a Minor in Finance (for Business Majors only):** Students majoring in Business may minor in Finance. The requirements are

1. FIN 4504 Principles of Investments 3
2. FIN 4303 Financial Institutions and Markets 3
3. FIN 4414 Advanced Corporation Finance 3
4. Another upper-level Finance Elective with at least 12 Total Finance Hours
5. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
6. At least 9 of the required 12 credit hours must be taken in residence at USF.

- **INFORMATION SYSTEMS AND DECISION SCIENCES (ISM)**
  The Management Information Systems (MIS) major provides the skills and knowledge necessary for information systems development and support positions in both business and non-business organizations.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program listed in the General Requirements section, students must complete a set of 5 required MIS courses and 3 approved MIS electives. MIS majors must earn a "C" or higher (not C-) in the five required MIS courses and must have a 2.0 or higher GPA in the major; they can use grade forgiveness for only one upper-level MIS course. At least 15 hours must be taken in residence at USF. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

**Required MIS Courses:**
- ISM 3113 Systems Analysis and Design* 3
- ISM 4212 Database Administration 3
- ISM 4220 Business Data Communications 3
- ISM 4300 Managing Information Resources 3
- Plus Approved MIS Electives** 9
- Total Hours Required for B.A./B.S. Degree 24

*ISM 3232 (Business Application Development) is recommended to be taken before, or concurrently with, ISM 3113 (Systems Analysis and Design).

**No more than three hours of ISM 4950 can be counted as MIS electives. (ISM 4905 will not count as an MIS elective.)

**Requirements for a Minor in MIS (for Business majors only):** Students majoring in Business may minor in MIS. The requirements are

1. ISM 3113 Systems Analysis and Design 3
2. ISM 4212 Database Administration 3
3. Approved MIS Elective 6
- Total MIS hours 12
2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.

3. At least 9 hours of the required 12 credit hours must be taken in residence at USF.

* MANAGEMENT AND ORGANIZATION (MAN) *

The undergraduate degree in Management prepares students for entry-level positions in general business and management, as well as human resources/organizational development positions and small business management. It also prepares students for graduate study in Business such as the MBA program. Management is a dynamic field that focuses on planning, organizing, and leading in business, non-profit and governmental organizations. Managing people in organizations involves behavioral concepts such as motivation, personality, teamwork, communication and leadership skills. Management is responsible for the triple bottom-line: financial profits, environmental good and social good. With a focus on people in organizations, managers develop the human capital of organizations. Motivating and developing an organization’s workforce today requires attention to relationships with people inside and outside the organization, locally and across the world. The curriculum in management covers all aspects of management including: human resources development, organizational behavior theory, leadership, organizational development, negotiation, social issues in management, and strategic planning. Students leave this program knowing how to apply the latest ideas and concepts in management to organizational issues. Analytical skills, communication skills and leadership skills are developed in both classroom and assignment activities throughout the curriculum.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete 18 hours of management beyond MAN 3025. At least 12 hours must be taken in residence at USF. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Management Courses:
- MAN 3240 Organizational Behavior Analysis 3
- Any 3 upper-level management courses 15-21

Total 18-24

MAN 4504 and MAN 4507 do not count toward the management major.

Requirements for a Minor in Management (for Business Majors Only): Students majoring in Business may minor in Management.

The requirements are:
1. MAN 3240 Organizational Analysis 3
2. MAN 3301 Human Resource Management 3
3. MAN 4282 Organizational Assessment 3
4. MAN 4600 International Management 3

Total Management hours 12

2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.

3. At least 9 hours of the required 12 credit hours must be taken in residence at USF.

* MARKETING (MKT) *

Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion. Marketing poses many challenges and yields generous rewards for those who meet those challenges. Marketing operations are carried out domestically and internationally in virtually all business organizations that offer a product or service. Many marketing concepts are applicable to the operations of non-profit organizations such as governmental, educational, and health care institutions, as well as charitable and political campaigns.

Marketing operations provide the most visible links between the firm or institution and its many publics. Marketing deals with people who are constantly changing in their needs, wants, and desires; and coupled with these changing tastes is a fiercely competitive environment sustained by all the resources of a rapidly evolving technology. These forces lead to much of the challenge and to much of the dynamic nature of marketing.

The Marketing program at USF prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:

1. Understanding how to attract and retain customers;
2. Having the ability to find and analyze information;
3. Being able to design, collect, and analyze marketing information to be used in managerial decision making;
4. Using electronic and traditional media to create satisfied loyal customers;
5. Having personal communication skills that businesses demand;
6. Being capable of writing a winning marketing plan;
7. Understanding and being able to apply the latest marketing concepts, including marketing automation.

Requirements for the B.A./B.S. Degree: Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours in marketing beyond MAR 3023. At least 12 hours must be taken in residence at USF. A grade of “C” or higher (not C-) is required in all Marketing Classes plus a 2.0 GPA in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Marketing Courses:
- MAR 3823 Marketing Management 3
- MAR 3613 Marketing Research 3
- MAR 3400 Professional Selling 3
- MAR 4333 Electronic/Promotion Management 3
- MAR 4824 Marketing Management Problems 3
- Additional upper-level marketing courses 3-9

Total 18-24

It is strongly recommended that marketing majors take an internship course as part of their plan of study. It is also recommended that courses in information technology, finance, management, and international business be included in the business electives.

Undergraduate students in the College of Business not majoring in Marketing can greatly enhance their attractiveness to employers by taking a minor in Marketing or taking selected courses from the Marketing curriculum to broaden their backgrounds. Marketing is particularly complementary for College of Business students majoring in Information Systems, Finance, and Management.

Requirements for a Minor in Marketing (for Business Majors Only): The requirements are:

1. MAR 3823 Marketing Management 3

Any 3 upper level Marketing courses with a MAR prefix (excluding MAR 4824) 9

Total Marketing Hours 12

2. A grade of “C” or higher (NOT C-) is required in all marketing minor coursework.

3. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.

4. At least 9 hours of the required 12 credit hours must be taken in residence at USF.
Admission Requirements for Students Entering Educator Preparation Programs

Students who wish to teach in a particular subject area or field should begin preliminary coursework during their first year in college. However, students are not admitted to the College of Education (and into an educator preparation program) until they finish the university’s liberal arts freshman and sophomore requirements and the state-mandated common prerequisites for education, have the appropriate GPA, and have passed the CLAST, PRAXIS, or GKT.

Students may apply for entrance into one of the upper-level educator preparation programs offered by the College of Education after completing prerequisite courses. All students who plan to teach apply for admission to an educator preparation program through the Student Academic Services Office of the College of Education.

Admission to an upper-level educator preparation program is contingent upon meeting the following preliminary college requirements:

1. Completion of a College of Education application form.
2. Completion of General Education requirements. (For USF, see “Academic Policies and Procedures - Liberal Arts Requirements” section of the catalog.) General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution’s existing catalog or in the Community College Counseling Manual. Note: Students should attend a pre-education advising session to make certain they are enrolled in courses appropriate to their intended major.
3. Completion of all portions of the CLAST, PRAXIS I, or General Knowledge Test with passing scores. No exemptions or waivers accepted.
4. Although no longer required for admission to the College of Education, students are still encouraged to take the ACT or SAT. Many existing scholarships still require these scores.
5. Completion of State Mandated Common Prerequisites Note: The following prerequisites are required for all education majors. Students should consult their intended majors (listed under “Departments and Programs,” below) for a list of other specific course prerequisites and requirements beyond these listed below:
   - EDF X701 Introduction to Education (3)
   - EDG X701* Teaching Diverse Populations (3)
   - EME X040 Introduction to Educational Technology (3)

   *In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution’s existing catalog or in the Community College Counseling Manual. (For USF, see “Academic Policies and Procedures - Liberal Arts Requirements” section of the catalog.)

USF International/Diversity Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>AFA 2000</td>
<td>Introduction to the Black Experience</td>
<td>3</td>
</tr>
<tr>
<td>AFS 2250</td>
<td>Culture and Society in Africa</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2010</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2020</td>
<td>American History II</td>
<td>3</td>
</tr>
<tr>
<td>AWS 2030</td>
<td>Introduction to American Studies</td>
<td>3</td>
</tr>
</tbody>
</table>
Office Hours: 9 a.m. – 5 p.m. Monday through Friday. The Tampa office is closed on Wednesdays until 10:00 a.m. Generally offices are open 9:00 a.m. - 5:00 p.m. Monday through Friday. Some offices are open before 9 a.m. or until 6, Mondays through Thursdays; call the offices listed above for exact hours and appointment times.

Application Information:
(Admitted USF students are eligible.) For general information, call (813) 974-2979. The admission process to the College of Education (COE) is separate and in addition to admission to USF. The deadlines to submit an application are as follows: Fall Semester (July 15th), Spring Semester (November 15th), and Summer Semester (April 15th). Not all majors accept applications for summer entrance. Contact the Pre-Education Advising Office (DAC 107) for those majors that accept summer applicants. Tampa Campus students must register and attend a College of Education orientation after being accepted into the College of Education.

During the College Orientation, students receive information about their degree program, and register for courses for their first semester. Regional campus students should call their appropriate campus for orientation and advising appointments.

Time Limitations
The College of Education may accept professional education and specialization coursework completed at this University or at other accredited institutions as follows:
1. Courses completed within the last five years may be accepted.
2. Courses completed over five years but less than ten years ago must have the approval of the chairperson from the department in which the equivalent course is taught.
3. Courses completed ten years ago or longer will count as elective credit only.

Qualifications for Internship Experience in Educator Preparation Programs
The final internship experience involves observing and teaching in an early childhood, elementary, secondary, or exceptional classroom. In most programs internship sites include the entire spectrum of sites available in the various counties served by USF.

Special requirements for enrollment in the final internship and seminar courses are:
1. Admission to the College of Education.
2. Completion of General Education, “Gordon Rule,” and all other program prerequisites.
3. Passing scores on all sections of the General Knowledge Test.
4. Completion of an application for the final internship by the deadline noted. Applications for final internship are made through the Student Academic Services website (www.coedu.usf.edu/sas/). Application deadline for Fall semester is January 15th. Application deadline for Spring semester is June 15th.
5. Completion of fingerprinting and background check as required by the school district in which the student is placed.
6. Elementary, Early Childhood and Physical Education programs require completion of all professional education and specialization coursework except for EEX 4070 and Senior Seminar.
7. Special Education programs require completion of all professional education and specialization coursework.
8. Secondary Education Programs require completion of the professional course sequence except for EEX 4070/EDF 4430 and a minimum of two thirds of the specialization coursework.
9. Elementary, Early Childhood, and Physical Education programs require a combined grade point average of 2.50 in professional education and specialization coursework as well as an overall USF GPA of 2.50. Special Education programs require an overall USF GPA of 2.50. Secondary Education programs require a minimum GPA of 2.50 in professional education and specialization coursework or an overall USF GPA of 2.50.
10. Students must earn a minimum “C-” grade or “S” in their required major courses.

College Requirements for Graduation from Educator Preparation Programs
To be certified by the College of Education for graduation, a student must have:
1. Earned a minimum of 120-semester hours credit.
2. Successfully complete all program requirements for ESOL.
3. A minimum overall USF grade-point average of 2.50 or a minimum GPA of 2.50 in teaching specialization courses and a minimum GPA of 2.50 in the Professional Education sequence is required for Secondary Education Programs. The Physical Education, Elementary and Early Childhood programs require a combined grade point average of 2.50 in professional education and specialization as well as an overall USF GPA of 2.50.
4. Satisfactory completion of the internship is also required. Must pass the General Knowledge Test prior to the completion of internship.
5. Passing scores on the appropriate FTCE Subject Area and Professional Education subtests. NOTE: English, Math, Science, and Social Science majors must pass the 6-12 subject matter exam.
6. All documents due for graduation (i.e., test scores, final grades, final transcripts) must be submitted to the Director of Undergraduate Programs and Internship (in EDU 106) no later than 5:00 pm on the Friday after the graduation ceremony. If that date is a university holiday, then the said information must be submitted no later than 5:00 pm on the Thursday after the graduation ceremony.
7. Completed the major requirements in a state-approved educator preparation program (which includes general preparation, teaching specialization, and professional preparation).
8. A minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses must have been earned at USF.
9. A minimum of 30 hours after admittance to an upper-level program.

Note: Normally, the college will recommend the granting of a Bachelor of Science (BS) degree which includes a minimum of 6 credit hours of exit courses. To obtain a Bachelor of Arts (BA) degree, the student must meet the Foreign Language Competency (see graduation requirements in front of catalog) and complete 9 hours of exit courses, 3 of which must be in Literature and Writing and 3 of which must be offered outside the College of Education.

Department of Childhood Education
The Childhood Education Department has the responsibility for the development and supervision of programs leading to the Bachelor of Science Degree in Early Childhood Education and Elementary Education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

All of the programs offered on regional campuses may vary in requirements and course offerings. For an accurate schedule of courses and requirements, please check with the campus you plan to attend.
Early Childhood Education with ESOL Endorsement

The College of Education offers a full ESOL Endorsement for all Elementary Education majors. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) TSL 4080, TSL 4081, and TSL 4251, with a minimum grade of 70% or better on all three sections of the ESOL Comprehensive Exam administered in the three ESOL courses; (2) a 20-hour early ESOL field experience in TSL 4080; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over 10 days; and (4) an ESOL folder, containing all assignments and test results from TSL 4080, TSL 4081, and TSL 4251, and all ESOL performance check-off sheets from other ESOL-infused courses that a student has taken.

**EARLY CHILDHOOD EDUCATION:**

**Pre-Kindergarten/Primary**

Requirements for the B.S. Degree (BEC): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

Prerequisites (State Mandated Common Prerequisites):

These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
- EME X040 Introduction to Educational Technology (3)
- EME X040 Introduction to Educational Technology (3)
- EME X040 Introduction to Educational Technology (3)
- *In addition to EME X040, a minimum of 8 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution’s existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

**Specialization** (30 cr. hrs.):

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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>EEC 4008</td>
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<td>OR</td>
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<td>LAE 4414</td>
<td>3</td>
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<tr>
<td>EEC 2023</td>
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<td>EEC 4211</td>
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*Please see academic advisor for required Directed Studies courses.

**Professional Education Core (39 cr. hrs.):**

<table>
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<tr>
<td>EDF 4111</td>
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<td>EEC 4940</td>
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<tr>
<td>EEC 4941</td>
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<td>EEC 4942</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4943</td>
<td>3</td>
</tr>
</tbody>
</table>

*Please see academic advisor for required Directed Studies courses.
In addition to the Requirements for the B.S. Degree (BEE):

- ELEMENTARY EDUCATION

Requirements for the B.S. Degree (BEE): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

Prerequisites (State Mandated Common Prerequisites):
These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- ENGLISH EDUCATION with ESOL Endorsement

The following programs are housed in the Department of Secondary Education:

- English Education with ESOL Endorsement
- Social Science Education

The undergraduate programs offered by the department are designed to prepare students to meet Florida teacher certification requirements and to become highly competent secondary teachers. Specialized courses in the teaching of mathematics, science, and social science are also offered for students majoring in elementary, early childhood, and special education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

NOTE: In order to satisfy the 6 hour rule for Exit requirements, Early Childhood students must pass an exit requirement course (in addition to EEC 4008) outside of the Early Childhood program.

The order in which these courses are to be taken is spelled out in the program of study.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

The undergraduate programs offered by the department are designed to prepare students to meet Florida teacher certification requirements and to become highly competent secondary teachers. Specialized courses in the teaching of mathematics, science, and social science are also offered for students majoring in elementary, early childhood, and special education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

- ENGLISH EDUCATION with ESOL Endorsement

Requirements for the B.S. Degree (BEN): In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

The College of Education offers a full ESOL Endorsement for all English Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4317 and FLE 4316 with a minimum grade of 70% or better on part one and part two of the ESOL Comprehensive Exam administered in the two ESOL courses; (2) a 20-hour early ESOL field experience in FLE 4317; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over 10 days; and (4) an ESOL binder, containing all ESOL-related assignments taken in the College of Education and an ESOL-performance Standards Checklist that documents the completion of the necessary number of standards.

Prerequisites (State Mandated Common Prerequisites):
These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.
Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

Recommended Courses:
Literature Course (3 hours) - select from LIT, AML, ENL (LIT 2100 or LIT 3323 recommended)
English Electives (9 hours) - to include advanced composition and mediacy (CRW 2100 or CRWX111 and MMC 2100 or ENC X310 and LIT 2046 or LIT X301 recommended)

Professional Education (23 credit hours):
EDF 3604 Social Foundations of Education (Exit) 3
EDF 3214 Human Development and Learning 3
EDF 4430 Measurement for Teachers 3
EXX 4070 Integrating Exceptional Students in the Regular Classroom 2
FLE 4317 Teaching LEP Students K-12 3
FLE 4316 Language Principles and Acquisition 3
Literacy Course 3
ESE 4322 Classroom Management 3

Specialization (21 credit hours):
ENC 3310 Expository Writing 3
One of the following:
LIT 3103 Great Literature of the World (Exit) 3
WST 4410 Third World Women Writers (Exit) 3
LAE 4469 Teaching World Literature to Middle and Secondary Students 3
One of the following:
AML 3031 American Literature to 1860 3
AML 3032 American Literature 1860-1912 3
AML 3051 American Literature 1912-1945 3
One of the following:
ENL 3015 British Literature to 1616 3
ENL 3230 British Literature 1616-1780 3
ENL 3251 British Literature 1780-1900 3
ENL 3273 British Literature 1900-1945 3
One of the following:
LIT 3383 The Image of Women in Literature 3
LIT 4386 British and American Literature by Women (Exit) 3
One of the following:
LIN 3010 Introduction to Linguistics 3
ENG 4060 History of the English Language 3
One of the following:
LIN 3670 English Grammar and Usage 3
LIN 4680 Structure of American English 3

Additional Specialization (24 credit hours):
LAE 4464 Adolescent Literature for Middle and Secondary Students (Exit) 3
LAE 4323 Methods of Teaching English: Middle School 3
LAE 4530 Methods of Teaching English: Practicum 3
LAE 4335 Methods of Teaching English: High School 3
LAE 4936 Senior Seminar in English Education 2
LAE 4940 Internship: English Education 10

**SOCIAL SCIENCE EDUCATION**

Requirements for the B.S. Degree (BSS): In addition to the courses listed below, students must complete “Preliminary Requirements for Students entering Teacher Education Programs.” It is recommended that students pursue a double major in Social Science Education with History or one of the Social Sciences.

Prerequisites (State Mandated Common Prerequisites):
These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
- EGD X701* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)
- Other program prerequisites: **

Additional requirements:
- History (3), Psychology (3), Sociology (3)
- Anthropology (3), Cultural Geography (3), Economics (3)
- In addition to EGD X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.
- **Courses specified in this category may apply to general education coursework.

Completion of General Education requirements: General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

The following are the courses recommended by the Social Science Education program to fulfill the State Mandated Common Prerequisites:

1. POS 2041 American National Government
2. POS 2080 American Political Tradition
3. ANT 2410 Cultural Anthropology
4. GEA 2000 Global Geography
5. ECO 1000 Basic Economics
6. SYG 2000 Introduction to Sociology
7. SYG 2013 Macroeconomics
8. SYG 2010 Contemporary Sociology

Professional Education Core (17 credit hours):
EDF 3214 Human Development and Learning 3
EDF 3604 Social Foundations of Education (Exit) 3
Social Sciences Specialization (44-45 credit hours):

AMH 2010 American History I 3
AMH 2020 American History II 3
AMH 3421 Early Florida 4
AMH 3423 Modern Florida 4
GEA 2000 World Regional Geography 3
HUM 2210 Studies in Culture: Classical through Medieval 3
HUM 2230 Studies in Culture: Renaissance through the 20th Century 3
INR 3018 World Ideologies 3
POS 2112 State and Local Government 3
Any 3000/4000 level Social Science course 3/4
Any course from African, Asian, or Latin American, or Middle Eastern History 3
One of the following:
ANT 2000 Introduction to Anthropology 3
ANT 2140 Cultural Anthropology 3
One of the following:
ECO 1000 Basic Economics 3
ECO 2013 Macroeconomics 3
One of the following:
SYG 2000 Introduction to Sociology 3
SYG 2010 Contemporary Problems 3
One of the following:
POS 2041 American National Government 3
POS 2080 The American Political Tradition 3

Social Science Education (27 credit hours):

SSE 4333 Teaching Middle Grades Social Science 3
SSE 4334 Teaching Secondary Grades Social Science 3
SSE 4335 Teaching Social Science Themes* 3
SSE 4600 Reading and Basic Skills in the Social Sciences 3
SSE 4936 Senior Seminar in Social Sciences Education 2
SSE 4940 Internship: Social Science Education** 10

* SSE 4333 must be successfully completed prior to SSE 4335.
** Only SSE 4936 can be taken at the same time as SSE 4940.

In some instances students may pursue a part-time program (9 hours or less a semester). This requires that students be available to participate in field experiences and concurrent classes during regular school hours.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

- **EXCEPTIONAL CHILD EDUCATION with ESOL Endorsement**

The College of Education offers a full ESOL Endorsement for all Special Education major graduates. The special requirements for ESOL endorsement through infusions are as follows:

Successful completion of (1) FLE 4317 and FLE 4316 with a minimum grade of 70% or better on part one and part two of the ESOL Comprehensive Exam administered in the two ESOL courses (2) a 20-hour early ESOL field experience in FLE 4317; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over a 10 days; and (4) an ESOL binder, containing all ESOL-related assignments taken in the College of Education and an ESOL-performance Standards Checklist that documents the completion of the necessary number of standards.

**Prerequisites (State Mandated Common Prerequisites):**

These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Education (3)
- EDF X701* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)
- EME X040 Introduction to Educational Technology (3)

In addition to EME X040, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

**Completion of General Education requirements:** General education courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

**Professional Education Core (31-32 credit hours):**

The required courses in the professional education core are as follows:

- EEX 4941 Practicum in ESE 6
- EDF 3122 Learning and the Developing Child 3
- EDF 3214 Human Development and Learning 3
- EDF 3604 Social Foundations of Education (Exit) 3
- EDF 4430 Measurement for Teachers 3
- FLE 4316 Language Principles and Acquisition 2
- FLE 4317 Teaching LEP Students K-12 3
- EEX 4940 Internship: Exceptional Student Education 1-10
- EEX 4936 Senior Seminar in Exceptional Student Education 1

**Area of Specialization**

**Exceptional Student Education**

Students seeking the B.S. degree with certification in Exceptional Student Education are required to take the following courses:


**Undergraduate Nursing Program**

**General Information**

The program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006. (212) 363-555 ext.153, the Commission on Collegiate Nursing Education, One Dupont Circle, NW Suite 930, Washington, DC, 20036, (202) 887-6791, and approved by the Florida State Board of Nursing. Graduates of the Upper Division and Accelerated programs are eligible to sit for the National Council Licensure Examination (NCLEX) Registered Nurse qualifying exam. Graduates may apply for licensure in Florida or other states, and successful undergraduates have the educational background necessary for graduate study in nursing.

The College of Nursing encourages applications from qualified applicants of both sexes and from all cultural, racial, religious, ethnic, and age groups. The College of Nursing uses selective criteria for the admission of students. Admissions are determined on the basis of availability of sufficient qualified faculty, laboratory and classroom facilities, and clinical teaching resources.

The College of Nursing is a limited access program. Any student who applies to any undergraduate program at the College of Nursing is initially coded as "pre-nursing" prior to official acceptance to the College of Nursing. No undergraduate nursing courses will be transferred from any institution.

1. The RN to BS program is for students currently licensed to practice as a Registered Nurse by the Florida Board of Nursing. The RN to BS option allows an RN with a diploma or an Associate's degree in nursing to earn a Bachelor of Science degree with a major in nursing.

**Nursing Advising**

The College of Nursing Office of Student Services offers a comprehensive service for all College of Nursing students as well as information sessions and general information for prospective students. These services include information sessions, registration, academic advising, scholarships, graduation certification, and other services. However, the student must remember that he or she is ultimately responsible for meeting all graduation requirements.

The goals of the office of Student Affairs are to:

- Assist students as they develop their educational plans
- Guide students to select appropriate courses
- Help students interpret institutional requirements
- Advise students to facilitate progression in their course of study
- Facilitate graduation process for students

**Location and Phone Number:** The College of Nursing (MDN) building is located near Bruce B. Downs Blvd. and west Holly Drive on the northwest corner of campus. The mailing address is 12901 Bruce B. Downs Blvd, MDC 22, Tampa, FL 33612-4766. The College telephone number is (813) 974-9305.

**Advising Offices:** To schedule an advising appointment at a location where the College of Nursing offers courses, call the College of Nursing Office of Student Services at (813) 974-9305 or toll-free at (888) 974-9488 or http://health.usf.edu/nocms/nursing/.

**Office Hours:** 8 a.m. - 5 p.m., Monday through Friday.

**NURSING PROGRAM**

- **RN to Bachelors Program**

**Admissions Requirements:**

- Admission to the University of South Florida
- Application to the College of Nursing prior to the published deadline for the intended term of entry
- Current Florida RN licensure and Associate's degree or diploma in Nursing (Those individuals with an Associate's degree in Nursing may apply contingent on passage of NCLEX exam during first semester of study in the College of Nursing)
- Minimum 2.5 cumulative GPA on all undergraduate work
- Completion of the College Level Academic Skills Test (CLAST) or equivalent

**Prerequisite Requirements:**

Nursing Prerequisite courses - These courses can be completed while in the RN to BS program. However, if a letter grade of less than 'C' is received prior to application to the College of Nursing, the course(s) must be repeated prior to application:

- BSC X085C Human Anatomy & Physiology I or any Human Anatomy & Physiology I course, 3-4 semester hours
- BSC X086C Human Anatomy & Physiology II or any Human Anatomy & Physiology II course, 3-4 semester hours
- CHM XXXX Comprehensive General Chemistry (CHM 1032 or higher), 4-6 semester hours
- DEP X004 Human Growth & Development or any Human Growth & Development course, 3 semester hours
- HUN X201 Human Nutrition or any Human Nutrition course, 3 semester hours, OR
- NUR 1192
- MCB X010C Microbiology or Any Microbiology course, 4 semester hours
- PSY X012 Introduction to Psychology or any General Psychology course, 3 semester hours, OR
- STA X014 Statistics or any Statistics course, 3 semester hours
- SYG X000 Introduction to Sociology or any Introduction to Sociology course, 3 semester hours

**Liberal Arts Requirements:**

- Completion of the following courses prior to the application deadline for the intended term of entry; a grade of 'C' or better is required:
  - ENC 1101 English Composition I
  - ENC 1102 English Composition II
- Quantitative Methods
  - College Algebra or Finite Math preferred
  - Liberal Arts General Education Requirements - may be completed while in the RN to BS program:

---

**Course List:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>EEX 4011</td>
<td>Foundations of Special Education</td>
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<tr>
<td>EEX 4054</td>
<td>Perspectives on Learning and Behavior</td>
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<tr>
<td>EEX 4221</td>
<td>Educational Assessment of Exceptional</td>
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<td>EEX 4243</td>
<td>Education of the Exceptional Adolescent and Adult</td>
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<td>EEX 4604</td>
<td>Behavior Management for Special Needs and at Risk Students</td>
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<td>EEX 4742</td>
<td>Narrative Perspectives on Exceptionality: Cultural and Ethical Issues (Exit)</td>
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<td>EEX 4846</td>
<td>Clinical Teaching in Special Education</td>
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<tr>
<td>EMR 4011</td>
<td>Mental Retardation and Developmental Disabilities</td>
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<tr>
<td>LAE 4314</td>
<td>Teaching Writing</td>
<td>3</td>
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<tr>
<td>MAE 4310</td>
<td>Teaching Elementary School Mathematics I</td>
<td></td>
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<tr>
<td>RED 4310</td>
<td>Early Literacy Learning</td>
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</tr>
<tr>
<td>RED 4511</td>
<td>Linking Literature Assessment to Instruction</td>
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UNIVERSITY OF SOUTH FLORIDA - 2008/2009 UNDERGRADUATE CATALOG
Requirements for the Major in Bachelor of Science in Applied Science

Recommended Prerequisites (State Mandated Common Prerequisites)

This degree program is available ONLY to Associate in Science (A.S.) graduates from a Florida public community/junior college.

There are no State Mandated Common Prerequisites for this degree program.

Students wishing to transfer to USF must complete the A.S. degree with an overall "C" average in all college-level courses accepted for transfer credit to USF. Students are encouraged to complete at least 18 credit hours of the General Education Requirements as part of their A.S. degree, and it is highly recommended that students select Gordon Rule communication and computation courses to fulfill these requirements while at the community college.

The A.S. degree will transfer as a complete "60 credit hour package" to USF (applicable only to the BSAS program). Technical coursework will transfer as a 42 credit hour technical block. The remaining 18 credit hours of General Education coursework from the A.S. will be matched against USF requirements to determine which courses remain outstanding for fulfillment of the university's 36 credit hour General Education Requirement.

Please be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Community College Block Credit
(Transferred from A.S.) 42
Community College General Education
(Transferred from A.S.) 18
USF General Education 18
USF Exit Courses 9
USF Area of Concentration* 18
USF Electives** 15
Total BSAS Credit Hours 120

*Note that all BSAS Areas of Concentration are at least 18 credit hours (some require 21 credit hours).
** Elective credit hours may vary slightly, but will not require students to exceed a total of 120 credit hours for completion of the BSAS degree.

Within the 60 credit hours of USF/upper-level coursework beyond the A.S., BSAS students will complete:
• a minimum of 48 credit hours of upper-level (3000-4999) courses
• at least 30 hours of the last 60 credit hours at USF
• CLAST requirements
• foreign language requirement (can be satisfied by two years of high school foreign language credit or 8 college credit hours in a single foreign language)

Requirements for Areas of Concentration

BSAS – Criminal Justice Concentration (ACJ) consists of 18 credit hours:

Only available at Lakeland or Sarasota campus

CCJ 3610 - Theories of Criminal Behavior (3)
CCJ 4934 - Seminar in Criminology (XMW) (3)

PLUS FOUR OF THE FOLLOWING:

CJL 3110 - Substantive Criminal Law (3)
CJE 4114 - American Law Enforcement Systems (3)
CCJ 4490 - Criminal Justice Administration (3)
CJC 4010 - American Correctional Systems (3)
CJE 4010 - The Juvenile Justice System (3)
CCJ 3621 - Patterns of Criminal Behavior (3)
CJC 4166 - Alternatives to Incarceration (3)
CJL 4410 - Criminal Rights & Procedures (3)
### BSAS - General Business Concentration (ABU) consists of 18 credit hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3074</td>
<td>Managerial Accounting for Non-Business Majors</td>
<td>3</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>FIN 3403</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3025</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MAN 4802</td>
<td>Entrepreneurship &amp; Small Business Management</td>
<td>3</td>
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<tr>
<td>PAD 5605</td>
<td>Administrative Law and Regulation</td>
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<tr>
<td>PAD 5700</td>
<td>Research Methods in Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD 5807</td>
<td>Urban and Local Government Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD 5836</td>
<td>Comparative Public Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Contact the BSAS Program for additional BSAS Concentrations that may have developed since the publication of this catalog.

### Bachelor of Science in Hospitality Management

**Program Email:** hospitality@sar.usf.edu  
**Location:** USF Sarasota-Manatee, SMC-B221  
**Academic Advising:** Office of Student Services, SMC-C107, (941) 359-4330  
**Web address:** [http://www.sarasota.usf.edu/hospitality](http://www.sarasota.usf.edu/hospitality)

The mission of the School of Hotel and Restaurant Management at the University of South Florida is to provide excellence in teaching, research and service to all persons and to build foundations for lifelong learning. The School of Hotel and Restaurant Management prepares individuals for industry management and leadership roles in a global economy and interfaces with stakeholders to deliver hospitality professionals that add to the financial, intellectual, environmental, ethical and social growth of Florida and the Nation.

The Bachelor of Science Degree in Hospitality Management prepares outstanding individuals to be service-oriented professionals. The School of Hotel and Restaurant Management educates students to succeed at entry-level management and supervisory level positions in the hospitality industry. A general business foundation with specialized hotel and restaurant management courses equips the students to approach problem solving in a disciplined and systematic manner. An advisory board composed of leaders from major hospitality-related corporations and organizations that are directly involved in the review of the curriculum, school development/programming and prepares students for future career challenges.

Students should have 60 transferable hours from a regionally accredited institution and an overall GPA of 2.0 prior to admission to the University of South Florida Sarasota-Manatee.

**Prerequisites (State Mandated Common Prerequisites)**

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements, thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university’s entering freshman requirements, including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students should complete the following prerequisite courses listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted.

- [ACG X011 Principles of Managerial Accounting](http://www.sarasota.usf.edu/hospitality)
- [ACG X071 Principles of Managerial Accounting](http://www.sarasota.usf.edu/hospitality)
- [ECO X013 Macroeconomics](http://www.sarasota.usf.edu/hospitality)
- [ECO X023 Microeconomics](http://www.sarasota.usf.edu/hospitality)

### Admission to the School of Hotel and Restaurant Management

Admission to the School of Hotel and Restaurant Management is open to all students who have been accepted to the University
of South Florida and declare the major of Hospitality Management. Students should contact the Office of Student Services, SMC-C107 (941) 359-4330 for assistance. Students who have credits from other institutions may need to provide copies of course descriptions from the catalog for purposes of determining credit towards the Hospitality Management major requirements at USF.

**General Requirements for a B.S. Degree in Hospitality Management**

1. The Hospitality Management major requires at least 120 credit hours.
2. General Education Requirements can be satisfied by completing the university’s general education requirements or completing the AA degree from a Florida public community college.
3. All transfer work will be reviewed by the advising office and the Director of the School of Hotel and Restaurant Management.
4. Students must satisfactorily meet the College Level Academic Skills Test (CLAST) along with the writing and communication course requirements of 6A-10.30 (Gordon Rule).
5. Students must complete the Foreign Language Entrance Requirement as mandated by the university catalog.
6. Nine hours of exit courses must be taken at USF as defined in the university catalog.
7. Students must earn at least a 2.0 overall GPA, USF GPA, and in the major to be certified for graduation.
8. The university provides advising tools and services to assist the student. However, it is the responsibility of the student to meet all graduation requirements and deadlines of the university.
9. Students must comply with all university academic policies and procedures in order to meet all requirements set forth by the University of South Florida.

**Major requirements for the B. S. Degree in Hospitality Management are as follows:**

- **Business Courses (12 Credits) with no grade lower than C-:**
  - FIN 3403 Principles of Finance
  - ISM 3011 Information Systems in Organizations
  - MAN 3025 Principles of Management
  - MAR 3023 Basic Marketing

- **Hospitality Courses (36 Credits) with no grade lower than C- and 2.0 GPA:**
  - FSS 3231 Introductory Food Preparation Management*
  - HFT 3003 Introduction to Hospitality and Tourism
  - HFT 3263 Restaurant and Catering Management*
  - HFT 3423 Hospitality Information Systems
  - HFT 3424 Cost Control in Hospitality Operations
  - HFT 3503 Hotel Marketing and Sales
  - HFT 3603 Law and Security for the Hospitality Industry
  - HFT 4221 Human Resource Management
  - HFT 4223 Facilities Mgmt for the Hospitality Industry
  - HFT 4224 Human Resource Management
  - HFT 4253 Lodging Management
  - HFT 4471 Management Accounting and Finance
  - HFT 4935 Hotel Management Seminar (only taught on the USF Tampa Campus)
  - HFT 4945 Advanced Internship (300 hours)
  - HFT 5471 Mgmt Accounting & Finance for the Public Sector
  - HFT 5472 Mgmt Accounting & Finance for the Private Sector

- **Communications Courses (6 Credits)**
  - COM 3110 Communication for Business and the Professions
  - or SPC 2600 Public Speaking
  - and ENC 3310 Expository Writing
  - or ENC 3250 Professional Writing

**Non-Credit Major Requirement**

In addition to completion of HFT 4945, students must complete an additional 700 documented working hours in the hospitality industry before graduation.

*Students are required to choose one of the two listed classes. Students must achieve a grade point average of 2.0 or higher in the minor course work for certification of the minor for graduation. At least 9 credit hours must be taken in residence at USF.*

**Other Hospitality Programs Available**

**Certificate Programs**

The Certificate Programs are designed for industry professionals currently working in hotels and restaurants to enhance their professional knowledge. The student must be currently employed in the hospitality field and satisfactorily complete the five required courses (15 credit hours in residence at USF) in hotel management or restaurant management. The certificate will be issued when a student has earned at least a 2.0 GPA and receive no less than a grade of C- in any of the five classes in their concentrated certificate program. Contact the department for further information.

**Minor Programs**

**Minor in Restaurant Management & Minor in Hotel Management**

Both programs are 18-credit hours. The minor program is a valuable addition to any major. Both minor programs provide the general information that will allow students to pursue hospitality related careers that they might otherwise not be qualified or credentialed to pursue. Majors of other disciplines will find this minor interesting and rewarding. Either minor program may open the door to a myriad of management positions in the hospitality industry. Contact the advising office for further information at (941) 359-4330.

**Minor in Hotel Management Required Courses:**

- HFT 3003 Introduction to Hospitality and Tourism
- HFT 3503 Hospitality Marketing and Sales*
- HFT 3603 Law and Security for the Hospitality Industry*
- HFT 4221 Human Resources Management
- HFT 4253 Lodging Management
- HFT 4471 Management Accounting and Finance
  - Hospitality Industry
- HFT 4936 Hotel Management Seminar (only taught on the USF Tampa Campus)

*Students are required to choose one of the two listed classes. Students must achieve a grade point average of 2.0 or higher in the minor course work for certification of the minor for graduation. At least 9 credit hours must be taken in residence at USF.*

**Minor in Restaurant Management Required Courses:**

- HFT 3003 Introduction to Hospitality and Tourism
- HFT 3263 Restaurant and Catering Management*
- HFT 3424 Cost Control in Hospitality Operations
- HFT 3503 Hospitality Marketing and Sales*
- HFT 3603 Law and Security for the Hospitality Industry*
- HFT 4221 Human Resources Management
- HFT 4853 Restaurant Trends and Challenges (only taught on the USF Tampa Campus)

*Students are required to choose one of the two listed classes. Students must achieve a grade point average of 2.0 or higher in the minor course work for certification of the minor for graduation. At least 9 credit hours must be taken in residence at USF.*

**NOTE:** Both minor programs are taught on the USF Tampa Campus. See our webpage for course descriptions, www.sarasota.usf.edu/hospitality.
Bachelor of Science in Applied Science with concentration in Hospitality

Students who have earned an A.S. degree from a Florida public community college should refer to the "Undergraduate Studies, Bachelor of Science in Applied Science" section of this catalog.

Exchange Programs

Students who are interested in an International educational experience should contact the School of Hotel and Restaurant Management for updated information.

School of Hotel and Restaurant Management

Faculty

Director: Jay R. Schrock; Professor & McKibbon Chair: John R. Walker; Assistant Professor: Katerina D. Annaraud, Gregory E. Dunn; Associate Professor: "David" Yao-Jen Chang; Academic Services Administrator: Amanda M. Kulaw; Academic Program Specialist: Lindsey R. Matro

Program Email: hospitality@sar.usf.edu Location: Sarasota/Manatee Campus, SMC-B221.

Bachelor of Science in Information Technology

The Mission of the Information Technology Program is to provide high quality educational opportunities for students interested in pursuing careers in the broad range of fields that support our computer/information-based society and economy. Additionally to utilize the resources of the program to provide service to society; and to emphasize to students the need for lifelong learning, ethical conduct and an understanding of the diverse social context in which Information Technology is practiced. The program is offered through the Lakeland Campus.

Specifically the program aspires to:
1. Lead to the advancement of Information Technology through nationally recognized education at the undergraduate level, as well as technology transfer to regional industries and businesses;
2. Prepare students for full and ethical participation in a diverse society and encourage lifelong learning;
3. Educate undergraduates in the best practices of the field as well as integrate the latest research and practices into the curriculum;
4. Emphasize the development of problem solving and communication skills as an integral component of the educational process and the later practice of the discipline;
5. Provide quality learning experiences through highly interactive techniques of course delivery that will include the use of electronic support equipment as well as newly developing distance learning technologies.

Objectives

The Information Technology program graduates will:
1. Have the requisite education and skills to be immediately employable as professionals in our computer/information-based society
2. Be prepared to enter into graduate studies in a number of related graduate programs
3. Be ethical and responsible members of their profession and society as a whole
4. Be well founded in the variety of sub-disciplines that comprise Information Technology which include basic principles of computation, mathematics, science and engineering.

The Information Technology (IT) program is designed to bridge the gap between computer science and management information systems. The emphasis of the program is on knowledge-based computer and information technology, traditional computer science concepts, as well as more practical topics including programming, applications, and networking, systems administration and the management of a variety of computing environments (in an era of rapidly changing technology). IT students will take coursework in computer organization, human-computer interface, data structures, operating systems, networking, databases, and software engineering. Electives can include such application areas as: advanced database, advanced networking, web page design and administration, and e-commerce as well as a variety of other related areas. Through a broad based set of electives, IT students will be able to tailor their program to satisfy individual preferences and strengths.

Students completing the IT program will qualify for a broad range of positions in computer-intensive businesses and industry such as: programmer analyst, systems analyst, database administrator, network administrator, computer resource manager, systems development manager, and information technology management, to name a few.

In addition to the University’s graduation requirements, the program has the following policies:
1. Mandatory academic advising of each student each term,
2. Exit interviews as a graduation requirement for all students, and
3. Only grades of C and above in IT courses can be used to fulfill graduation requirements.

Four-Year Curriculum in Information Technology

Prerequisites (State Mandated Common Prerequisites) for Students Transferring from a Community College: If a student wishes to transfer without an A.A. degree and has fewer than 60 semester hours of acceptable credit, the student must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements. Students should complete the following prerequisite courses listed below at the lower level prior to entering the University. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of “C” is the minimum acceptable grade.

Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university.

COP 2XXX Any Object-Oriented Computer Programming Course
PSY XXXX Any Psychology Course
STA X023 Statistics
ECO X013 Economics (Macroeconomics)
CGS XXXX Any Database Course
MGF 2106 College Mathematics
MAC XXXX Pre-Calculus Course
PHY XXXX Any Physics Course
M** XXXX Discrete Mathematics Course

Please be aware of the immunization, foreign language, continuous enrollment policies of the university, and qualitative standards required.

The schedule that follows indicates how a diligent student, who can devote full time to coursework, can satisfy requirements in four academic years. Students without a solid foundation, or those who cannot devote full time to academics, should plan for a slower pace.

Semester I

CGS 2100 Computers in Bus. 3
ENC 1101 Composition I 3
MAC 1410 Precalculus Algebra 3
Gen. Ed. 6
Total 15

Semester II

COP 2510 Programming Concepts 3
ENC 1102 Composition II 3
MAD 3100 Discrete Math 3
ECO 2013 Economic Principles (Macro.) 3
PSY 2012 Psychological Science I 3
Total 15
There are two IT Minor options available. The **IT General Minor** (15 semester hours) is aimed at providing a good understanding of the concepts underlying Information Technology while enabling the student to choose four elective topics in which to specialize. These elective encompass a wide spectrum of topics such as programming, networking and web design, Human Computer Interface and Security Management. The outcome of this program is to build a solid culture of IT technologies and disciplines from scratch.

The **IT Technical Minor** (24 semester hours) enforces basic scientific pre-requisites and requires interested students to attend three core IT courses meant to provide them with the conceptual and technical basis necessary to successfully dwell in more advanced topics. The elective part of the IT Technical Minor is composed of two electives to be chosen from a larger set of courses including Data Base Systems and Operating System. Successful students are expected to develop a conceptual understanding of the IT field while developing programming skills they may apply to strengthen their major.

### IT Technical Minor

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>V</td>
<td>COP 3515 Program Design for Information Technology</td>
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<tr>
<td></td>
<td>ENC 3246 Communication for Engineers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INR 3033 International Political Cultures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CGS 3303 IT Concepts</td>
<td>3</td>
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<tr>
<td></td>
<td>CEN 3722 Human Computer Interfaces for IT</td>
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</tr>
<tr>
<td></td>
<td>Total</td>
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<tr>
<td>VI</td>
<td>CDA 3101 Computer Organization for IT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EEL 4782 Computer Information Networks for IT</td>
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</tr>
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<td>EEL 4782L Information Networks Lab for IT</td>
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<td></td>
<td>EEL 4854 Data Structures and Algorithms for IT</td>
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<td>ENC 4260 Advanced Technical Writing</td>
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<td>VII</td>
<td>CIS 4703 Database Systems for IT</td>
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<td>CEN 4031 Software Engineering Concepts for IT</td>
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<td>COP 4610 Operating Systems for IT</td>
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<td>COP 4610L Operating Systems Lab for IT</td>
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<tr>
<td>VIII</td>
<td>COP 4930 Information Technology Seminar</td>
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<td></td>
<td>CIS 4935 Senior Project in IT</td>
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<td>CIS 4253 Ethical Issues for Information Technology</td>
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<tr>
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<td>Total</td>
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</table>
IT MANAGEMENT CERTIFICATE

The prerequisites to enter the IT Management Certificate program is a four year undergraduate degree plus the following:

1. MACxxxx Pre-Calculus
   3 hrs.
2. STA2023 Intro. To Statistics
   3 hrs.
3. Any Basic Computer Skills Course
   3 hrs.
   (Word Processing, Spreadsheets, Windows, etc.)

NOTE: The course numbers may be different depending on the university. IT advisors will make the determination whether or not the student has satisfied these requirements based on supportive material (such as catalog descriptions, official letters, etc.) supplied by the student.

After admission to the IT Management Certificate program, the student must complete 15 hours selected from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CEN 3722</td>
<td>Human Computer Interfaces for IT</td>
<td>3</td>
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<tr>
<td>CGS 3823</td>
<td>IT Web Design</td>
<td>3</td>
</tr>
<tr>
<td>CGS 3845</td>
<td>Electronic Commerce</td>
<td>3</td>
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<tr>
<td>CIS 4361</td>
<td>IT Security Management</td>
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</tr>
<tr>
<td>CIS 4412</td>
<td>IT Resource Management</td>
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<td>CIS 4935</td>
<td>Senior Project in Information Technology</td>
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<td>COP 4930</td>
<td>Information Technology Seminar</td>
<td>1-3</td>
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<tr>
<td>ENC 4260</td>
<td>Advanced Technical Writing</td>
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<td>ETG 4931</td>
<td>Special Topics in Technology I</td>
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