• BUSINESS AND OFFICE EDUCATION

The Business and Office Education curriculum is designed to serve students who wish to focus on the needs of today's workplace and combine teaching with business experience while achieving initial teaching certification for grades 6-12.

Requirements for the B.S. Degree (BBE): 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
- EDG 2701 Teaching Diverse Populations 3
- EME 2040 Introduction to Educational Technology (equivalent course or demonstrated competency may be substituted) 3
- ACG 2021 Financial Accounting 3
  or
- ACG X001 Financial and Managerial Acctg. I* 3
  and
- ACG X011 Financial and Managerial Acctg. II* 3
- ECO X013 Economic Principles (Macroecon.) 3
- ECO X023 Economic Principles (Microecon.) 3
- XXXXXXX Electives in Business Administration 3

*Course not available at USF

At least one course taken to meet the natural science requirements in General Education must include a laboratory component.

Common prerequisites and total program length for state-approved teacher preparation programs are subject to revision based on changes in State Board of Education Rule 6A-5.066 Approval of Preservice Teacher preparation Programs, as amended August 7, 2000.

In addition to EDG 2701, lower division courses must include 6 credit hours with an international or diversity focus (see list of approved courses under "Preliminary Requirements for Students Entering Teacher Education Programs" on the first page of the College of Education section). Professional education courses taken at the community college will transfer as general electives.

Professional Education Core (29 core hrs.)

- EDF 3214 Human Development and Learning (3)
- EDF 3604 Social Foundations (Exit) (3)
- EDG 4620 Curriculum and Instruction (3)
- EDF 4430 Measurement for Teachers (3)
- EEX 4070 Integrating Exceptional Students in the Regular Classroom (2)
- FLE 4365 ESOL Competencies and Strategies (3)
- BTE 4940 Internship: Business Education (10)
- BTE 4936 Senior Seminar in Business and Office Education (2)

Specialization Requirements (37 cr. hrs.):

- BTE 4948 Field-Based Seminar 3
- BTE 4909 Directed Study 3
- BTE 4401 Special Methods 4
- BUL 3112 Business Law I 3
- GCS 2000 Computers in Business I 3
- DEC 4161 Program Management 3
- ENC 3210 Technical Writing 3
  or
- ENC 3213 Professional Writing 3
- EVT 4651 Equity in the Schools and Workplace (Exit) 3
- FIN 3100 Personal Finance 3
- MAN 3025 Principles of Management 3
- Business Elective 3
- Word Processing 3