BUSINESS AND OFFICE EDUCATION

COLLEGE: EDUCATION
SCHOOL: NONE
DEGREE: BACHELOR OF ARTS, BACHELOR OF SCIENCE
OPTION/TRACK: NONE

LIMITED ACCESS PROGRAM: YES - THIS PROGRAM HAS ADDITIONAL ADMISSION REQUIREMENTS AS STATED BELOW.

CAMPUS(ES) WHERE OFFERED/CONTACT:
TAMPA only / Program Director, Undergraduate Advising, Education, (813) 974-2458

• 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.”

• Program of Study at a Florida Community/Junior College or SUS School for Students Planning to Transfer to USF (State Mandated Common Prerequisites)

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, they must meet the university’s entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

Students must complete the prerequisite courses listed below prior to be admitted to the upper-division major. Students who do not complete these prerequisites can be admitted to the University, but not to the upper-division major. Unless stated otherwise, a grade of “C” is the minimum acceptable grade.

EDF X005 Introduction to Education
EDG 2701 Teaching Diverse Populations
EME 2040 Introduction to Educational Technology
(Equivalent course or demonstrated competency may be substituted)
ACG 2021 Financial Accounting
or
ACG X001 Financial and Managerial Accounting I*

and

ACG X011 Financial and Managerial Accounting II*
ECO X013 Economic Principles (Macroeconomics)
ECO X023 Economic Principles (Microeconomics)
XXX XXXX Electives in Business Administration, 3 semester hours

*Course not available at USF

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

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.

• Admission Requirements to the University Program of Study

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

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
BTE 4909 Directed Study
BTE 4401 Special Methods
BUL 3112 Business Law I
CGS 2000 Computers in Business I
DEC 4161 Program Management
ENC 3210 Technical Writing

or

ENC 3213 Professional Writing
EVT 4651 Equity in the Schools and Workplace (Exit)
FIN 3100 Personal Finance
MAN 3025 Principles of Management
Business Elective
Word Processing