

# USF Sarasota-Manatee

UNIVERSITY OF SOUTH FLORIDA - 2009/2010 UNDERGRADUATE CATALOG

## MISSION

The University of South Florida Sarasota-Manatee delivers quality education to upper-division baccalaureate and master's students in an active research environment. We support students in attaining their highest potential by nurturing leadership, critical thinking, and an appreciation for learning. We advance cultural, social, environmental, and economic well-being for all we serve.

## About USF Sarasota-Manatee

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 108,000 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 preparation 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. Now, 34 years later, USF Sarasota-Manatee attracts more than 4,500 students annually to an expanded and growing schedule of offerings that includes more than 800 courses in 42 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 exclusive 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.

USF Sarasota-Manatee classes offered at MCC Venice

USF Sarasota-Manatee offers classes at the Venice location of Manatee Community College (MCC Venice). The first class started in 2004, thanks to a private grant given by the Gulfcoast Community Foundation of Venice. The program is now permanently funded by the State of Florida. USF Sarasota-Manatee at MCC Venice offers classes in business, elementary education, interdisciplinary social science, psychology, and criminology, enabling students to take courses toward a bachelor's degree near where they live or work in the south county area.

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*

English (choice of two options)

English and American Literature

Professional and Technical Writing

History

Interdisciplinary Social Sciences (*choice of pairing any 2 cognates*)

Anthropology

Criminology

History

International Studies

Political Science

Psychology

Religious Studies  
Social Work  
Sociology  
Women's Studies  
Psychology

Affiliated w/ the College of Behavioral & Community Sciences at USF Tampa  
Criminology  
Social Work

Affiliated with the College of Undergraduate Studies at USF Tampa  
Information Technology (option to pursue specialization)  
Information Security  
Web Development

*College of Business*

Accounting  
Finance  
General Business Administration  
Information Systems and Decision Sciences\* (partial)  
International Business\* (partial)  
Management  
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 (option to pursue specialization)  
Information Security  
Web Development  
Bachelor of Science in Applied Science with concentrations in:  
Criminal Justice  
Early Childhood Development  
General Business  
Hospitality Management  
Information Technology  
Public Administration\* (partial)

**Graduate Programs**

*College of Arts and Sciences*

Library and Information Science\* (partial)  
Rehabilitation and Mental Health Counseling

Affiliated w/ the College of Behavioral & Community Sciences at USF Tampa  
Criminal Justice Administration  
Social Work

*College of Business*

Master of Business Administration

*College of Education*

Adult Education  
 Educational Leadership  
 Elementary Education  
 MAT Elementary Education  
 Reading Education  
 Special Education

*College of Nursing*

MS Nursing – Bridge and Core courses

**Certificate Programs****Undergraduate**

Hotel Management  
 Restaurant Management

**Post Baccalaureate**

Information Technology Management

**Graduate**

Leadership in Developing Human Resources  
 Post Master's Educational Leadership  
 Public Health Policy and Programs  
 Reading Certificate and Endorsement

## Post Baccalaureate Coursework

Pre-requisite requirements for Language, Speech & Hearing Master's degree  
 Fifth year Accounting Courses for CPA

## Endorsement

Reading Education

## 2008-2009 Enrollment

4,547 Students (funding campus)

## Average Age (Mean Age-Fall 2008)

Undergraduate: 30  
 Graduate: 36

## Undergraduate Full-Time vs. Part-Time (Fall 2008)

49 % Full-Time  
 51 % Part-Time

## Location

8350 N. Tamiami Trail (St. Rt. 41) in Sarasota, Florida, 34243, just off the beautiful Sarasota Bay and adjacent to the Sarasota International Airport.

## 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 a smooth transition to obtain the baccalaureate degree.
- Increasing daytime courses convenient for full-time students, parents of school children, and evening-shift workers.
- Full evening program for students who work during the day and some weekend programs.

## ACADEMIC DEGREE PROGRAM REQUIREMENTS

## COLLEGE OF ARTS AND SCIENCES

## 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  
ENC 1102 Composition II  
or

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" or "F" 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  
AML 3032 American Literature 1860-1912  
AML 3051 American Literature 1912-1945

2. Four 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 or  
ENL 3332 Late Shakespeare

3. Five of the following, at least two of which must be from Group A:

*Group A*

AML 4111 19th Century American Novel  
AML 4121 20th Century American Novel  
ENL 4122 19th Century British Novel  
ENL 4132 British Novel: Conrad to the present

- ENL 4311 Chaucer  
 ENL 4338 Advanced Studies in Shakespeare  
 ENL 4341 Milton  
 LIT 3101 Literature of the Western World through the Renaissance  
 LIT 3102 Literature of the Western World since the Renaissance  
 LIT 4930 Selected Topics in English Studies

*Group B*

- AML 3031 American Literature to 1860  
 AML 3032 American Literature 1860-1912  
 AML 3051 American Literature 1912-1945  
 AML 3604 African-American Literature  
 AML 3630 U.S. Latino/Latina Literature in English  
 AML 4261 Literature of the South  
 AML 4300 Selected American Authors  
 ENG 3014 Introduction to Literary Methods  
 ENG 4060 History of the English Language  
 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 3332 Late Shakespeare  
 ENL 4303 Selected British Authors  
 LIN 4671 Traditional English Grammar  
 LIN 4680 Structure of American English  
 LIT 3022 Modern Short Novel  
 LIT 3031 Survey of Poetry  
 LIT 3043 Modern Drama  
 LIT 3093 Contemporary Literature  
 LIT 3144 Modern European Novel  
 LIT 3374 Bible as Literature  
 LIT 3410 Religious and Philosophical Themes  
 LIT 3930 Special Topics in English Studies  
 LIT 4386 British and American Literature by Women  
 4. ENG 4013 Literary Criticism (Required for Literature majors)

**OPTION II: Professional and Technical Writing**

This 36-hour program allows undergraduates to concentrate their studies in professional writing, wherein they will master special writing skills demanded by industry, business, government, and the professions. The English Department may arrange semester-long internships with local businesses, industries, and professional organizations. Interns will earn three credit hours and, in some cases, receive compensation from their employers for their duties.

Students choosing this concentration will also assure themselves of a core of liberal arts studies since they must take 21 credit hours of literature courses in addition to 15 hours of composition courses.

1. *Composition requirements:* Five courses (15 hours) as follows:

Five of the following:

- ENC 2210 Technical Writing  
 ENC 3250 Professional Writing  
 ENC 3310 Expository Writing  
 ENC 4260 Advanced Technical Writing  
 ENC 4311 Advanced Composition  
 ENC 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 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. However, a Major GPA of at least 2.0 is necessary for graduation.

**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**

Including the six credits of courses to meet the common prerequisites students must complete a minimum total 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 Pro-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. For elective hours outside of the major, it is recommended that history majors take ENC 3310, "Expository Writing," SPC 2600, "Public Speaking," and LIS 2005, "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.

- **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. Students plan their program in ongoing consultation with the advisor who approves each individual curriculum contract.

Specific requirements for a B.A. degree in Interdisciplinary Social Sciences (ISS) are outlined below:

**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)
ECO 2013 Economic Principles (Macroeconomics)	(3)
ECO 2023 Economic Principles (Microeconomics)	(3)
GEA 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

- Required core courses for the major are:
 

ISS 3010 Introduction to Social Sciences	(3)
ISS 4935 Seminar in the Social Sciences	(3)
STA 2122 Social Sciences Statistics -6A	(3)
- The ISS student chooses between two cognate areas and completes twelve hours in each. In addition, three special electives emphasize cultural diversity.
- 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.**
- 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.
- Students must maintain a minimum grade point average of 2.0 in ISS to graduate.
- ISS majors must satisfy two semesters of a foreign language in order to graduate.
- 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:

Anthropology, Criminology\*, History, International Studies, Political Science, Psychology, Religious Studies, Social Work\*, Sociology, Woman's Studies.

\*Affiliated with the College of Behavioral and Community Sciences in Tampa

### • 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: (a) Clinical, (b) Cognition, Neuroscience and Social and (c) 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 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 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 Psychological Science. **and** any other lower level Psychology course within the Psychology inventory

STAXXXX Any level Statistics course (X000 - X099)

BSCXXXX 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 2012 Introduction to Psychological Science, 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 must 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.

#### Requirements for the Minor in Psychology

A minor in Psychology consists of a minimum of 15 credit hours, comprising PSY 2012, and any four upper-level psychology courses except PSY 4913. Students minoring in Psychology must also obtain a "C" or better in any college level statistics course in lieu of PSY 3213, or must complete PSY 3213 with a "C" or better. A GPA of 2.0 or better in the minor is required for certification. The purpose of the minor is to help students majoring in other disciplines to obtain an appropriate psychology background that will complement their work in their major. See the Psychology Department Undergraduate Advisor for suggested minor programs for students majoring in various fields.

#### 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.

## **AFFILIATED WITH THE COLLEGE OF BEHAVIORAL & COMMUNITY SCIENCES AT USF TAMPA**

### **CRIMINOLOGY (CCJ)**

The major in Criminology provides students with 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. 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. 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:

- Each of the following core courses:  

CCJ 3024 (3)*	CCJ 3610 (3)*
CCJ 3701 (3)**	CCJ 4934 (3)
- 24 semester hours of electives within the major.

\*Students who plan to attend graduate school should also take CCJ 4700 as one of their electives within the major. Students must take CCJ 3610 prior to enrollment in CCJ 3701.

\*\*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.

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:

- The following two required courses:  

CCJ 3024 (3)	CCJ 3610 (3)
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- 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 minoring in Criminology are subject to the Department's "2 D" Rule.

- **REHABILITATION AND MENTAL HEALTH COUNSELING (REF)**

- Five Year Masters Program**

- (Not currently admitting students; under administrative review)**

A five-year master's program is available to undergraduates where an M.A. degree in Rehabilitation and Mental Health Counseling and a bachelor's degree in another major can be earned in a total program of 150 semester hours. An undergraduate major is required. Students admitted through the five-year program (REF) must have completed 90 semester hours of work and have satisfied General Education, CLAST, and Rule 6A-10.30 (Gordon Rule) requirements. Minimum admission requirements include a "B" average or above over the last 60 semester hours. All applicants must take the GRE whether or not they have a 3.0 grade-point average. A detailed description of the M.A. program in Rehabilitation and Mental Health Counseling may be found in the Graduate Catalog and on the Internet at [http://www.cas.usf.edu/rehab\\_counseling/index.html](http://www.cas.usf.edu/rehab_counseling/index.html).

Undergraduates interested in the five-year program (REF) should contact the department at the start of their sophomore year. Applications for the five-year program are available from the Department. GRE scores and three letters of recommendation must be received before any application is processed.

- Mission Statement**

The mission of the Department of Rehabilitation and Mental Health Counseling is to promote quality services for individuals with differences in abilities and to help the state meet its human service needs in the areas of rehabilitation and mental health through teaching, research and service.

- Objectives**

1. To provide students with a sound knowledge of the basic philosophical tenets and relevant historical foundations of rehabilitation and mental health counseling, and to prepare master's level rehabilitation and mental health counselors who adhere to ethical principles, including the belief in human dignity and the right of all individuals to fully participate in society.
2. To prepare master's level rehabilitation and mental health counselors to be critical consumers of information and to encourage participation in and contributions to the expansion of knowledge in the fields of rehabilitation and mental health counseling.
3. To encourage the professional growth and development of master's level rehabilitation and mental health counselors through the promotion of on-going involvement in the rehabilitation community at the local, state, and national levels, and to promote advocacy on behalf of people with differences in abilities.

Rehabilitation Counselors work in a wide variety of settings, including public and private rehabilitation programs and facilities, mental health treatment settings, and substance abuse treatment settings. Some establish their own private rehabilitation or mental health counseling practices.

Rehabilitation and Mental Health Counseling have roots in both the national rehabilitation movement and professional counseling movement. Training, which includes experiential learning, emphasizes psychological, social, medical, and vocational aspects of disability; and also the development and refinement of personal adjustment and mental health counseling skills. Graduates with an M.A. degree from the USF Department of Rehabilitation and Mental Health Counseling are prepared for careers as both rehabilitation and mental health counselors.

The graduate program in Rehabilitation and Mental Health Counseling is fully accredited by the Council on Rehabilitation Education (CORE), the national accrediting body for rehabilitation counselor training programs. Upon completion of the program, graduates are eligible to sit for the national certification examination of the Commission on Rehabilitation Counselor Certification. After passing this examination, the graduate is registered with the Commission as a Certified Rehabilitation Counselor (CRC). Within the 60 hour M.A. program, graduates also meet Florida's educational standards for licensure as a Clinical Mental Health Counselor. The Department offers four graduate certificate programs: (1) Addictions and Substance Abuse Counseling; (2) Marriage and Family Therapy; (3) Rehabilitation Technology; and (4) Behavioral Health Counseling. Each student may elect to pursue a program of specialization in either area. The Addictions and Substance Abuse Counseling program is approved by the Certification Board for Addictions Professionals of Florida (CBAPF Approved Provider #179A). Several courses within the program do have prerequisites. Please contact the department at (813) 974-2855 for specific details about these requirements.

- **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 Behavioral & Community 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 students with an opportunity to develop a knowledge base and skill base as a "generalist" practitioner. Students will develop an understanding of various methods of intervention and skills in their application to a variety of client systems. For example, interventive 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 minimum GPA of 2.75 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 or 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 Behavioral and Community Sciences, Office of Graduate and Undergraduate Studies. All majors will be referred to 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 or have been exempted or waived from the CLAST.
7. A student must achieve a GPA of 2.75 in all Social Work 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. 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.

### 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)	(3)
or	
Introduction to Public Policy	(3)
Biology (Human Biology or Anatomy & Physiology)	(3)
ECO Economics (Microeconomics or Macroeconomics or Introduction to Economics)	(3)
Introductory Psychology	(3)
Introductory Sociology/Social Problems	(3)

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

#### *American Government*

POS 2041 American National Government	(3)
PUP 4002 Public Policy	(3)

#### *Biology*

BSC 1005 Principles of Biology for Non-majors	(3)
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#### *Economics:*

ECO1000 Basic Economics	(3)
ECO 2013 Economic Principles (Macroeconomics)	(3)
ECO 2023 Economic Principles (Microeconomics)	(3)

#### *Psychology:*

PSY 2012 Psychological Science I	(3)
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#### *Sociology:*

SYG 2000 Introduction to Sociology	(3)
SYG 2010 Contemporary Social Problems	(3)

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.

SOW 3203 Introduction to Social Work and SOW 3210 American Social Welfare must be taken at USF or another accredited institution and must be completed, earning a grade of "B" or better. A grade of "B-" is not acceptable as a passing grade for either course.

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

1. To meet the foundation cross cultural prerequisite a student must complete either one ALAMEA general education course or one of the following cross cultural courses by earning a grade of "C" or better. A grade of "C-" is not acceptable.

#### African American Studies:

AFA 4331 Social Institutions and African American Community	(3)
AFA 4335 Black Women in America	(3)

#### Anthropology:

ANT 4316 Ethnic Diversity in the USA	(3)
ANT 4432 The Individual and Culture	(3)

#### Women's Studies:

AMH 3561 American Women I	(4)
AMH 3562 American Women II	(4)

SOP 3742 Psychology of Women	(3)
WST 3311 Issues in Feminism	(3)
WST 4262 Literature by American Women of Color	(3)

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

- Human Behavior and Social Environment Courses
 

SOW 3101 (4)	SOW 3102 (3)	SOW 4522 (3)
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- Social Welfare: Policy & Program Course
 

SOW 4233 (3)
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- Social Research Course
 

SOW 3401 (3)
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- Social Work Practice Courses
 

SOW 4341 (5)	SOW 4343 (5)	SOW 4930 (3)
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- Field Experience
 

SOW 4510 (3)	SOW 4510L (6)
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Summary:

Core Courses	29 hours
Field Experience	9 hours
TOTAL	38 hours

## COLLEGE OF BUSINESS

### • 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.

### • 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:** Accounting majors have additional admission requirements beyond the entry requirements to the College of Business as listed in the General Requirements section. To be fully admitted, accounting majors must successfully complete both ACG 3103 and ACG 3341 with a grade of C, not C- on no more than two attempts per course. "W" grades count as an attempt. In addition, the prerequisites for ACG 3103 and ACG 3341 require students to earn a grade of C, not C- in both ACG 2021 and ACG 2071. Students who fail to meet the requirements to continue in this major will be counseled into other majors either within COB or other colleges as appropriate. Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 24 hours of upper level accounting with a grade of C not C- in all courses. Students must complete 18 hours of the upper level accounting requirement in residency at USF (Tampa, Sarasota-



Manatee and USF Polytechnic campuses). Finally, students must earn a 2.0 GPA on all major course work at USF - Tampa and have an overall 2.0 major GPA including any applicable transfer work.

**Required Accounting Courses:**

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

**Electives (6 hours selected from):**

ACG 4123 Intermediate Financial Accounting III	3
ACG 4351 Cost Accounting and Control II	3
ACG 4642 Auditing II	3
ACG 4931 Selected Topics	3
ACG 5201 Advanced Financial Accounting	3
ACG 5505 Governmental/Not-for-Profit Accounting	3
ACG 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 four 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 - Tampa.

• **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 areas 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-Tampa. 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		<u>9-15</u>
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. FIN 4443 Financial Policies and Strategies is a highly recommended finance elective for all majors. 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 minor in Finance. The requirements are

1. FIN 4504	Principles of Investments	3
FIN 4303	Financial Institutions and Markets	3
FIN 4414	Advanced Corporation Finance	3
Another upper-level Finance Elective with an FIN, REE, or RMI prefix		<u>3</u>
Total Finance 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 of the required 12 credit hours must be taken in residence at USF - Tampa.

**• INFORMATION SYSTEMS AND DECISION SCIENCES (ISM)- Partial Program**

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 ISM 3011 and the five required MIS courses. Students 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 18 hours must be taken in residence at USF- Tampa. 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 3232 Business Application Development*	3
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**	<u>9</u>
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
ISM 4212 Database Administration	3
Approved MIS Elective	<u>6</u>
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–Tampa.

### • INTERNATIONAL BUSINESS (ITB) – Partial Program

The Bachelor of Arts in International Business (IB) provides students with the knowledge, skills and experience necessary for successful careers in the global business environment.

Graduates will have not only the International Business major, but also a minor in one of the functional areas of business (finance, management, marketing, economics and information systems). With this preparation, graduates will find employment in many manufacturing, service or knowledge-based industries with international markets, international suppliers, international sources of finance or an internationally diverse work force.

The IB program is unique in that it combines preparation in business administration with language training, area studies, and a meaningful overseas work or study experience. The curriculum includes, in addition to the general education and liberal arts requirements, a strong grounding in business core courses, an 18-hour major in international business and area studies subjects, a minor in a functional area of business, training in a foreign language and overseas academic or business experience. International students, who have completed at least the equivalent of a high school education in their native country, are advised to pursue another business major. At a minimum, international students, who have completed at least the equivalent of a high school education in their native country, may not study the area of their origin as part of the International Business major. A minimum of 120 hours is required to complete a B.A. in International Business.

#### International Business Major (18)

Business Courses (9)

Students should see an advisor for an approved list of upper level international business courses.

Area Studies Courses (9)

Students should see an advisor for an approved list of upper level area studies courses.

#### Business Minor/Concentration (12)

Students will choose a minor from the following disciplines:

- Finance
- Marketing
- Management
- Information Systems

Within each concentration one course must be an international business course. The international business course is in addition to the three international business courses as required in the above International Business Major area.

#### Foreign Language Above First Year (9)

Language(s) selected should support the area and the Area Studies courses.

#### Overseas Business Internship (3) or Semester Abroad

The International Business Major is designed to be completed within 120 credit hours. Certain courses satisfy requirements in more than one area. To maximize academic options, students should seek guidance from an advisor once a decision has been made to pursue this major.

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

**Courses Approved for International Business**

The following courses are currently approved for the International Business major and minor:

- ECO 3703 International Economics
- FIN 3604 International Finance
- GEB XXXX Global Perspectives and Management Choices
- ISM 4382 Global Information Systems
- MAN 4600 International Management
- MAR 4156 International Marketing

Other courses will be added as they are developed and approved. In addition, the College frequently offers *Selected Topics* courses that qualify for International Business. Students should consult with an advisor for additional approved courses.

• **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
Additional upper-level management courses	<u>15-21</u>
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
- MAN 3301 Human Resource Management 3
- MAN 4282 Organizational Assessment 3
- 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-Tampa.

• **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 these 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- Tampa. A grade of "C" or higher (not C-) is required in all Marketing Classes including Basic Marketing (MAR 3023) 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	<u>3-9</u>
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.

## COLLEGE OF EDUCATION

### • 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)
- EDF X085/EDGX071\* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)

\*In addition to EDF X085/EDG X071, 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 - General Education Requirements" section of the catalog.)

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

EDF 4111 Child Growth and Learning	3
EEC 4940 Senior Internship	10
EEC 4941 Field Experience I	3
EEC 4936 Senior Seminar in Elementary Early Childhood Education	2

EEC 4942 Field Experience II	3
EEC 4943 Field Experience III	3
EDG 4909 Directed Studies*	1-4
TSL 4080 Curriculum and Pedagogy of ESOL	3
TSL 4081 Literacy Development in English Language Learners	3
TSL 4251 Applying Linguistics to ESOL Teaching and Testing	3

\*Please see academic advisor for required Directed Studies courses.

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

EEC 4008 Literature in Early Childhood Education (Exit)	3
<b>OR</b>	
LAE 4414 Children's Literature	3
EEC 4203 Programs for Young Children	3
EEC 4211 Integrated Curriculum: Science and Mathematics	3
EEC 4212 Integrated Curriculum: Social Sciences/Humanities & Art	3
EEC 4303 Creative and Affective Experiences for Young Children	3
EEC 4307 Cognitive Experiences for Young Children	3
EEC 4408 Child, Family & Teacher Relations	3
EEC 4706 Language and Emerging Literacy	3
HSC 3301 Health, Safety, Nutrition and Motor Skills for the Young Child	3
RED 4310 Early Literacy Learning	3
RED 4511 Linking Literacy Assessment to Instruction	3

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

### • 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.

- EDF X005 Introduction to Education (3)
- EDF X085/EDGX071\* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)

\*In addition to EDF X085/EDG X071, 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 – General Education Requirements" section of the catalog.)

Students are advised that the Elementary Education specialization will require an enrollment of more than the traditional four semesters of the junior and senior years in order to complete the program specialization courses and the required sequence of internship.

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

### Professional Education (32-33 credit hours):

EDF 3122 Learning and the Developing Child	3
EDF 3604 Social Foundations of Education (Exit)	3

EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2-3
TSL 4080	Curriculum and Pedagogy of ESOL	3
TSL 4081	Literacy Development in English Language Learners	3
TSL 4251	Applying Linguistics to ESOL Teaching and Testing	3
EDE 4940	Internship	10-12

**Specialization (41 credit hours):**

EDE 4301	Classroom Management, School Safety, Ethics, Law, and Elementary Methods	3
EDE 4941	Childhood Education Internship Level I	3
HLP 4722	Health and Physical Education for the Child	2
EDE 4942	Childhood Education Internship Level II	6
LAE 4314	Teaching Writing in the Elementary School	3
LAE 4414	Teaching Literature in the Elementary Schools (Exit)	3
MAE 4310	Teaching Elementary School Mathematics I	3
MAE 4326	Teaching Elementary School Mathematics II	3
RED 4310	Reading and Learning to Read	3
RED 4511	Linking Literacy Assessment to Instruction	3
SCE 4310	Teaching Elementary School Science	3
SSE 4313	Teaching Elementary (K-6) Social Studies	3
EDE 4223	Creative Experiences for the Child	3

- **ENGLISH EDUCATION with ESOL Endorsement – Partial Program**

**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.

- EDF X005 Introduction to Education (3)
- EDF X085/EDG X071\* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)
- Other program prerequisites: \*\*
  - SPC X600/X608 Public Speaking (3)
  - Literature Course (3)
  - Electives in English (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.

\*\*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 - General Education Requirements" section of the catalog.)

**Recommended Courses:**

Literature Course (3 hours) - select from LIT, AML, ENL  
(LIT 2000 or ENL 3323 recommended)

English Electives (9 hours) - to include advanced composition and mediacy  
(CRW 2100 or CRW X111 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
EEX 4070 Integrating Exceptional Students in the Regular Classroom	2
FLE 4317 Teaching LEP Students K-12	3
FLE 4316 Language Principles and Acquisition	3
LAE 4337 Teaching Reading in Secondary English Literacy Course	3
ESE 4322 Classroom Management	3

**Specialization (21 credit hours):**

ENC 3310 Expository Writing	3
<b>One</b> 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
<b>One</b> of the following:	
AML 3031 American Literature to 1860	3
AML 3032 American Literature 1860-1912	3
AML 3051 American Literature 1912-1945	3
<b>One</b> 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
<b>One</b> of the following:	
LIT 3383 The Image of Women in Literature	3
LIT 4386 British and American Literature by Women (Exit)	3
<b>One</b> of the following:	
LIN 3010 Introduction to Linguistics	3
ENG 4060 History of the English Language	3
<b>One</b> 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 (Fall Semester Only)	3
LAE 4530 Methods of Teaching English: Practicum (Fall Semester Only)	3
LAE 4335 Methods of Teaching English: High School (Spring Semester Only)	3
LAE 4936 Senior Seminar in English Education	2
LAE 4940 Internship: English Education	10

## • SOCIAL SCIENCE EDUCATION – Partial Program

**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)
- EDF X085/EDG X071\* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)
- Other program prerequisites\*\*:  
American Government (3)  
Select four of the six areas for a total of 12 credit hours: Anthropology (3), Cultural Geography (3), Economics (3), History (3), Psychology (3), Sociology (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.

\*\* 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 - General Education Requirements” section of the catalog.)

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

POS 2041 American National Government

or

POS 2080 American Political Tradition

ANT 2000 Introduction to Anthropology

or

ANT 2410 Cultural Anthropology

GEA 2000 Global Geography

ECO 1000 Basic Economics

or

ECO 2013 Macroeconomics

SYG 2000 Introduction to Sociology

or

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
EDF 4430 Measurement for Teachers	3
EEX 4070 Integrating Exceptional Students in the Regular Classroom	2
TSL 4324 ESOL Competencies and Strategies	3
ESE 4322 Classroom Management	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 20 <sup>th</sup> 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
<b>One</b> of the following:	
ANT 2000 Introduction to Anthropology	3
ANT 2410 Cultural Anthropology	3
<b>One</b> of the following:	
ECO 1000 Basic Economics	3
ECO 2013 Macroeconomics	3
<b>One</b> of the following:	
SYG 2000 Introduction to Sociology	3
SYG 2010 Contemporary Problems	3
<b>One</b> 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.

### • SPECIAL EDUCATION 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 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 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 X085/EDG X071\* (3)
- EME X040 Introduction to Educational Technology (3)

\*In addition to EDF X085/EDG X071, 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 - General Education 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
<b>or</b>	
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:

EEX 4011	Foundations of Special Education	3
EEX 4054	Perspectives on Learning and Behavioral Disorders	3
EEX 4221	Educational Assessment of Exceptional Students	3
EEX 4243	Education of the Exceptional Adolescent and Adult	3
EEX 4604	Behavior Management for Special Needs and at Risk Students	3
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues (Exit)	3
EEX 4846	Clinical Teaching in Special Education	3
EMR 4011	Mental Retardation and Developmental Disabilities	3
LAE 4314	Teaching Writing	3
MAE 4310	Teaching Elementary School Mathematics I	3
RED 4310	Early Literacy Learning	3
RED 4511	Linking Literature Assessment to Instruction	3

### COLLEGE OF NURSING

#### • RN to Bachelors Program

Please Note: Courses for this program may not always be offered through USF Sarasota-Manatee.

#### **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
- Completion of the University Foreign Language entrance requirement

#### **Prerequisite Requirements:**

The state-mandated nursing common pre-requisites are required to be completed. 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  
 STA X014 Statistics or any Statistics course, 3 semester hours  
 SYG X000 Introduction to Sociology or any Introduction to Sociology course, 3 semester hours

Additional Requirements:

- The following General Education requirements must be completed while in the Lower Division program:
- Completion of the following courses prior to the application deadline for the intended term of entry; a grade of 'C' or better is required:
    - 6 English Composition
    - 6 Mathematics\* **OR** 3Mathematics **AND** 3 Quantitative Reasoning
    - 3 Natural Sciences (Life Science)
    - 3 Natural Sciences (Physical Science)
    - 6 Social and Behavioral Sciences
    - \*College Algebra or Finite Math preferred andSTA X014 Statistics recommended courses
  - The following General Education requirements may be completed while in the Upper Division program:
    - 3 Fine Arts
    - 3 Human and Cultural Diversity in a Global Context
    - 6 Humanities
  - Completion of all other University Baccalaureate degree requirements
  - Additional coursework may be required to meet the USF graduation credit hour requirement.

**RN to BS Course of Study:**

A letter grade of "C" or better is required in all Nursing (NUR) courses.

NUR 3805 Educational Transitions for Registered Nurses	(3)
NUR 3066 Physical Exam & Assessment	(2)
NUR 3066L Clinical Experience in Health Assessment for RNs	(1)
NUR 3145 Pharmacology in Nursing Practice	(3)
NUR 3125 Pathophysiology for Nursing Practice	(4)
NUR 3826 Ethical Legal Aspects of Nursing & Health Care	(3)
NUR 4165 Nursing Inquiry	(3)
NUR 4636 Community/Public Health: Population-focused Nursing	(3)
NUR 4636L Community/Health Nursing Clinical for the RN	(3)
NUR 4838 Leadership & Management in Prof Nursing Practice	(3)
NURXXXX Nursing Elective	(3)
Total:	31

**UNDERGRADUATE STUDIES**

Bachelor of Science in Hospitality Management

**Program Email:** [hospitality@sar.usf.edu](mailto: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>

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.

(no grade lower than a C-):

- ACG X021 or ACG X022 Principles of Financial Accounting (or ACG X001 and ACG X011)
- ACG X071 Principles of Managerial Accounting
- ECO X013 Macroeconomics
- ECO X023 Microeconomics

**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 computation 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 4323 Facilities Mgmt for the Hospitality Industry
- HFT 4221 Human Resource Management
- HFT 4253 Lodging Management
- HFT 4471 Mgmt Accounting & Finance for the Hospitality Industry



HFT 4945 Advanced Internship (300 hours) (In final academic semester with departmental approval)

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.

\*FSS 3231 and HFT 3263 require a lab fee.

### 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](http://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.

**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 at the Polytechnic, Sarasota-Manatee, and Tampa Campuses.

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.

PSY	XXXX	Any Psychology Course
STA	X023	Statistics
ECO	X013	Economics (Macroeconomics)

CGS XXXX	Any Database Course
COP 2XXX	Any Computer Programming Course
COP 2XXX	Any Object-Oriented Computer Programming Course
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 1140 Precalculus Algebra	3
Gen. Ed.	<u>6</u>
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	<u>3</u>
Total	15

#### Semester III

Natural Science 3	
COP XXXX OO Programming (e.g., C++)	3
Electives	<u>9</u>
Total	15

#### Semester IV

STA 2023 Introductory Statistics I	3
PHY 2020 Conceptual Physics	3
Fine Arts	3
Electives	<u>6</u>
Total	15

#### Semester V

COP 3515 Program Design for Information Technology	3
ENC 3246 Communication for Engineers	3
INR 3033 International Political Cultures	3
CGS 3303 IT Concepts	3
CEN 3722 Human Computer Interfaces for IT	<u>3</u>
Total	15

#### Semester VI

CDA 3101 Computer Organization for Information Technology	3
EEL 4782 Computer Information Networks for IT	3
EEL 4782L Information Networks Lab for IT	1
EEL 4854 Data Structures and Algorithms for IT	3
ENC 4260 Advanced Technical Writing	3
IT Approved Electives	<u>3</u>
Total	16

**Semester VII**

CIS 4703 Database Systems for IT	3
CEN 4031 Software Engineering Concepts for IT	3
COP 4610 Operating Systems for IT	3
COP 4610L Operating Systems Lab for IT	1
IT Approved Electives	<u>6</u>
Total	16

**Semester VIII**

COP 4930 Information Technology Seminar	1
CIS 4935 Senior Project in IT	3-5
CIS 4253 Ethical Issues for Information Technology	3
IT Approved Electives	<u>6</u>
Total	13-15

**INFORMATION TECHNOLOGY (IT) MINOR PROGRAMS**

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 GENERAL MINOR****Required Course:**

CGS 3303 IT Concepts	3
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**Electives (choose four from list):**

CDA 3101 Computer Organization for IT	3
CEN 3722 Human Computer Interfaces for IT	3
CIS 4361 IT Security Management	3
CIS 4412 IT Resource Management	3
COP 3515 Program Design for IT	3
EEL 4782 Computer Information Networks for IT	3
EEL 4782L Information Networks for IT	1
EEL 4854 Data Structures and Algorithms for IT	3
ETG 4931 Special Topics in Technology I	1-5
ETG 4932 Special Topics in Technology II	1-5

**IT TECHNICAL MINOR****Prerequisite Courses:**

COP 2510 Programming Concepts	3
COT 3100 Introduction to Discrete Structures	3
PHY XXXX Physics	3

**Required Courses:**

CGS 3303 IT Concepts	3
COP 3515 Program Design for IT	3
EEL 4854 Data Structures and Algorithms for IT	3

**Electives (choose four from list):**

CDA 3101 Computer Organization for IT	3
CEN 3722 Human Computer Interfaces for IT	3
CEN 4031 Software Engineering Concepts for IT	3
CIS 4361 IT Security Management	3
CIS 4412 IT Resource Management	3
COP 4610 Operating Systems for IT	3
COP 4610L Operating Systems Lab for IT	1
COP 4703 Database Systems for IT	3

EEL 4782 Computer Information Networks for IT	3
EEL 4782L Information Networks for IT	1
ETG 4931 Special Topics in Technology I	1-5
ETG 4932 Special Topics in Technology II	1-5

### POST-BACCALAUREATE CERTIFICATE PROGRAMS IN INFORMATION TECHNOLOGY (IT)

There are two Post-Baccalaureate Information Technology (IT) Certificates available. Both Certificates are designed for students who hold bachelor's degrees in fields other than IT, but do not seek either a master's degree or a complete undergraduate degree in IT.

The ***IT Management Certificate*** (15 semester hours) is designed to provide the student an application-oriented managerial background in IT. The typical student pursuing this certificate is not looking to change careers, but rather looking to enhance their technical abilities in their existing job. A four year Bachelor's degree plus some prerequisites are required to enter the IT Management Certificate Program.

The ***IT Professional Certificate*** (30 semester hours) is designed to help students change careers, i.e. begin a new career as an IT Professional. All classes (15 hours) taken in the IT Management Certificate directly apply toward the IT Professional Certificate. Therefore, each student having completed the IT Management Certificate will only need 15 additional hours to complete the IT Professional Certificate. However, certain additional prerequisites may be required of the student prior to taking the advanced technically oriented classes contained in the IT Professional Certificate.

Students wanting to enter one of the IT Certificate programs need to fill out an application to apply and have an official transcript sent from the College or University where they completed their undergraduate degree. The transcript is used to first verify that the student completed their undergraduate degree and second to identify if any additional prerequisite classes will be required.

#### IT MANAGEMENT CERTIFICATE

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

MAC xxx Pre-Calculus	3 hrs.
STA 2023 Intro. To Statistics	3 hrs.
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:

CEN 3722 Human Computer Interfaces for IT	3
CGS 3823 IT Web Design	3
CGS 3845 Electronic Commerce	3
CIS 4361 IT Security Management	3
CIS 4412 IT Resource Management	3
CIS 4935 Senior Project in Information Technology	3
COP 4930 Information Technology Seminar	1-3
ENC 4260 Advanced Technical Writing	3
ETG 4931 Special Topics in Technology I	1-5
ETG 4932 Special Topics in Technology II	1-5
IT Current Topics	3
IT Approved Elective	3

#### IT PROFESSIONAL CERTIFICATE

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

STA 2023 Intro. To Statistics	3 hrs.
CGS xxxx Any Data Base	3 hrs.
COP 2xx Computer Programming	3 hrs.
COP 2xx OO Programming	3 hrs.
MAC xxxx Pre-Calculus	3 hrs.
MAC xxxx Discrete Mathematics	3 hrs.

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 Professional Certificate program, the student must complete the following 30 hour program:

Required courses for the IT Professional Certificate (13 credit hours):

CDA 3101 Computer Organization for IT	3
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COP 3515 IT Program Design	3
COP 4610 Operating Systems for IT	3
COP 4610L Operating Systems Laboratory for IT	1
EEL 4854 Data Structures and Algorithms for IT	3
Electives (17 credit hours):	
CEN 3722 Human Computer Interfaces for IT	3
CEN 4031 Software Engineering Concepts for IT	3
CGS 3823 IT Web Design	3
CGS 3845 Electronic Commerce	3
CIS 4361 IT Security Management	3
CIS 4412 IT Resource Management	3
CIS 4703 Database Systems for IT	3
CIS 4935 Senior Project in IT	3-5
COP 4930 IT Seminar	1-3
EEL 4782 Computer Information Networks for IT	3
EEL 4782L Information Networks Laboratory for IT	1
ENC 4260 Advanced Technical Writing	3
ETG 4931 Special Topics in Technology I	1-5
IT Current Topics	3
IT Approved Elective	<u>3</u>
Total	30

### UNDERGRADUATE CERTIFICATE PROGRAMS IN INFORMATION TECHNOLOGY (IT)

There are two undergraduate specialization certificates available to BSIT or BSAS/BGS IT Concentration students. To earn either of these certificates, a student must complete a specified list of courses, earning in each course a minimum grade of B. All prerequisites for these courses must also be satisfied.

#### CERTIFICATE OF SPECIALIZATION IN INFORMATION SECURITY

The student must complete five required courses (15 credit hours) in Information Security. The certificate will be issued when a student has earned and received no less than a grade of B in each of the five classes in their concentrated certificate program. The certificate can be completed in one full year if the student takes all courses available each semester.

The student must complete **15 hours** selected from the following:

CIS 3360 Principles of Information Security	3
CIS 3362 Cryptography and Information Security	3
CIS 3374 Architecting Operating Systems Security	3
CNT 3403 Network Security and Firewalls	3
CIS 4365 Computer Security Policies & Disaster Recovery	3
CIS 4361 Information Security Management	3
ETG 493x Special Topics in Information Security	<u>3</u>
Total	15

#### CERTIFICATE OF SPECIALIZATION IN WEB DEVELOPMENT

The student must complete five required courses (15 credit hours) in Web Development. The certificate will be issued when a student has earned and received no less than a grade of B in each of the five classes in their concentrated certificate program. The certificate can be completed in one full year if the student takes all courses available each semester.

The student must complete 15 hours selected from the following:

CGS 3823 Web Page Design	3
COP 4703 Database Systems	3
COP 4834 Data-Driven Web Sites	3
CGS 4786 Web Development Tools	3
CTS 3801 e-Commerce	3
COP 4816 XML Applications	3
COP 4814 Web Services	3
ETG 493x Special Topics in Web Development	<u>3</u>
Total	15



## Bachelor of Science in Applied Science (APS)

**Location/Phone:** SVC 2002; (813) 974-4051

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

**Web Address:** <http://www.ugs.usf.edu/academic/bsas.htm>

Workforce projections for the 21st century indicate that there will be an ongoing need for people with specific skills and abilities to fill Florida's growing number of specialized, scientific, industrial and technological positions. Florida's two-year colleges offer many exceptional programs that meet these demands through their Associate in Science (A.S.) degrees. Although these applied and technical degrees provide excellent preparation for students seeking jobs that require specific knowledge, skill and ability, they have not generally transferred very efficiently into four-year Bachelor's degree programs. The Bachelor of Science in Applied Science (**BSAS**) has been developed by USF under certain provisions of Florida legislation to remove constraints from the transfer process, recognize past course work as transferable credit to the university, and afford exciting new opportunities for A.S. degree holders to pursue and acquire a distinctive USF Bachelor's degree.

The BSAS program is a "capstone" degree offering A.S. degree holders an efficient pathway to a Bachelor's degree. It provides Florida A.S. transfer students with a broad educational experience and a unique academic area of concentration. The various concentrations allow students to somewhat tailor their degree to match their academic interests and career ambitions. To achieve this end, BSAS students will plan their program in ongoing consultation with an academic advisor who will help students design their individualized program of study.

### 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**	<u>15</u>
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 USF Polytechnic or Sarasota-Manatee 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 4450 - 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)
CJT 4100 - Criminal Investigations	(3)
CCJ 4933 - Selected Topics in Criminology	(3)
CCJ 4604 - Abnormal Behavior & Criminality	(3)
CCJ 3701 - Research Methods in Criminal Justice I	(3)

**BSAS – Early Child Development Concentration (AEC) consists of 18 credit hours:**

Only available at USF Polytechnic or Sarasota campus

EDF 4111 Child Growth & Learning	(3)
EDG 4909 Young Children w/ Special Needs	(3)
HSC 3301 Health, Safety, Nutrition & Motor Skills	(3)
EEC 4303 Creative & Affective Experiences	(3)
EEC 4408 Child, Family & Teacher Relations	(3)
PAD 4419 Personnel & Supervision	(3)

**BSAS - General Business Concentration (ABU) consists of 18 credit hours:**

ACG 3074 Managerial Accounting for Non-Business Majors	(3)
ECO 1000 Basic Economics	(3)
FIN 3403 Principles of Finance	(3)
MAN 3025 Principles of Management	(3)
MAN 4802 Entrepreneurship & Small Business Management	(3)

**OR**

GEB 4890 Strategic Management & Decision Making(3)	
MAR 3023 Basic Marketing	(3)

**BSAS – Hospitality Management Concentration (AHG) consists of 18 credit hours:**

Only available through Sarasota campus

**PREREQUISITES - 12 HOURS:**

ACG 2021 Financial Accounting	(3)
ACG 2071 Managerial Accounting	(3)
MAN 3025 Principles of Management	(3)
MAR 3023 Basic Marketing	(3)

**REQUIRED COURSES:**

FSS 3231 Introduction to Food Production & Management	(3)
HFT 3005 Introduction to Hospitality & Tourism	(3)
HFT 3423 Hospitality Information Systems	(3)
HFT 3503 Hotel Marketing and Sales	(3)
HFT 4221 Human Resources Management	(3)
HFT 4253 Lodging Management	(3)

**BSAS - Information Technology (ATC) consists of 18 credit hours:**

Only available through USF Polytechnic or Sarasota campus

PAD 3003 Introduction to Public Administration	(3)
COP 2510 Programming Concepts	(3)
CGS 3303 IT Concepts	(3)
CEN 3722 Human Computer Interface	(3)
CTS 3823 IT Web Design	(3)
CTS 3845 Electronic Commerce	(3)
CIS 4412 IT Resource Management	(3)

**BSAS - Information Technology (ATC) consists of 18 credit hours:**

Available at the Polytechnic, Sarasota-Manatee, and Tampa campuses.

Course requirements for the information technology concentration

The BSAS-IT concentration consists of 19 to 21 credit hours. Students will formulate a program of study for the concentration, which will be evaluated and approved by the department on the basis of how well it fits their stated educational and career goals. The concentration will typically consist of two required courses and four additional courses selected from those offered by the department or other departments.

**Required Courses:**

CGS 3303 IT Concepts (3 credit hours)

EEL 4782 & EEL 4782L IT Networks and Lab (4 credit hours)

**Select four additional courses:**

Students select four courses that support their educational or career goals. These could aim toward a specialization in IT (such as application development, web design, networking, information security, etc.) or a particular industry segment (health care, education, manufacturing, logistics, etc.).

Please note that selection of some courses may require that the student must fulfill additional prerequisite requirements.

**BSAS - Public Administration Concentration (APU) consists of 18 credit hours: - Partial Program**

PAD 3003 Introduction to Public Administration (3)

PAD 4204 Public Financial Administration (3)

PAD 4419 Personnel and Supervision in Today's Organizations (3)

PAD 4712 Managing Information Resources in the Public Sector (3)

POS 3182 Florida Politics and Government (3)

Plus any one of the following:

PUP 4002 Public Policy (3)

PAD 5035 Issues in Public Administration and Public Policy (3)

PAD 5044 Environment of Public Administration (3)

PAD 5159 Urban Policy Analysis (3)

PAD 5333 Concepts and Issues in Public Planning (3)

PAD 5605 Administrative Law and Regulation (3)

PAD 5700 Research Methods in Public Administration (3)

PAD 5807 Urban and Local Government Administration (3)

PAD 5836 Comparative Public Administration (3)