

# NOTICE OF INTENT

## Board of Elementary and Secondary Education

### Bulletin 746.Business and Office Education

In accordance with R.S. 49:950 et seq., the Administrative Procedure Act, notice is hereby given that the Board of Elementary and Secondary Education approved for advertisement, revised certification requirements for business and office education. These revisions printed below are an amendment to Bulletin 746, Louisiana Standards for State Certification Standards and Regulations.

#### **Business and Office Education**

##### A. Business Education

A minimum of 36 semester hours distributed in the following areas:	Semester Hours
Keyboarding or equivalent based on proficiency	6
Accounting	6
Computer Applications	6
Related courses in business which are essential to a well-rounded foundation (i.e., business law, economics, finance, management, marketing, accounting, and computer information systems)	9
Related courses in office systems (i.e., records management, office management, office procedures, office systems planning, business communications, and telecommunications)	6
Methods of Teaching Business, Vocational or Secondary Education	3

##### B. Cooperative Education

Above curriculum in (A) plus:	Semester Hours
Principles and/or Philosophy of Vocational Education	3
Cooperative Education Methods (Methods and/or Techniques of Teaching Cooperative Education)	3

A minimum of 1,500 hours of employment in business and office occupations approved by the Office of Vocational Education, Department of Education. Partial fulfillment of this work experience may be met through completion of a practicum for credit (supervised work experience) offered by the institution concerned. Two hours will be credited for each hour of supervised practicum work experience.

Mandatory September 1, 2000-2001.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.6.

Interested persons may submit comments in writing until 4:30 p.m., August 9, 1996 to: Jeannie Stokes, Board of Elementary and Secondary Education, Box 94064, Capitol Station, Baton Rouge, LA 70804-9064.

Executive Director

**FISCAL AND ECONOMIC IMPACT STATEMENT  
FOR ADMINISTRATIVE RULES  
RULE TITLE: Bulletin 746.Business and Office Education**

- I. ESTIMATED IMPLEMENTATION COSTS (SAVINGS) TO STATE OR LOCAL GOVERNMENTAL UNITS (Summary)  
The adoption of this proposed rule will cost the Department of Education approximately \$600 (printing and postage) to disseminate the policy.  
BESE's estimated cost for printing this policy change and first page of fiscal and economic impact statement in the *Louisiana Registeris* approximately \$200. Funds are available.
- II. ESTIMATED EFFECT ON REVENUE COLLECTIONS OF STATE OR LOCAL GOVERNMENTAL UNITS (Summary)  
The proposed rule will have no effect on revenue collection.
- III. ESTIMATED COSTS AND/OR ECONOMIC BENEFITS TO DIRECTLY AFFECTED PERSONS OR NONGOVERNMENTAL GROUPS (Summary)  
There will be no costs to directly affected persons or nongovernmental groups. The proposed rule will revise the course requirements for certification to teach business and office education to reflect current technology with no change in the total semester hours required.
- IV. ESTIMATED EFFECT ON COMPETITION AND EMPLOYMENT (Summary)  
The proposed rule will have no effect on competition and employment.

Marlyn Langley  
Deputy Superintendent  
Management and Finance  
9606#054

Richard England  
Assistant to the  
Legislative Fiscal Officer