

RULE

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 amended the 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
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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.

Weegie Peabody
Executive Director

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