





SBEC - Business Education Certifications

 	Business Education 6-12 (2005)		Business Composite	Business Secretarial	Business Administration	VOE Office Education	VOE Co-op & Pre lab	VOE Pre lab	Office Education
<i>Middle School</i>									
Business Venture	•	•	•	•	•	•	•	•	•
Introduction to Business Support Systems	•	•	•	•	•	•	•	•	•
Introduction to Keyboarding **	•	•	•	•	•*	•*	•*	•*	•*
Career Investigation	•◇	•◇	•◇	•◇	•◇	•◇	•◇	•◇	•◇
Introduction to Record-keeping	•	•	•	•	•	•	•	•	•
<i>HS Exploratory</i>									
Business Communications	•	•	•	•	•	•	•	•	•
Business Computer Information Systems I	•	•	•	•	•*	•*	•*	•*	•*
Business Support Systems	•	•	•	•	•	•	•	•	•
Introduction to Business	•	•	•	•	•	•	•	•	•
Keyboarding	•	•	•	•	•*	•*	•*	•*	•*
Recordkeeping	•	•	•	•	•	•	•	•	•
<i>HS Technical</i>									
Accounting I	•	•	•	•	•	•+	•+	•+	•+
Banking & Financial Systems	•	•	•	/	•	•	•	•	•
Business Image Management & Multimedia	•	•	•	•	•*	•*	•*	•*	•*
Business Law	•	•	•	/	•	•	•	•	•
Business Management	•	•	•	/	•	•	•	•	•

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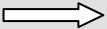

 	Business Education 6-12 (2005)		Business Composite	Business Secretarial	Business Administration	VOE Office Education	VOE Co-op & Pre lab	VOE Pre lab	Office Education
Business Ownership	●	●	●		●	●	●	●	●
Telecommunication and Networking	●	●	●	●	●*	●*	●*	●*	●*
Word Processing Applications	●	●	●	●	●*	●*	●*	●*	●*
<i>HS Comprehensive</i>									
Accounting II	●	●	●	●	●	●+	●+	●+	●+
Business Computer Information Systems II	●	●	●	●	●*	●*	●*	●*	●*
Business Computer Programming	●	●	●	●	●*	●*	●*	●*	●*
International Business	●	●	●	●	●	●	●	●	●
<i>HS Laboratory</i>									
Accounting II	●	●	●	●	●	●+	●+	●+	●+
Administrative Procedures	●	●	●	●	●*	●*	●*	●*	●*
Business Computer Info Systems II	●	●	●	●	●*	●*	●*	●*	●*
Business Computer Programming	●	●	●	●	●*	●*	●*	●*	●*
International Business	●	●	●	●	●	●	●	●	●
<i>HS Work-Based Learning</i>									
Accounting II	●		X	X	X*	●+	●+	●+	●+
Administrative Procedures	●		X	X	X*	●*	●*	●*	●*
Business Computer Information Systems II	●		X	X	X*	●*	●*	●*	●*
Business Computer	●		X	X	X*	●*	●*	●*	●*

X

X

X

SBEC - Business Education Certifications

 	Business Education 6-12 (2005)		Business Composite	Business Secretarial	Business Administration	VOE Office Education	VOE Co-op & Pre lab	VOE Pre lab	Office Education
Programming									
International Business	•		X	X	X*	•	•	•	•
HS Research Based									
Business Education Independent Study	• X	•	•	•	•	•	•	•	•
HS Other									
Career Connections	•◇	•◇	•◇	•◇	•◇	•◇	•◇	•◇	•◇
Economics	•	•	•	•	•	•+	•+	•+	•+

•	Certified to teach the course
X	Six semester hours in management of work-based learning instructional arrangements and shall have two years of related work experience in order to teach the Business Education work based learning classes.
*	Evidence of 3 semester hours of college-level course in keyboarding/typing
+	Evidence of 3 semester hours of college-level course in subject area
◇	Teachers assigned to Career Investigations/Career Connections must hold a teacher certificate in any of the Career and Technology program areas, and shall participate in a Texas Education Agency approved two-hour workshop for beginning Career Investigation/Career Connections teachers prior to teaching the course. Teachers assigned to Career Investigations/Career Connections must also attend and participate in a Texas Education Agency sponsored Career and Technology Education Professional Development Conference prior to assignment.
**	For one or two classes of Keyboarding: Elementary teacher certificate plus college course in typewriting or keyboarding For three or more classes of Keyboarding: See secondary teacher certificate requirements