

**ADOPTED REGULATION OF THE
STATE BOARD OF EDUCATION**

LCB File No. R108-03

Effective January 22, 2004

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-4 and 6-16, NRS 385.080 and 385.110; §5, NRS 385.080, 385.110 and 389.0185.

Section 1. Chapter 389 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 14, inclusive, of this regulation.

Sec. 2. *A course of study in accounting must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate an understanding of accounting concepts and principles.*
- 2. Demonstrate an understanding of the accounting cycle and explain the purpose of each step in that cycle.*
- 3. Demonstrate an understanding of the value of assets.*
- 4. Demonstrate an understanding of liabilities.*
- 5. Demonstrate an understanding of equity.*
- 6. Prepare, interpret and analyze a financial statement.*
- 7. Use planning and control principles, including differential analysis and concepts of present value, to evaluate the performance of an organization.*

Sec. 3. *A course of study in business law must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate knowledge of the different sources of law as they relate to ethical and legal decisions.*
- 2. Differentiate between criminal and civil law.*
- 3. Identify the structure of the court system at the state and federal levels.*
- 4. Demonstrate an understanding of contractual relationships.*
- 5. Demonstrate an understanding of consumer law.*
- 6. Demonstrate an understanding of the roles of agency and employment law as they relate to the national and international marketplaces.*
- 7. Demonstrate an understanding of laws that affect national and international business organizations.*
- 8. Demonstrate an understanding of laws that apply to personal and real property.*
- 9. Demonstrate an understanding of commercial paper, insurance, secured transactions and bankruptcy.*
- 10. Demonstrate an understanding of family law as it relates to domestic relations, wills and trusts.*
- 11. Demonstrate an understanding of laws that apply to the environment and energy regulation.*

Sec. 4. *A course of study in business communications must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate an understanding of oral communication.*
- 2. Communicate effectively in writing.*
- 3. Read for information, understanding and appreciation.*
- 4. Be able to apply effective employment communication skills.*

5. *Apply social communications skills in personal and professional situations.*
6. *Demonstrate how to use technology to enhance effectiveness of communication.*
7. *Demonstrate how to incorporate appropriate customer service strategies, leadership, supervision and personal ethics to communicate effectively within various business environments.*

Sec. 5. *A course of study in business economics must include instruction designed to teach the pupil to do the following:*

1. *Demonstrate an understanding of the allocation of resources.*
2. *Demonstrate an understanding of economic systems.*
3. *Demonstrate an understanding of economic institutions and incentives.*
4. *Demonstrate an understanding of markets and prices in the economy of the United States.*
5. *Demonstrate an understanding of market structures and the effect they have on the price and quality of the goods and services produced.*
6. *Demonstrate an understanding of the importance of productivity.*
7. *Demonstrate an understanding of the role of government in economic systems.*
8. *Demonstrate an understanding of concepts of international economics, including the roles of trade, protectionism and monetary markets in the global economy.*
9. *Demonstrate an understanding of supply and demand, analyze how the economy of the United States functions as a whole and describe macroeconomic measures of economic activity.*

Sec. 6. *A course of study in entrepreneurship must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate knowledge of the characteristics of entrepreneurship.*
- 2. Demonstrate knowledge of the components of a business plan, including marketing.*
- 3. Demonstrate knowledge of entrepreneurial finance.*
- 4. Demonstrate knowledge of entrepreneurial management.*
- 5. Demonstrate knowledge of the legal requirements of business ownership.*

Sec. 7. *A course of study in finance must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate an understanding of rational decision making as it applies to the roles of citizens, workers, businesses and consumers.*
- 2. Demonstrate an understanding of financial budgeting and planning.*
- 3. Gain an understanding of saving and investment options for individuals and businesses.*
- 4. Demonstrate an understanding of financial institutions and banking procedures.*
- 5. Demonstrate an understanding of factors that affect the choice of credit, the cost of credit and the legal aspects of using credit.*
- 6. Demonstrate an understanding of principles of protection against risk and financial loss.*

Sec. 8. *A course of study in international business must include instruction designed to teach the pupil to do the following:*

- 1. Explain the role and impact of international business and analyze how it affects business at the local, state and national levels, including considerations of geography, travel and career opportunities.*

- 2. Demonstrate knowledge of the social, cultural, ethical, political, legal and economic factors that shape and affect the international business environment.*
- 3. Demonstrate an understanding of communication strategies necessary for effective international relations.*
- 4. Demonstrate an understanding of the concepts of the balance of trade as they relate to the import-export process.*
- 5. Demonstrate an understanding of challenges in operations and human resource management in international business.*
- 6. Demonstrate an understanding of the application of marketing principles to international business.*
- 7. Demonstrate an understanding of the concepts, role and importance of international finance and risk management.*
- 8. Identify forms of business ownership and entrepreneurial opportunities available in international business.*

Sec. 9. *A course of study in management and business leadership must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate knowledge of management theories and functions.*
- 2. Demonstrate an understanding of business organizations.*
- 3. Demonstrate an understanding of human resources, including organized labor.*
- 4. Demonstrate an understanding of personal management skills necessary to function effectively and efficiently in a business environment.*
- 5. Demonstrate an understanding of operations and information management.*

6. Demonstrate an understanding of financial decision making based upon industry analysis.

7. Demonstrate an understanding of ethical business leadership skills and practices.

Sec. 10. *A course of study in business math must include instruction designed to teach the pupil to do the following:*

1. Demonstrate an understanding of basic mathematical foundations.

2. Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages and proportions.

3. Use algebraic operations to solve problems.

4. Use common international standards of measurement in solving problems.

5. Analyze and interpret data using common statistical procedures.

6. Use mathematical procedures to analyze and solve business problems.

Sec. 11. *A course of study in business marketing must include instruction designed to teach the pupil to do the following:*

1. Demonstrate an understanding of marketing foundations.

2. Demonstrate an understanding of the characteristics, motivations and behavior of consumers.

3. Demonstrate an understanding of the influence of external factors on marketing.

4. Demonstrate an understanding of the elements of the marketing mix.

5. Demonstrate an understanding of the role of marketing research in decision making.

6. Demonstrate an understanding of the elements, design and purpose of a marketing plan.

Sec. 12. *A course of study in information systems and business technology must include instruction designed to teach the pupil to do the following:*

- 1. Demonstrate knowledge of the impact of technology on society.*
- 2. Demonstrate knowledge of current and emerging computer architecture, including the use of input technologies appropriately to enter and manipulate text and data, configure, install and upgrade hardware, and diagnose and repair hardware problems.*
- 3. Demonstrate knowledge of the use of various types of operating systems, environments and utilities.*
- 4. Demonstrate knowledge of:*
 - (a) Application software, including its identification, evaluation, selection, installation, use, upgrading, and diagnosing and problem solving; and*
 - (b) Technology components relating to major business functions.*
- 5. Demonstrate the ability to gather, evaluate, use and cite information from information technology sources.*
- 6. Demonstrate an understanding of database management systems.*
- 7. Demonstrate an understanding of programming and application development.*
- 8. Demonstrate an understanding of communications and information infrastructures.*
- 9. Demonstrate an understanding of network applications.*
- 10. Demonstrate an understanding of systems analysis and design and the planning and acquisition of information technology.*
- 11. Demonstrate an understanding of technical support and training.*

12. Demonstrate an understanding of risk management policies and procedures for information technology and policies for managing issues of privacy and ethics in a technology-based society.

Sec. 13. *A course of study in business services and innovation must include instruction designed to teach the pupil to do the following:*

1. Demonstrate an understanding of e-commerce and its impact on society, including issues of law and ethics.

2. Demonstrate an understanding of the service industry and its role in local, state and national economies.

3. Demonstrate an understanding of technological advances, scientific discoveries and inventions and their impact on business.

4. Demonstrate an understanding of changes in the human perspective relating to the virtual business environment, including new relationships and cultural exchanges.

Sec. 14. *A course of study in employability skills must include instruction designed to teach the pupil to do the following:*

1. Demonstrate problem solving and critical thinking skills.

2. Speak, write and listen effectively.

3. Demonstrate the ability to select, apply and maintain appropriate technology.

4. Demonstrate leadership, teamwork and sound workplace ethics.

5. Demonstrate the ability to manage resources effectively in a high-performance workplace.

6. Demonstrate career planning, job retention and lifelong learning skills.

Sec. 15. NAC 389.516 is hereby amended to read as follows:

389.516 A local school board may offer the following courses of study as elective courses in a public high school:

1. History, other than American history.
2. Government, other than American government.
3. Agriculture and natural resource sciences, which may include the courses of study described in NAC 389.520 to 389.538, inclusive.
4. The arts.
5. Business, which may include the courses of study described in ~~NAC 389.542 to 389.554, inclusive.~~ *sections 2 to 14, inclusive, of this regulation.*
6. Communications, which may include the courses of study described in NAC 389.556 and 389.558.
7. Occupational education, in cooperation with private employers, as described in NAC 389.562, 389.564 and 389.566.
8. Drivers' education.
9. Foreign language.
10. Occupations, which may include the courses of study described in NAC 389.572 to 389.584, inclusive.
11. Occupations in trade and industry, which may include the courses of study described in NAC 389.586 to 389.618, inclusive.
12. Family and consumer sciences.
13. Industrial arts.
14. Marketing.
15. Skills needed to obtain employment as described in NAC 389.644 to 389.650, inclusive.

16. Social studies.

17. Introduction to occupations which may include the courses of study described in NAC 389.6528 to 389.6547, inclusive.

18. Great Basin Native American languages.

Sec. 16. NAC 389.542, 389.544, 389.546, 389.548, 389.550, 389.552 and 389.554 are hereby repealed.

TEXT OF REPEALED SECTIONS

389.542 Accounting and computing. A course of study in accounting and computing must include instruction designed to teach the pupil to do the following:

1. Develop an understanding of the principles of accounting.
2. Apply the ability to maintain a system of double-entry accounting and the accounting cycle.
3. Develop a vocabulary of terminology relating to accounting.
4. Apply the principles of accounting to personal and business accounts.
5. Apply the principles of accounting using computers and calculators.

389.544 Typing. A course of study in typing must including instruction designed to teach the pupil to do the following:

1. Demonstrate the ability to type by touch.

2. Demonstrate the proper use and care of the typewriter.
3. Develop typing speed and accuracy.
4. Edit, arrange and type letters, tabulate material and type accurately manuscripts and forms for business.

5. Use correct English.
6. Compose on the typewriter.
7. Develop a vocabulary of terminology relating to typing.

389.546 General clerical skills. In addition to the instruction required for a course in typing, a course of study in general clerical skills must include instruction designed to teach the pupil to do the following:

1. File and retrieve information correctly using alphabetic, geographic, subject and numeric systems.
2. Use the telephone properly.
3. Process mail properly and efficiently.
4. Use equipment for reproduction properly.
5. Demonstrate skill and accuracy in using equipment to compute basic arithmetic problems frequently encountered in an office.

389.548 Secretarial skills. In addition to the instruction required for a course in typing, a course of study in secretarial skills must include instruction designed to teach the pupil to do the following:

1. Recognize the priorities for performing jobs in an office.
2. Compose correspondence and reports.
3. Transcribe from a dictating machine, using correct English.

4. Take dictation accurately.
5. Transcribe on a typewriter or word processor from shorthand or a dictating machine, using correct English.
6. Demonstrate a high level of ability to proofread and make corrections.
7. Make decisions and work independently.
8. Develop familiarity with terminology of communications and with various services which provide communication.
9. Demonstrate speed and accuracy in locating information by using reference materials.
10. Explain how to analyze and communicate information displayed in fiscal and statistical reports.

389.550 General business. A course of study in general business must include instruction designed to teach the pupil to do the following:

1. Demonstrate the ability to type by touch.
2. Demonstrate proper use and care of a typewriter.
3. Develop typing speed and accuracy at:
 - (a) A speed sufficient for personal use; or
 - (b) A speed sufficient for progression to the second year of typing.
4. Correctly type letters, manuscripts and forms.
5. Proofread and edit.
6. Compose on the typewriter.
7. Develop a vocabulary of the terminology used in business.
8. Develop skills and knowledge used as a consumer.
9. Identify the organization of American businesses.

10. Understand personal income and budgeting.
11. Recognize the importance of transportation and communication.
12. Develop skill in preparing an income tax return.
13. Evaluate the usefulness of software, hardware and peripherals to meet personal needs.
14. Show an awareness of the accessibility of the retrieval of information through telecommunications.
15. Demonstrate familiarity with introductory programming.
16. Explain the concept of manipulation of information using a spreadsheet.
17. Create, manipulate and make projections by using a commercial program with a spreadsheet.
18. Understand the concept and purpose of word processing.
19. Create, edit, store, retrieve and print text using a commercial program for word processing.
20. Create, store and retrieve personal files by using a program with a commercial database.
21. Access a commercial database or a simulated database using telecommunications, if available.
22. Recognize a person's legal rights and responsibilities in business and the resources for using those rights and responsibilities.
23. State the purpose of and uses for common legal documents.
24. Identify the legal implications of various business transactions.
25. Explain characteristics of the free enterprise system and demonstrate an appreciation of how they relate to business law.

26. Demonstrate the skills involved in making decisions and apply them to solve frequently encountered situations.

27. Explain how legislation and judicial decisions reflect upon society.

28. Identify the basic kinds of economic systems.

29. Describe the essential elements of the free enterprise system including supply and demand and competition and profits.

30. Describe the role of business, labor, government and each person in the economic system.

31. Understand economic risks.

32. Describe various plans of insurance.

33. Understand the interaction necessary among business, government and labor.

389.552 Processing business data. A course of study in processing business data must include instruction designed to teach the pupil to do the following:

1. Describe how data is processed by computers.

2. Apply the terminology used in processing business data.

3. Develop control by touch of a keyboard of a computer, including speed and accuracy.

4. Operate a computer and auxiliary equipment.

5. Proofread, correct errors and make editorial changes in data on the video display.

6. Use software.

7. Analyze a problem, write a program, test the program and assemble the documentation.

389.554 Word processing. A course of study in word processing must include instruction designed to teach the pupil to do the following:

1. Demonstrate how data is processed on a word processor or a computer, or both, using programs or software.
2. Apply terminology used in word processing.
3. Operate a word processor or a computer using programs for word processing, including the operation of auxiliary equipment.
4. Proofread, edit, correct errors and make editorial changes in data presented on the video display.
5. Compose at the keyboard.
6. Develop a vocabulary of the terminology of word processing.

**NOTICE OF ADOPTION OF PROPOSED REGULATION
LCB File No. R108-03**

The Department of Education adopted regulations assigned LCB File No. R108-03 which pertain to chapter 389 of the Nevada Administrative Code on December 13, 2003.

Notice date: 11/6/2003
Hearing date: 12/13/2003

Date of adoption by agency: 12/13/2003
Filing date: 1/22/2004

INFORMATIONAL STATEMENT

1. A description of how public comment was solicited, a summary of public response, and explanation how other interested persons may obtain a copy of the summary.

The Notice of Workshop to Solicit Comments on Proposed Regulations was sent to approximately one-hundred fifty individuals and educational organizations. The workshop was conducted by the Nevada State Board of Education on December 13, 2003. Persons from the public spoke to the proposed language.

The Notice of Intent to Act Upon a Regulation for public hearing and adoption of regulation language, NAC 389, Occupational Skill Standards: Business Education Programs (LCB File R108-03); Health Occupations Standards, Grades 9-12 (LCB File R123-03); Culinary Arts (LCB File R165-03); Hospitality/Travel and Tourism (LCB File R166-03); Agricultural Business (LCB File R184-03); and, Animal Science and Veterinary Medicine (LCB File R185-03) was sent to approximately one hundred fifty individuals and educational organizations. A one-time only public hearing was conducted December 13, 2003, to provide the opportunity for comments by affected parties and the public. There were no comments from the public. The Board adopted the permanent language on December 13, 2003 without revision.

2. The number of persons who:

(a) Attended Each Hearing:	Workshop: 20	Hearing: 20
(b) Testified at Each Hearing:	Workshop: 0	Hearing: 0
and,		
(c) Submitted Written Statements:	Workshop: 0	Hearing: 0

A copy of written comments can be requested by calling LaDonna Byrd, Assistant to the State Board at 775-687-9225 or in writing to the Department of Education, State Board Office, Suite 100, 700 East Fifth Street, Carson City, NV 89701-5096.

3. A description of how comment was solicited from affected businesses, a summary of their response and an explanation how other interested persons may obtain a copy of the summary.

Comment was solicited through the workshop notice of November 6, 2003 and public hearing notices of November 6, 2003. No person came forward to speak at the workshop held December 13, 2003, nor at the public hearing held December 13, 2003.

A copy of the summary and/or minutes of the public hearing may be obtained by calling LaDonna Byrd, Executive Assistant to the Board at the Department of Education 775-687-9225, or by writing to the Department of Education, Suite 100, 700 East Fifth Street, Carson City, NV 89701-5096.

4. If the regulation was adopted without changing any part of the proposed regulation, a summary of the reasons for adopting the regulation without change.

The permanent regulation language was adopted by the Nevada State Board of Education at the public hearing held December 13, 2003, without revision.

5. The estimated economic effect of the adopted regulation on the business which it is to regulate and on the public. These must be stated separately, and each case must include:

There is no economic effect on the business which is regulated. There is no estimated economic effect on the public, either adversely or beneficially, nor immediate or long term.

6. The estimated cost to the agency for enforcement of the adopted regulation.

There is no additional cost to the agency for enforcement of this regulation.

7. A description of any regulations of other state or government agencies which the proposed regulation overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the regulation overlaps or duplicates a federal regulation, the name of the regulating federal agency.

No other state or government agency regulations will be overlapped or duplicated by the above noted regulations. There is no duplication or overlap of federal regulations.

8. Does the regulation include provisions which are more stringent than a federal regulation which regulates the same activity?

There are none.

9. Does the regulation provide a new fee or increase an existing fee?

This regulation does not provide or involve a new fee.