

Course on Theory and Methodology of Teaching

In this course, the student will participate in fifteen (15) hours of laboratory experiences in a school under the direct supervision of the cooperating teacher and the course professor.



Student Teaching Course

In this course, the student will fully assume the functions of a teacher. They will attend school daily, 3.5 hours per day during the 5 school days each week, and will teach a class until the last day of classes at the Campus.



3.00 general and major

*PPM maintains this requirement, but the PRDE does not.

Teacher Preparation Program

The Teacher Preparation Program aspires to develop subject-area specialists who are active, highly committed to lifelong learning, effective, and dedicated educators in their fields. We offer courses leading to professional certification in secondary or K-12 education. We provide experiences in the Educational Clinical Experience Centers so that teacher candidates may come into direct contact with students in a regular teaching environment.

Regulatory Requirements of the Department of Education

The Puerto Rico Department of Education has established, through Circular Letter No. 04-2020-2021, that every teacher candidate must obtain the following documents before entering one of the Centers in the country:

1. Negative certification from the Puerto Rico Registry of Persons Convicted of Sexual Offenses and Child Abuse.
2. Certificate of Criminal Record.
3. Health Certificate.



Tel: (787) 832-4040

Ext. 2210

Email: ppmrum@upr.edu

University of Puerto Rico
Mayagüez Campus
PO Box 9000
Mayagüez, PR 00681-9000



Universidad de Puerto Rico
Recinto Universitario de
Mayagüez

Curriculum Sequence in Teacher Preparation

Specialty: Office Administration



Web page: uprm.edu/ppm

Requirements for the Curricular Sequence:

The Teacher Preparation Program (PPM) offers education courses to obtain Teacher Certification. Any student interested in becoming a teacher may visit our office or send an email to ppmrum@upr.edu to have their academic record evaluated and receive the pertinent curricular recommendations.

In addition, you may also apply for admission to PPM through the Registrar's Office at: <https://www.solicitud.upr.edu>

General Requirements to Obtain Teacher Certification:

- Hold a bachelor's degree in a specific academic area or be in the process of acquiring it.
- Complete 21 credits at the bachelor's level specialty.
- Complete 9 credits in foundational education courses and the courses required by the Puerto Rico Department of Education.
- Pass courses in Theory and Methodology of Teaching and Student Teaching with a minimum grade of B.
- Pass the Teacher Certification Tests (PCMAS).
- Complete an occupational internship course or obtain an Occupational Experience Certification (*verifiable cumulative experience of 1,000 hours*) in the specialty area to be certified.

Courses required by the Department of Education of Puerto Rico:

EDFU 3012: Foundations of Educational Psychology

EDFU 3007: Social Foundations of Education

EDFU 4019: Philosophical Foundations of Education

PPM Recommended Electives:

EDFU 3011: Foundations of Human Development 🐾

EDFU 3017: Evaluation of Learning 🐾



EDES 4006: Nature and Needs of the Exceptional Child with Technological Assistance

EDPE 3077: Integration of Technology with Strategies for Distance and Virtual Teaching

EDES 4055: Teaching Strategies for the Inclusion of Students with Special Needs in the Regular Classroom

HIST 3241 or 3242: History of Puerto Rico

HIST 3111 or 3112: History of the United States

EDPE 4187: Teaching Practicum in Commercial and Occupational Subjects

Recommended Specialty Requirements (21 credits minimum) Office Administration:

ECON 3021: Principles of Economics: Microeconomics

ADOF 3016: Keyboarding and Its Applications I

ADOF 3017: Keyboarding and Its Applications II

ADOF 3005: Abbreviated Writing System in Spanish

ADOF 4020: Electronic Equipment Training

ADOF 4075: Integration of Information Processing Programs

ADOF 4025: Office Administration Internship

ADOF 3107: The Office: Concepts, Systems, and Office Technology

CONT 3011: Principles of Financial Accounting I

EDPE 4059: Theory and Methodology of Teaching in Commercial and Occupational Subjects



[Orientation Forms](#)



[PPM page](#)