

2011-2012 REFERENCE SHEET

BUSINESS AND INFORMATION TECHNOLOGY

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Business and Information Technology Web site:

http://www.doe.virginia.gov/instruction/career_technical/business_infotech/index.shtml

- **2011-2012 Reference Sheet**
- Essential Competency Course task lists—for every Business and IT Course (including newly revised courses)
- **Administrative Planning Guide (<http://www.cteresource.org/apg/>)**
- **Licensure Endorsement Requirements for Business and Information Technology**
- News and Announcements
- Professional Development Opportunities
- Important Dates—activities for the year
- Outside Resources for Students
- Professional Association Links (Outside Resources)
- **CTE Resource Center (<http://CTEresource.org>)**
- **Across-the Board and Program Specific State Approved Equipment Lists**
- Business and IT Teachers (updated annually in January)
- Local Supervisors (updated annually)
- Cooperative Education information and forms
- **Hyperlinks on the side bar for Career and Technical Education Programs, Administrative Support, Instructional Support, CTE Resource Center, Graduation Requirements, Seals of Achievement, Statistics and Reports, Carl D. Perkins Career & Technical Education Act, Career Planning Guide, State Approved Equipment Lists, Economics and Personal Finance**
- **Economics Education and Financial Literacy—information about the ECONOMIC EDUCATION AND FINANCIAL LITERACY REQUIREMENTS AND RESOURCES—VDOE home page at www.doe.virginia.gov/instruction/economics_personal_finance/index.shtml**
- **CTE Administrative Planning Guide (<http://www.cteresource.org/apg/>)**
 - Introduction with important CTE definitions and explanations, for example, Two Sequential Electives Graduation Requirement, Student-selected verified credit, Seals.
 - Chart of courses, by program, with industry certification, licensure, or assessment available
 - Course descriptions
 - Approved course sequences
 - Certification/License Overview
 - Additional helpful information
- **Path to Industry Certification:** High School Industry Credentialing

Virginia Department of Education Web Site: www.doe.virginia.gov

- Links to VDOE Offices
- Teacher Licensure—current and proposed regulations
- Educational Directory—VDOE and local school divisions
- Superintendent's & Principals' Memos

Curriculum Resources

CTE Resource Center, 2002 Brema Road, Richmond, 23226, Phone 804-673-3778; Fax 804-673-3798

E-mail: info@CTEresource.org ; Web site: <http://www.CTEresource.org>.

Or access from B&IT or CTE Web sites.

- Frameworks and Essential Competencies Lists through VERSO
- Featured Resources

Upcoming Events in Business and Information Technology

Financial Literacy Summit—October 10, 2011, Richmond Marriott

Southern Business Education Association Conference—October 18-23, 2011, Orlando, FL

National Jump\$tart Educators Conference—November 4-6, 2011, Washington, DC

ACTE Annual Convention, November 17-19, 2011, St. Louis, MO

VACTE Legislative Seminar, January 19-20, 2012, Richmond

NBEA National Conference—April 3-7, 2012, Boston

PBL National Leadership Conference—June 24-27, 2012, San Antonio

FBLA National Leadership Conference—June 29-July 2, 2012, San Antonio

VBEA Summer Conference--TBD

FBLA State Leadership Conference—April 13-15, 2012, Reston, VA

CTE Cooperative Education workshop for NEW Coordinators—TBD, Richmond

IMPORTANT: Business and Information Technology Listserv—program updates and important announcements. Please send Judy Sams your e-mail address to be placed on the listserv.