

2016-2017 REFERENCE SHEET

BUSINESS AND INFORMATION TECHNOLOGY

Judith P. Sams
Business and Information Technology Specialist
Virginia Department of Education
101 N. 14th Street, 21st Floor
P.O. Box 2120, Richmond, VA 23218-2120
Phone: 804-371-0196; Fax 804-530-4560
E-mail Judith.Sams@doe.virginia.gov

Sandy Mills, FBLA – PBL State Specialist
Virginia Future Business Leaders of America
115 Marshall Lane
Winchester, VA 22602
Web site: www.vafbla-pbl.org
Phone: 540-686-1105
E-mail: smills@vafbla-pbl.org

Business and Information Technology Web site:

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

- **2016-2017 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**
- Work-based learning
- **Hyperlinks on the side bar for Career and Technical Education Programs, Cybersecurity, Administrative Support, CTE Resource Center, Academic and Career Plan, Graduation Requirements, Seals of Achievement, Statistics and Reports, Carl D. Perkins Career & Technical Education Act, Career Planning Guide, Economics and Personal Finance, Civil Rights Laws, Governor's School Programs, Virginia Advisory Committee for Career and Technical Education, KnowHow Virginia, Microsoft Imagine Academy**
- **Economics Education and Financial Literacy—information about the ECONOMICS 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 Career Cluster, with industry certification, licensure, or assessment available
 - Course descriptions
 - Approved course sequences
 - Certification/License Overview
 - Career and Cluster Listing by Program Area
 - 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 Bremono 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 and Infusion Units through VERSO
- Featured Resources

Upcoming Events in Business and Information Technology

Financial Literacy Summit—October 10, 2016 Crowne Plaza Richmond Downtown, Richmond, VA
Southern Business Education Association Conference—October 19-22, 2016 Myrtle Beach, SC
National Jump\$tart Educators Conference—November 5-7, 2016, Dallas, TX
CareerTech VISION (formerly ACTE Annual Conference)—November 30-December 3, 2016, Las Vegas
VACTE Legislative Seminar--January 11-12, 2017, Richmond, VA
FBLA State Leadership Conference—April 7-8, 2017, Reston, VA
NBEA National Conference—April 11-15, 2017, Chicago, IL
Phi Beta Lambda National Leadership Conference—June 24-27, 2017, Anaheim, CA
FBLA National Leadership Conference—June 29-July 2, 2017, Anaheim, CA

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