

School Name:	
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Business & Computer Science Industry Certification Annual Update Report--2012-2013

DIRECTIONS: Each industry certified school earning certification in the past 5 years should complete the Industry Certification Annual Update Report. The report should be completed based on the current school year activities (July 1, 2012- May 1, 2013). The Industry Certification standards are a 5-year process where each standard should be met annually. All documentation should be kept on file at each high school but the report should be completed for the certified school. **Under the newly revised process and procedures for industry certification, SHRM will review each report and reply with feedback to each school and CTAE Director.**

The Annual Update Report should be submitted by May 1, 2013 by fax to (770) 344-4422.

SCHOOL INFORMATION

Complete the table below for documentation and communication purposes. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year. Please remember that any teacher who teaches any Business & Computer Science state course should be included in this documentation.

Position/Title	Name	School Email
School Principal		
CTAE Administrator		
Business & Computer Science Teacher		

School Name		Date Department Received Certification	00/00/00
Principal Name		School Enrollment 2012-2013	###,###
Mailing Address	Street, City, Georgia #####		
School Phone Number	000-000-0000	School Fax Number	000-000-0000
School Website URL	http://www.		
Business Program URL, if applicable	http://www.		
FBLA Chapter Number	#	Number of FBLA Members 2012-2013	###

RECOMMENDATIONS and CHANGES

Complete the table below by listing each recommendation cited in your program's last certification visit. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

For each recommendation identified, described the process you have made in correcting the condition/program from the current school year.

RECOMMENDATION	Specific and Details of Changes based on Recommendations
1.	
2.	
3.	

DIRECTIONS for Standards Documentation: Refer back to the Standards for specific requirements for each standard before completing the information below. All physical documentation should be kept at local school.

STANDARD 1: ADVISORY COMMITTEE MEMBERS

Document this standard by listing the names of all members of your Local Advisory Committee members; indicate the company/organization he/she represents, and the number of activities the member has participated in. Instructors, school personnel and school administrators should NOT be included; only business and industry members. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

Advisory Committee Member Name	Company/Organization Represented	Number of Activities Member Participated in with the department and FBLA

STANDARD 2: PROGRAMS OF STUDY

Document this standard by checking the BCS Pathways currently offered and show the number of completers in each Pathway for the current school year.

Check if Pathway is offered	Pathway	Number of Students Completing Pathway
	Administrative/Information Support	
	Computer Networking	
	Computer Systems Support	
	Computing	
	Financial Services—Accounting	
	Financial Services—Services	
	Interactive Media	
	Small Business Development	

STANDARD 3: CURRICULUM

Document this standard by completing the information below to reveal a SNAPSHOT of the curriculum. Each course taught should be listed with information stated. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

Course Name	Sample Project-Based Learning Activity Completed	Long-Term Project (This is only required for upper level courses)

STANDARD 4: CAREER DEVELOPMENT and CAREER-RELATED SERVICES

Document this standard by completing the information below to briefly describe the **promotional/marketing activities** the department conducted in the community, within your school, and with incoming students about the PROGRAM. Include activities with counselors and administrators, feeder schools, and student job shadow experiences. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year

Date	Activity	Target Audience (community, within your school, and with incoming students)

Document this standard by completing the information below to briefly describe the **career related activities** the department completed with students. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

Teacher	Activity	Course

STANDARD 5: TECHNOLOGY, BUDGET, AND FACILITIES

Document this standard by completing the chart below for each Business & Computer Science teacher regarding the equipment, budget, and technology. Please remember that any teacher who teaches any Business & Computer Science state course should be included in this documentation. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

Teacher Name	Room #	# of Computers	Operating System and Version	Primary Software Used for Instruction and Version (i.e.) Microsoft Office 2010	Annual Budget Per Teacher	Other Technology in Classroom

STANDARD 6: PROFESSIONAL COMPETENCE

Document this standard by completing the chart below for each Business & Computer Science teacher regarding professional organization membership as required by the standards for industry certified schools. Please remember that any teacher who teaches any Business & Computer Science state course should be included in this documentation. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

Teacher Name	Years Teaching Experience	ACTE-GACTE Membership number	NBEA-SBEA Membership number	Other Professional Organizations

Document this standard by completing the chart below for each Business & Computer Science teacher regarding Professional Development (20 hours required) directly related to Business & Computer Science and/or instructional practices completed from July 1 until June 30 as required by the standards for industry certified schools. Please remember that any teacher who teaches any Business & Computer Science state course should be included in this documentation. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year.

Teacher Name	Activity:	Contact Hours	Title of Activity

Document this standard by completing the chart below for each Business & Computer Science teachers job shadow experience in a business environment related to the courses taught. A copy of a letter/documentation should be kept on file at the local school from the business to verify attendance of the teacher job shadow experience. Please add additional tables in the section below to provide an accurate and detailed report of the program for the current school year.

Teacher Name	
Name of Business for Job Shadow Experience	
Address of Business City, State ZIP	
Name of Employee Shadowed	

Teacher Name	
Name of Business for Job Shadow Experience	
Address of Business City, State ZIP	
Name of Employee Shadowed	

STANDARD 6: STUDENT ORGANIZATION

Document this standard by completing the chart below for the school's FBLA Chapter.

FBLA Chapter Number		Number of FBLA Members	
Dates of Local Chapter Meetings			
FBLA Motivational Rally: Number of Students Attending		Number of Advisors Attending	
FBLA Fall Leadership Conference: Number of Students Attending		Number of Advisors Attending	
FBLA Region Conference: Number of Students Competing			
FBLA State Conference: Number of Students Attending		Number of Advisors Attending	

Document this standard by completing the chart below for the school's FBLA Chapter regarding each teacher's participation in FBLA. Please add additional lines in the section below to provide an accurate and detailed report of the program for the current school year

Teacher Name	Name of Activity

STANDARDS CHECKLIST

Document this standard by completing the chart below for the program based on the required standards. For each standard, indicate whether each of the standards is being met in your school. Explain any NO answers below the table. All documentation should be kept on file at the local school.

Standard Met: Yes or No	STANDARD
	I-1. STANDARD: The business and computer science department has a well-structured advisory committee with at least 51 percent of the members coming from the local business community and committee members representing the following: Local Chamber of Commerce, Georgia Department of Labor Representative, Local Board of Education, Local business representatives, One SHRM member (If there is no SHRM member in the local area, a human resources professional can fill this position), School Guidance Department, Post-Secondary Institution, Middle School Business Teacher, Parent of Business and Computer Science student, Student enrolled in BIT program of study, and all Business and Computer Science teachers

	I-2.	STANDARD: The advisory committee has a well-defined purpose and conducts structured meetings two or more times a year.
	I-3.	STANDARD: The community is actively involved with the Business & Computer Science department (i.e., guest speakers, field trips, etc.).
	I-4.	STANDARD: A variety of in-school and out-of-school activities are conducted for program promotion.
	II-1.	STANDARD: The curriculum offerings are based on the needs of the business community and the student population.
	II-2.	STANDARD—The follow-up of program completers is a critical component of product evaluation. Existing legislation requires that career-technical programs exhibit accountability related to their educational programs. A follow-up study is used to obtain information about the extent to which the objectives of the business and computer science program are being met. Follow-up studies serve a very useful purpose in eliciting reactions from former students about how well the business and computer science program prepared them for career-sustaining employment or further education.
	II-3.	STANDARD: The business and computer science department has a well-defined mission statement and program philosophy that has been adopted by the Business and Computer science Advisory Committee and is communicated to the students of the school and those students enrolled in business and computer science courses.
	II-4.	STANDARD: Course syllabi are in place for all business and computer science courses.
	II-5.	STANDARD: An articulation (Tech Prep) agreement is in place with a local postsecondary institution.
	II-6.	STANDARD: The needs of special needs students are met in business and computer science courses.
	III-1.	STANDARD: Instructional materials are competency-based and support a variety of project-based learning opportunities for individuals and teams.
	III-2.	STANDARD: The 11 CTAE Foundations Skills from the Georgia Department of Education are implemented in each business and computer science course offered.
	III-3.	STANDARD: A long-term cooperative learning project that simulates an actual business activity is incorporated in the upper level courses of each program of study offered so that students can experience the advantages and disadvantages of teamwork.
	III-4.	STANDARD: Business ethics are incorporated in all courses in the business and computer science curriculum.
	III-5.	STANDARD: Reading, writing, spelling, and math skills are integrated in all courses in the business and computer science curriculum.
	III-6.	STANDARD: Presentation skills, utilizing a variety of visual aids, are integrated in all business and computer science courses.
	IV-1.	STANDARD: Activities are developed and implemented to ensure that counselors and administrators are familiar with the business and computer science programs of study, goals, objectives, activities, prerequisites, and enrollment guidelines of the business and computer science program.
	IV-2.	STANDARD: The department fosters relations with feeder schools' business teachers, counselors, and other school personnel, makes contact with eighth-grade students prior to registration for ninth grade, and utilizes Individual Career Plans for students enrolled in Business and Computer science Programs of Study.
	IV-3.	STANDARD: Career development activities, relating to the subject, are incorporated into each business and computer science course.
	IV-4.	STANDARD: Opportunities are provided for ninth and tenth grade students to participate in job shadowing activities for career development.
	IV-5.	STANDARD: Opportunities are provided for students to participate in work-based learning experiences (internship, cooperative education, Youth Apprenticeship and/or school-based enterprise) so that necessary skills and competencies needed for employment and career success can be developed.
	IV-6.	STANDARD: Students participate in activities that will further their skill and knowledge development and prepare them for future careers in their chosen field.
	V-1.	STANDARD: Equipment is up-to-date, replaced according to the replacement plan, and provides for emerging occupational opportunities.
	V-2.	STANDARD: The software used reflects technology that is used in the business community.
	V-3.	STANDARD: The budget for consumable supplies is adequate to meet the needs of the department.
	V-4.	STANDARD: Adequate space is provided for business and computer science labs and the rooms are arranged to provide an environment conducive to learning and working for individuals and teams and for project-based instruction.
	V-5.	STANDARD: Facilities are barrier-free to accommodate students with disabilities.
	V-6.	STANDARD: Adequate office space is provided for the use of teachers in the business and computer science department and contains

	a networked computer workstation, telephone, desk, and other necessary equipment
VI-1.	STANDARD: Each teacher is an active member of the Georgia Business Education Association, NBEA-SBEA, and ACTE-GACTE.
VI-2.	STANDARD: Each business instructor participates annually in a shadowing program in a true business environment (minimum of eight hours per instructor per year), which relates to courses taught by the instructor.
VI-3.	STANDARD: Each business and computer science teacher participates annually in at least twenty (20) hours of professional development activities related to business and computer science.
VII-1.	STANDARD: All students enrolled in business and computer science courses have access to an FBLA Chapter affiliated with the state and national organization.
VII-2.	STANDARD: The FBLA Chapter strives for excellence by conducting activities based on a program of work by that includes monthly meetings, leadership development activities, community service projects, and social activities with the support of all teachers in the business and computer science department.
VII-3.	STANDARD: The FBLA Chapter participates in the FBLA Motivational Rally.
VII-4.	STANDARD: The FBLA Chapter participates in the FBLA Fall Leadership Conference.
VII-5.	STANDARD: The FBLA Chapter participates in the FBLA Region Conference.
VII-6.	STANDARD: The FBLA Chapter participates in the FBLA State Leadership Conference.

NOT MEETING STANDARDS: For any standard listed above marked NO--NOT MEETING STANDARD, please provide detailed explanation and improvement plan for how you will meet the following year. To remain certified the program must meet EVERY standard listed.

Standard Number (Any standard above that you indicated NO)	Explanation and Improvement Plan

SIGNATURES:

Once the program has completed the documentation required in the report, please have each person listed below review the content and sign verifying accurate information. By signing this report, you understand the status of the program regarding Industry Certification Status. All standards should be met annually to remain certified. Please add additional lines in the section below to allow for each teacher to sign.

Required Signatures:

SIGNATURE OF SCHOOL Principal

DATE

SIGNATURE OF CTAE ADMINISTRATOR

DATE

SIGNATURE OF BUSINESS TEACHER

DATE

SIGNATURE OF BUSINESS TEACHER

DATE