

Acknowledgments and Copyright Information

Office Administration (6621, 6622)

Copyright © 2022

The components of this instructional framework were developed by the following curriculum development panelists:

- Teresa Anderson, Instructor, First Colonial High School, Virginia Beach City Public Schools
- Susan Carden, Office Secretary, Cumberland Elementary School, Cumberland County Public Schools
- Cindy Carter, Instructor, Bull Run Middle School, Prince William County Public Schools
- Lisa Davis, Director, Cumberland County Public Library, Cumberland
- Dana Dingell, Owner, Performance Parts Inc., Oak Hill
- Latrice Scott, Career and Technical Education Specialist, Portsmouth Public Schools
- Amy Warlitner, Administrative Assistant, CowanGates, Richmond
- Danielle Weaver, Administrative Assistant, Virginia Department of Education, Richmond
- Amanda Zirkle, Human Resources Analyst, Powhatan County Government. Powhatan

Correlations to the Virginia Standards of Learning were reviewed and updated by the following:

- Leslie R. Bowers, English Teacher (ret.), Newport News Public Schools
- Vickie L. Inge, Mathematics Committee Member, Virginia Mathematics and Science Coalition
- Anne F. Markwith, New Teacher Mentor (Science), Gloucester County Public Schools
- Michael L. Nagy, Social Studies Department Chair, Rustburg High School, Campbell County Public Schools

Sandy Mills, FBLA State Specialist, reviewed and updated the FBLA correlations.

The framework was edited and produced by the CTE Resource Center:

- Averill P. Byrd, Writer/Editor
- Kevin P. Reilly, Administrative Coordinator

Virginia Department of Education Staff

Judith P. Sams, Specialist, Business and Information Technology and Related Clusters
Dr. J. Anthony Williams, Associate Director
Dr. David S. Eshelman, Director

Office of Career, Technical, and Adult Education
Virginia Department of Education

Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

CTE Resource Center
2002 Bremo Road, Lower Level
Richmond, VA 23226
Phone: (804)673-3778
Fax: (804)673-3798
<http://www.CTEresource.org>

The Center is a grant project of the Virginia Department of Education, Office of Career, Technical, and Adult Education, and is administered by Henrico County Public Schools, Department of Career and Technical Education.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. The following position has been designated to handle inquiries regarding the Department's non-discrimination policies:

Deputy Superintendent - Finance and Operations
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120
Phone: 804-225-2025

For further information on federal non-discrimination regulations, contact the Office for Civil Rights at OCR.DC@ed.gov or call 1-800-421-3481.