Digital Applications (formerly Computer Applications)

6617 18 weeks

6611 36 weeks

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Course Description

Suggested Grade Level: 9 or 10 or 11 or 12

This course is designed for secondary school students to develop real-life, outcome-driven approach skills for digital citizenship, basic computer operations, keyboarding, application software (word processing, spreadsheets, multimedia applications, databases), and career exploration. This course promotes skills that can be applied across the curriculum and offers preparation relevant to 21st century skills and postsecondary education. Students who successfully complete this course may be eligible for a rigorous and relevant industry certification examination. Student skills may be enhanced by participation in work-based learning activities and/or the Future Business Leaders of America (FBLA).

Note: This course may be offered to middle school students for high school credit if approved by the local school division. The industry certification does not apply to middle school.

The tasks contained in the Digital Applications framework will correlate with many of the FBLA competitive events. Refer to the FBLA website for details or to the task-by-task FBLA correlation.

Recommended prerequisite: Keyboarding course or teacher-approved demonstration and documentation of touch keyboarding skills

APG Note: Effective with the 2018-2019 school year, the name of this course is Digital Applications. In addition to the name change, all essential competencies from Keyboarding Secondary (6151), Keyboarding Applications (6153/6152), and Word Processing (6626/6625) are included in Digital Applications.

Task Essentials Table

- Tasks/competencies designated by plus icons (⊕) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (○) are optional
- Tasks/competencies designated by minus icons (⊖) are omitted
- Tasks marked with an asterisk (*) are sensitive.
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<thead>
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<td>Maintain workstation, equipment, and supplies.</td>
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<td>Navigate operating systems and software programs.</td>
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<td>Manipulate data/software/operating system.</td>
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<td>Key alphabetic, numeric, and symbol information.</td>
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<td>Improve keyboarding techniques.</td>
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<td>Identify a variety of word processing programs.</td>
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<td>Edit copy.</td>
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<td>Enhance documents by using page layout and graphic design features.</td>
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<td>Obtain assistance from electronic references and documentation.</td>
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<td>Integrate keyed information and notes directly from conversations, meetings, and media.</td>
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<td>Key research-related documents.</td>
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<td>Complete special forms.</td>
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<td>Merge files to produce form letters.</td>
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<tr>
<td>64</td>
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<td>Integrate database data, spreadsheet data, and graphics into a word-processed document.</td>
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Using Spreadsheet Applications

<table>
<thead>
<tr>
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<th>Identify a variety of spreadsheet programs.</th>
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<td>Enter data and formulas in a spreadsheet.</td>
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Using Multimedia Applications

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<td>Build a multimedia presentation.</td>
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<td>Enhance a multimedia presentation with specialized features.</td>
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</table>

Using Database Applications

<table>
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<th>Identify a variety of database applications.</th>
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<td>Create a database.</td>
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<td>Populate the database.</td>
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<td>Process material using database features.</td>
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<tr>
<td>78</td>
<td></td>
<td>Apply database skills to solve a problem.</td>
</tr>
</tbody>
</table>

**Investigating Digital Citizenship**

| 79 |   | Define *copyright*, *computer ethics*, and *netiquette*. |
| 80 |   | Apply copyright standards, computer ethics, and netiquette. |
| 81 |   | Use best practices for data security. |
| 82 |   | Manage digital identity and reputation. |
| 83 |   | Apply best practices for cyber and social media presence. |

**Exploring Careers**

| 84 |   | Correlate digital application skills with the appropriate career pathways. |
| 85 |   | Develop or update a print and/or electronic résumé. |
| 86 |   | Complete an online and/or a written job application form. |
| 87 |   | Create an electronic and/or hard-copy portfolio. |
| 88 |   | Participate in a mock interview. |

**Preparing for Industry Certification**

| 89 |   | Describe the process and requirements for obtaining industry certifications related to the Digital Applications course. |
| 90 |   | Identify testing skills/strategies for a certification examination. |
| 91 |   | Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams). |
| 92 |   | Successfully complete an industry certification examination representative of skills learned in this course (e.g., Microsoft Office Specialist [MOS]). |

Legend: ✦ Essential  ☐ Non-essential  ☐ Omitted
Task Number 39

Identify computer system components.

Definition

Identification should include

- input devices (e.g., keyboard, mouse)
- output devices (e.g., monitor, printer, speakers)
- storage devices (e.g., Universal Serial Bus [USB])
- processors (e.g., central processing unit [CPU]).

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Problem Solving

Introduction to Information Technology

Task Number 40

Identify safety precautions associated with computer use.

Definition

Identification should include precautions that ensure personal and equipment safety, such as

- use of surge protectors
- use of anti-static mats and pads
- activation of virus-protection/security software
- placement and use of electric cords and other wiring.
Task Number 41

Describe ergonomic and repetitive strain injury (RSI) guidelines related to computer use.

Definition

Description should include

- an explanation of the long-term effects of RSI and other injuries resulting from improper technique(s)
- an explanation of the importance of proper positioning of the body based on the computer component (e.g., notebook, laptop) being used
- the importance of height of chair and desktop or laptop to remove any angles or undue strain on the back or shoulders
- the reasons the monitor should be 18 to 24 inches from the eyes with the top edge of the display screen at eye level
- the importance of short breaks every hour to relax the neck, shoulders, arms, wrists, and fingers.

Task Number 42

Maintain workstation, equipment, and supplies.

Definition

Maintenance should demonstrate student's acceptance of responsibility for
ensuring power supply
identifying malfunctions, missing programs, or problems with the computer and notifying the instructor, if necessary
straightening and cleaning workstations/work areas/equipment
filing/storing student work
leaving equipment and workstation according to instructor's directions.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 43

Navigate operating systems and software programs.

Definition

Navigation should include

- clicking on an icon to launch a program, using a mouse and/or keyboard commands
- using the window close button and/or keyboard commands to exit a program
- restarting the computer, if necessary
- exiting software programs, logging off, and shutting down the computer
- using hardware and software controls to start and shut down or log off an operating system.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications
Task Number 44

Input data and commands using peripherals.

Definition

Inputting may include using peripherals such as keyboard, mouse, and scanner and

- data and program commands, using the keyboard controls
- program commands, using the left- and right-click buttons on the mouse
- images, text, and other data, using a scanner
- data and program commands, using a microphone to activate voice-recognition software
- photos, using a digital camera
- dual monitors to drag to another screen.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing
Task Number 45

Troubleshoot computer problems.

Definition

Troubleshooting should be performed by

- adhering to safety procedures
- searching the Help options on the computer
- checking port connections and power sources
- saving work and restarting
- notifying the instructor if the problem persists.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Computer Problem Solving

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 46

Troubleshoot printer malfunctions.

Definition

Troubleshooting should include identifying

- power supply issues
- printer commands (e.g., destination, number of copies)
• causes of paper jams
• low ink/toner levels
• paper supply issues
• paper size issues.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Computer Problem Solving

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

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Task Number 47

Manipulate data/software/operating system.

Definition

Manipulation should include

• cutting and pasting, copying and pasting, and saving by using the keyboard commands/shortcuts, the menu bar, toolbars, and mouse, including right-clicking for pop-up menus
• printing
• taking screenshots and placing them in a document
• copying and editing a photo
• opening a new document, opening an existing document, and closing programs by using software-specific function keys, icons, menus, ribbons, launchers, toolbars, and keyboard commands
• manipulating windows by using keyboard commands, function keys, menus, and toolbars.
Task Number 48

Use file management techniques.

Definition

Use should include external storage device (i.e., USB) and online management tools (e.g., Google Drive).

Use should include techniques such as

- finding specified folders on the computer’s hard drive
- copying files from one location to another
- creating folders and moving a file from one folder to another
- using external storage devices to save/open work
- deleting files from a designated location
- accessing and emptying items from the Recycle Bin or Trash
- changing a file name
- opening a file from a designated location.
Mastering Keyboarding Skills

Task Number 49

Key alphabetic, numeric, and symbol information.

Definition

Keying should include use of a touch system and techniques such as

- keeping eyes on copy, even when making reaches
- keeping feet on the floor
- keeping wrists low, not touching the desk or computer
- keeping fingers curved and upright on home keys
- maintaining erect posture
- keeping in rhythm, without pausing between key strokes
- maintaining accuracy
- maintaining an instructor-specified typing speed, designed to meet an industry-standard goal, if applicable.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures
Task Number 50

Improve keyboarding techniques.

Definition

Improving keyboarding techniques should result from

- identifying techniques that are problematic
- practicing selected technique drills to correct the identified problems
- assessing progress, using keyboarding-technique grading scales (e.g., rubrics).

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 51

Increase keyboarding speed and accuracy to meet industry standards.
Definition

Increasing keyboarding speed and accuracy should be based on timed writings and should result from

- practicing drills that encourage speed with accuracy
- working toward a controlled rate of speed that will provide a high degree of accuracy
- assessing one's own progress, using speed and accuracy grading scales (e.g., rubrics).

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 52

Proofread copy.

Definition

Proofreading copy should include identifying and marking

- spelling errors
- punctuation errors
- grammatical errors
- incorrect use of words
- incorrect format.

Proofreading copy should include using standard proofreaders' marks to indicate errors and corrections.

FBLA Competitive Events and Activities Areas
Using Word Processing Applications

Task Number 53

Identify a variety of word processing programs.

Definition

Identification should include

- an explanation of the uses/functions of word processing
- a list of popular word processing programs
- a description of the features, functions, and characteristics of these programs
- a comparison of these programs
- an explanation of the compatibility of these programs
- an explanation of how word processing programs integrate with other programs.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications
Task Number 54

Compose business documents.

Definition

Composition should include

- utilizing the English writing process steps
- writing a business letter that simulates a real-world application, following the identified steps and applying correct spelling, punctuation, grammar, sentence structure, and format
- writing a report assigned in this or another course, following the identified steps and applying correct spelling, punctuation, grammar, sentence structure, and format
- reviewing appropriate rules when writing emails and blogs
- attaching a file to an email document.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 55

Key business documents.

Definition
Keying documents should include applying formatting and

- writing personal and/or business letters
- using styles (e.g., block, modified block, and modified block with indented paragraphs)
- writing formal and simplified-style memos
- compiling basic business-style and Modern Language Association (MLA)- or American Psychological Association (APA)-style reports
- compiling outlines and reference pages
- setting tabs and margins
- setting headers and footers
- creating documents from existing documents and templates
- creating and manipulating columns
- creating and manipulating tables
- writing emails
- creating signature block for emails
- using automatic reply function for emails
- using read/receipt option for emails
- using out-of-office function for emails.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 56

Edit copy.

Definition

Editing copy should include deleting, adding, and changing text as needed.
FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Computer Problem Solving

Database Design & Applications

Introduction to Business Procedures

Introduction to Information Technology

Spreadsheet Applications

Word Processing

Task Number 57

Enhance documents by using page layout and graphic design features.

Definition

Enhancements should illustrate principles of page layout and graphic design in the use of

- different fonts and font sizes in accordance with purposes of the text and design
- bold, italic, and underline in accordance with industry standards
- drop caps and word art
- text colors
- bullets
- alignment and tabs
- lines, borders, shading, and boxes, when appropriate
- white space
- pagination
- paper/document sizing
- graphics
  - placing
  - sizing
  - wrapping text around
  - saving, using various file types (e.g., .gif, .jpg, .png, .tiff)
- watermarks.
FBLA Competitive Events and Activities Areas

American Enterprise Project
Business Financial Plan
Business Plan
Business Skills and Knowledge
Community Service Project
Computer Applications
Computer Problem Solving
Database Design & Applications
Introduction to Business Procedures
Introduction to Information Technology
Partnership with Business Project
Spreadsheet Applications
Word Processing

Task Number 58

Prepare addresses on labels and envelopes.

Definition

Preparation should include keying, formatting, and merging addresses and

- identifying the U.S. Postal Service requirements for addresses
- preparing and printing addresses on labels and/or envelopes, according to these requirements
- using software with label-making functions.
Task Number 59

Obtain assistance from electronic references and documentation.

Definition

Obtaining assistance should include

- using the software's Help features and user's manual to complete an assigned task
- using the software's editing tools (e.g., spell check, grammar check, dictionary, thesaurus)
- noting the limits of spell check
- searching the Internet to find information about task-related topics
- using bookmarks.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Computer Problem Solving

Database Design & Applications

Introduction to Business Procedures
Spreadsheet Applications

Word Processing

Task Number 60

Integrate keyed information and notes directly from conversations, meetings, and media.

Definition

Integration should include

- using hand-written notes from class
- transcribing information from recorded media
- entering and displaying real-time data during an event
- explaining online meetings and shared documents.

The final document should be produced according to the instructor's specifications.

FBLA Competitive Events and Activities Areas

Business Communication

Business Skills and Knowledge

Introduction to Business Communication

Task Number 61

Key research-related documents.

Definition

Keying research-related documents should reflect adherence to various formatting styles for outlines, bibliographies, footnotes, and endnotes and should be produced according to the instructor’s specifications.

FBLA Competitive Events and Activities Areas
Task Number 62

Complete special forms.

Definition

Completing special forms (e.g., applications, invoices, purchase orders) should include using styles and templates and

- demonstrating the mathematics and English skills necessary to understand the forms
- saving a document as a PDF file, so it cannot be altered at a later date
- using a password to protect documents
- following instructor guidelines.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Business Procedures

Spreadsheet Applications

Word Processing

Task Number 63
Merge files to produce form letters.

Definition

Merging files should include

- accessing names and addresses from an existing database or spreadsheet file
- merging selected data into specific fields
- following instructor guidelines.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing

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Task Number 64

Integrate database data, spreadsheet data, and graphics into a word-processed document.

Definition

Demonstration should include linking and/or embedding a database, spreadsheet, and/or graphics file into a word-processed document so that when the source file is updated, the data in the word-processed document is updated as well.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge
Using Spreadsheet Applications

Task Number 65

Identify a variety of spreadsheet programs.

Definition

Identification should include

- an explanation of the uses/functions of a spreadsheet
- a list of popular spreadsheet programs
- a description of the features, functions, and characteristics of these programs
- a comparison of these programs.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math
Task Number 66

Enter data and formulas in a spreadsheet.

Definition

Entering data should include

- explaining the difference between text and numbers in cells (i.e., labels, values)
- explaining that a spreadsheet formula is a combination of values or cell references and mathematical operators
- inputting and formatting data (i.e., text, numbers)
- creating an absolute reference
- exploring the function library
- using the AutoSum function (i.e., Sum, Average, Count, Max, Min)
- creating formulas
- defining and protecting named ranges
- using freeze panes function
- using the zoom function
- using the fill handle features (e.g., copying text and formulas, creating a series).

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing
Task Number 67

Edit data in a spreadsheet.

Definition

Editing should include

- accessing data
- adding and deleting data
- correcting data
- copying and pasting data
- formatting, including use of conditional formatting
- adding borders
- converting text to columns
- creating an absolute reference
- defining and protecting named ranges
- exploring the function library
- using the auto functions
- saving the file.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing

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Task Number 68

Analyze data in a spreadsheet.

Definition
Analyzing data should include

- reviewing and comparing data
- manipulating data
- drawing conclusions (e.g., income, expenditure, and balance from a budget report; scheduled duration of a task from a project plan)
- using data-validation features.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing

Task Number 69

Create graphs and charts to visually represent spreadsheet values.

Definition

Creation should include

- representing data using bar graphs, line graphs, pie charts, and other teacher-specified chart forms
- formatting graphs and charts in a spreadsheet, using applicable features (e.g., Design, Layout, Format).
Using Multimedia Applications

Task Number 70

Identify a variety of presentation applications.

Definition

Identification should include

- an explanation of the uses/functions of a presentation
- a list of popular presentation applications
- a description of the features, functions, and characteristics of these applications
- a comparison of these applications.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

LifeSmarts

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Management Information Systems
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Marketing
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Network Design

Virtual Business Management Challenge

Task Number 71

Identify the components of an effective presentation.

Definition

Identification includes a list of components to consider when developing a presentation. Such components should include

- lines of text per slide
- words per line of text
- length of presentation (i.e., number of slides)
- size, color, and placement of text and graphics
- choice of slide background
- use of slide transitions
- number and type of graphics and animations.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Business Skills and Knowledge
Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

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Management Decision Making
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Marketing
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Network Design

Virtual Business Management Challenge

Task Number 72

Build a multimedia presentation.

Definition
Building includes the planning process (i.e., choosing a subject, gathering supporting information, and outlining the sequence of the presentation). Building also involves creating the slides, a process that should include

- selecting a theme, layout, and colors for the slides
- writing, formatting, and placing text
- selecting appropriate sounds and transitions
- illustrating the slides with graphics
- supporting the information with charts and graphs.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Business Skills and Knowledge
Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Global Business
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Marketing
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Network Design

Virtual Business Management Challenge

Task Number 73

Enhance a multimedia presentation with specialized features.

Definition
Enhancements are made by using specialized features (e.g., transitions, animations, timings, backgrounds, graphics) to increase the effectiveness of the presentation and should include the consideration of

- subject and audience when determining themes and visual effects (e.g., animation of objects, transitions between slides)
- readability of font styles and colors
- relevance of graphic images and photos and their value vs. threat of distraction
- degree of support offered by charts and graphs in illustrating statistical data
- formatting of graphics and illustrations.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems
Using Database Applications

Task Number 74

Identify a variety of database applications.

Definition

Identification should include

- an explanation of the uses/functions of a database
- a list of popular database applications
- a description of the features, functions, and characteristics of these applications
- a comparison of these applications.
Task Number 75

Create a database.

Definition

Creation should include defining fields and designing formats and

- examining requirements such as
  - people and systems that will use the database (e.g., text, numbers, dates)
  - volume of data
  - size of data elements
- determining how the data will be entered, manipulated, and retrieved
- using password protection to protect data
- opening a new file in a database program
- configuring the forms, fields, and tables
- entering data
- saving the database file.
Task Number 76

Populate the database.

Definition

Population should be performed by

- using appropriate software functions and tools to enter alphanumeric data
- deleting, editing, copying, and adding records
- printing data from within a database
- adhering to instructor guidelines.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing

Task Number 77

Process material using database features.
Definition

Processing should be demonstrated by using software functions to sort single and multiple fields in ascending (A-Z) or descending (Z-A) order and determining where the database information will be inserted in the target document.

FBLA Competitive Events and Activities Areas

Business Calculations

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing

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Task Number 78

Apply database skills to solve a problem.

Definition

Application should include

- stating the problem
- determining the appropriate output content and format
- designing the database
- entering, editing, and formatting data
- performing searches (e.g., queries or filters).

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Business Calculations
Business Skills and Knowledge

Computer Applications

Database Design & Applications

Introduction to Financial Math

Spreadsheet Applications

Word Processing

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**Investigating Digital Citizenship**

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**Task Number 79**

**Define copyright, computer ethics, and netiquette.**

**Definition**

Definition should include the meanings, the importance of applying the concepts, and the consequences of failing to apply them.

**FBLA Competitive Events and Activities Areas**

American Enterprise Project

Business Ethics

Business Financial Plan

Business Law

Business Plan

Business Skills and Knowledge
Community Service Project
Partnership with Business Project

Task Number 80

Apply copyright standards, computer ethics, and netiquette.

Definition

Application should include adherence to legal, ethical, and safe practices related to

- plagiarism
- fair use
- intellectual property
- use of technology
- social interactions online
- digital privacy.

FBLA Competitive Events and Activities Areas

American Enterprise Project
Business Ethics
Business Financial Plan
Business Law
Business Plan
Business Skills and Knowledge
Community Service Project
Partnership with Business Project

Task Number 81

Use best practices for data security.
Definition

Best practices should include

- creating strong passwords
- protecting passwords (e.g., not sharing one’s password)
- changing passwords periodically
- describing two-factor authentication (e.g., security questions, chosen identification image)
- using screen protectors
- using security software
- describing current software and updates
- shutting down computer
- avoiding clicking on random links, emails, and attachments
- avoiding downloading from the Internet
- identifying symptoms of a virus or malware
- adhering to the school or organization’s acceptable use policy (AUP).

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Cyber Security

Introduction to Business Procedures

Task Number 82

Manage digital identity and reputation.

Definition

Management should include behavior that ensures protection of information by being

- positive
- safe
- legal
- ethical.

Management should also include ability to identify one’s digital footprint and the understanding that social media posts may be visible to one’s employer, college admissions office, or potential employers.
Task Number 83

Apply best practices for cyber and social media presence.

Definition

Application should include

- identifying cyberbullying
- communicating suspected cyberbullying to appropriate officials
- distinguishing the difference between libel and slander
- utilizing social media for good causes
- differentiating between private and public posts.

Exploring Careers

Task Number 84
Correlate digital application skills with the appropriate career pathways.

Definition

Correlation should include

- gathering information describing the career clusters
- determining the digital application skills required
- exploring opportunities for advancement
- identifying employment trends
- identifying potential employment barriers (e.g., for nontraditional groups) and ways to overcome those barriers
- using job databases
- matching an individual's abilities, aptitudes, interests, and job expectations with potential careers.

Many websites offer career exploration resources, including the Virginia Department of Education's Career Planning Guide.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence

Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships

Task Number 85

Develop or update a print and/or electronic résumé.

Definition

Development should include a listing of
- educational background
- work history
- volunteer work
- honors and awards (e.g., achievements, recognition)
- membership in club and/or community activities, leadership positions held, athletics, and community service
- personal and professional references.

Résumé should be concise, easy-to-read, and should not include abbreviations or acronyms that may be unfamiliar to the reader.

**FBLA Competitive Events and Activities Areas**

**Business Skills and Knowledge**

D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence

**Electronic Career Portfolio**

**Future Business Leader**

**Job Interview**

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships

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**Task Number 86**

**Complete an online and/or a written job application form.**

**Definition**

Completion should include preparing

- parts of an employment application (i.e., name, address, education, work experiences, job title, references, other qualifications)
- copies of résumé
- references (ask permission before using).

Students should also understand the importance of a background check, which is standard for many job applications.

**FBLA Competitive Events and Activities Areas**
Task Number 87

Create an electronic and/or hard-copy portfolio.

Definition

Creation of a portfolio may include a résumé and a combination of electronic and non-electronic documents representing the student's work and qualifications. Selected documents should reflect the student's knowledge, skills, and abilities.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence

Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships

Task Number 88
Participate in a mock interview.

Definition

Participation should include

- positive self-representation (e.g., attire, hair/makeup, accessories, handshake)
- appropriate communication skills
  - oral
  - written
  - nonverbal.

Participation could include a mock interview that is conducted online or in-person.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence

Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships

Preparing for Industry Certification

Task Number 89

Describe the process and requirements for obtaining industry certifications related to the Digital Applications course.
Definition

The description should include a list of industry certifications related to the Digital Applications course and the process/requirements for obtaining the certifications from

- official websites of the testing organization/vendor
- materials from publishers that have developed practice materials and tests based on information from the testing organization/vendor
- information from certified instructors or industry-certified professionals
- information in the Course Description section of this framework.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Electronic Career Portfolio

Future Business Leader

Job Interview

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Task Number 90

Identify testing skills/strategies for a certification examination.

Definition

The identification of testing skills and strategies should be enhanced by

- conducting an Internet research project
- reviewing materials from exam and practice-exam publishers
- interviewing certified instructors and/or industry-certified professionals.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

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Task Number 91
Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).

Definition

The demonstration should include successfully completing practice examinations for selected certifications related to the course obtained from vendor sites and/or materials from publishers. The level of performance on a practice examination serves as a gauge of the applicant's readiness for formal industry testing.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

Task Number 92

Successfully complete an industry certification examination representative of skills learned in this course (e.g., Microsoft Office Specialist [MOS]).

Definition

The successful completion of an industry certification examination will be achieved when the student applicant earns an examination score deemed "passing" by the testing organization. Qualifying examinations are those currently approved at the state level as representative of Digital Applications skills.

FBLA Competitive Events and Activities Areas

Business Skills and Knowledge

SOL Correlation by Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Identify computer system components.</td>
<td>9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td></td>
<td>Identify safety precautions associated with computer use.</td>
<td>Mathematics: COM.10, COM.11, COM.16</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>40</td>
<td>Describe ergonomic and repetitive strain injury (RSI) guidelines related to computer use.</td>
<td>English: 9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>41</td>
<td>Maintain workstation, equipment, and supplies.</td>
<td>English: 9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>42</td>
<td>Navigate operating systems and software programs.</td>
<td>English: 9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>43</td>
<td>Input data and commands using peripherals.</td>
<td>English: 9.6, 9.7, 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</td>
</tr>
<tr>
<td>44</td>
<td>Troubleshoot computer problems.</td>
<td>English: 9.5, 9.8, 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</td>
</tr>
<tr>
<td>45</td>
<td>Troubleshoot printer malfunctions.</td>
<td>English: 9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>46</td>
<td>Manipulate data/software/operating system.</td>
<td>English: 9.2, 10.2, 11.2, 12.2</td>
</tr>
<tr>
<td>47</td>
<td>Use file management techniques.</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Key alphabetic, numeric, and symbol information.</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Improve keyboarding techniques.</td>
<td>English: 9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>50</td>
<td>Increase keyboarding speed and accuracy to meet industry standards.</td>
<td>English: 9.6, 9.7, 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</td>
</tr>
<tr>
<td>51</td>
<td>Proofread copy.</td>
<td>English: 9.7, 10.7, 11.7, 12.7</td>
</tr>
<tr>
<td>52</td>
<td>Identify a variety of word processing programs.</td>
<td>English: 9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>53</td>
<td>Compose business documents.</td>
<td>English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>54</td>
<td>Key business documents.</td>
<td>English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>56</td>
<td>Enhance documents by using page layout and graphic design features.</td>
<td>Mathematics: COM.12</td>
</tr>
<tr>
<td>57</td>
<td>Prepare addresses on labels and envelopes.</td>
<td>English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>58</td>
<td>Obtain assistance from electronic references and documentation.</td>
<td>English: 9.5, 9.6, 9.7, 9.8, 10.5, 10.6, 10.7, 10.8, 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8</td>
</tr>
<tr>
<td>59</td>
<td>Integrate keyed information and notes directly from conversations, meetings, and media.</td>
<td>English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>60</td>
<td>Key research-related documents.</td>
<td>English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>61</td>
<td>Complete special forms.</td>
<td>English: 9.1, 9.5, 9.6, 9.7, 10.1, 10.5, 10.6, 10.7, 11.1, 11.5, 11.6, 11.7, 12.1, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td></td>
<td>Activity Description</td>
<td>English: Topics Covered</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>63</td>
<td>Merge files to produce form letters.</td>
<td>9.1, 9.5, 9.6, 9.7, 10.1, 10.5, 10.6, 10.7, 11.1, 11.5, 11.6, 11.7, 12.1, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>64</td>
<td>Integrate database data, spreadsheet data, and graphics into a word-processed document.</td>
<td>9.2, 9.5, 10.2, 10.5, 11.2, 11.5, 12.2, 12.5</td>
</tr>
<tr>
<td>65</td>
<td>Identify a variety of spreadsheet programs.</td>
<td>9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>66</td>
<td>Enter data and formulas in a spreadsheet.</td>
<td>9.1, 9.2, 9.3, 9.5, 9.6, 9.7, 10.1, 10.2, 10.3, 10.5, 10.6, 10.7, 11.1, 11.2, 11.3, 11.5, 11.6, 11.7, 12.1, 12.3, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>67</td>
<td>Edit data in a spreadsheet.</td>
<td>9.7, 10.7, 11.7, 12.7</td>
</tr>
<tr>
<td>68</td>
<td>Analyze data in a spreadsheet.</td>
<td>9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>69</td>
<td>Create graphs and charts to visually represent spreadsheet values.</td>
<td>9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>70</td>
<td>Identify a variety of presentation applications.</td>
<td>9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
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<td>71</td>
<td>Identify the components of an effective presentation.</td>
<td>9.5, 9.6, 9.7, 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
</tr>
<tr>
<td>72</td>
<td>Build a multimedia presentation.</td>
<td>9.1, 9.6, 9.7, 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7</td>
</tr>
<tr>
<td>73</td>
<td>Enhance a multimedia presentation with specialized features.</td>
<td>9.2, 9.5, 10.2, 10.5, 11.2, 11.5, 12.2, 12.5</td>
</tr>
<tr>
<td>74</td>
<td>Identify a variety of database applications.</td>
<td>9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>75</td>
<td>Create a database.</td>
<td>9.3, 10.3, 11.3, 12.3</td>
</tr>
<tr>
<td>76</td>
<td>Populate the database.</td>
<td>9.5, 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td></td>
<td>Mathematics: COM.1, COM.7, COM.10, COM.11</td>
<td></td>
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<td>---</td>
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</tr>
<tr>
<td>77</td>
<td>Process material using database features.</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Apply database skills to solve a problem.</td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>Define <em>copyright, computer ethics, and netiquette</em>.</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Apply copyright standards, computer ethics, and netiquette.</td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Use best practices for data security.</td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Manage digital identity and reputation.</td>
<td></td>
</tr>
<tr>
<td>83</td>
<td>Apply best practices for cyber and social media presence.</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>Correlate digital application skills with the appropriate career pathways.</td>
<td></td>
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<tr>
<td>85</td>
<td>Develop or update a print and/or electronic résumé.</td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>Complete an online and/or a written job application form.</td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>Create an electronic and/or hard-copy portfolio.</td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>Participate in a mock interview.</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>Describe the process and requirements for obtaining industry certifications related to the Digital Applications course.</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>Identify testing skills/strategies for a certification examination.</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).</td>
<td></td>
</tr>
</tbody>
</table>
Entrepreneurship Infusion Units

Entrepreneurship Infusion Units may be used to help students achieve additional, focused competencies and enhance the validated tasks/competencies related to identifying and starting a new business venture. Because the unit is a complement to certain designated courses and is not mandatory, all tasks/competencies are marked “optional.”
Appendix: Credentials, Course Sequences, and Career Cluster Information

Industry Credentials: Only apply to 36-week courses

- Administrative Assisting Assessment
- Administrative Services Assessment
- College and Work Readiness Assessment (CWRA+)
- General Management Assessment
- Human Resources Management Assessment
- IC3 Digital Literacy Certification Examination
- Microsoft 365 Fundamentals Examination
- Microsoft Certified Azure Fundamentals Examination
- Microsoft Dynamics 365 Fundamentals Examination
- Microsoft Office Specialist (MOS) Examinations
- National Career Readiness Certificate Assessment
- Workplace Readiness Skills for the Commonwealth Examination

Concentration sequences: A combination of this course and those below, equivalent to two 36-week courses, is a concentration sequence. Students wishing to complete a specialization may take additional courses based on their career pathways. A program completer is a student who has met the requirements for a CTE concentration sequence and all other requirements for high school graduation or an approved alternative education program.

- Accounting (6320/36 weeks)
- Accounting, Advanced (6321/36 weeks)
- Business Law (6131/36 weeks)
- Business Law (6132/18 weeks)
- Business Management (6135/36 weeks)
- Business Management (6136/18 weeks)
- Computer Information Systems (6612/36 weeks)
- Computer Information Systems (6614/18 weeks)
- Computer Information Systems, Advanced (6613/36 weeks)
- Computer Information Systems, Advanced (6615/18 weeks)
- Computer Network Software Operations (6650/36 weeks)
- Computer Network Software Operations, Advanced (6651/36 weeks)
- Cybersecurity Software Operations (6304/36 weeks)
- Database Design and Management (Oracle) (6660/36 weeks)
- Design, Multimedia, and Web Technologies (6630/36 weeks)
- Design, Multimedia, and Web Technologies (6632/18 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6631/36 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6633/18 weeks)
- Information Technology Fundamentals (6670/36 weeks)
- International Baccalaureate Business Management (IB6135/36 weeks)
- International Baccalaureate Information Technology in a Global Society (IB6613/36 weeks)
- Java Programming (Oracle) (6661/36 weeks)
- Legal Administration (6735/36 weeks)
• Legal Administration (6736/18 weeks)
• Medical Administration (6731/18 weeks)
• Medical Administration (6730/36 weeks)
• Office Administration (6622/18 weeks)
• Office Administration (6621/36 weeks)
• Office Specialist I--Preparation (6740/36 weeks)
• Office Specialist II--Preparation (6741/36 weeks)
• Office Specialist III--Preparation (6742/36 weeks)
• Principles of Business and Marketing (6116/18 weeks)
• Principles of Business and Marketing (6115/36 weeks)
• Programming (6640/36 weeks)
• Programming, Advanced (6641/36 weeks)

### Career Cluster: Information Technology

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Support and Services</td>
<td>Account Executive&lt;br&gt;Applications Integrator&lt;br&gt;Computer Support Specialist&lt;br&gt;Customer Service Representative&lt;br&gt;Internet Entrepreneur</td>
</tr>
</tbody>
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