

# Standards Correlations

## Digital Applications (6611, 6617)

| Task  | SOL Correlations  | FBLA Competitive Events and Activities Areas<br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.) |
|---|---|--|
| <b>Demonstrating Personal Qualities and Abilities</b> |   |  |
| Demonstrate creativity and innovation.                | <p>English: 6.1, 6.3, 6.4, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.6, 7.7, 7.9, 8.1, 8.3, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8</p> <p>History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1</p> <p>Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.10, 6.11, 6.12, 7.2, 7.3, 7.8, 7.9, 8.2, 8.4, 8.6, 8.7, 8.11, 8.12, 8.17, 8.18, A.9, AFDA.3, AFDA.4, AFDA.5, AFDA.6, AFDA.7, AFDA.8, AII.9, COM.1, COM.3, COM.4, COM.5, COM.8, DM.7, DM.1*, DM.10, DM.2*, DM.3*, PS.3*, PS.4*, PS.7*, PS.9*, PS.10*</p> <p>Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1</p> |  |
| Demonstrate critical thinking and problem solving.    | <p>English: 6.1, 6.3, 6.4, 6.5, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 7.9, 8.1, 8.3, 8.4, 8.5, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6,</p>  |  |

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|  | <p>11.8, 12.1, 12.5, 12.6, 12.8</p> <p>History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1</p> <p>Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.10, 6.11, 7.2, 7.3, 7.8, 7.12, 7.13, 8.2, 8.4, 8.8, 8.9, 8.10, 8.11, A.8, A.9, G.1, G.13, G.14, AFDA.3, AFDA.5, AFDA.8, AII.9, AII.10, AII.11, COM.1, COM.3, COM.4, COM.5, COM.8, DM.4, DM.7, DM.1*, DM.2*, DM.3*, DM.9*, PS.9*, PS.10*</p> <p>Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1</p> |  |
| Demonstrate initiative and self-direction. | <p>English: 6.1, 6.4, 6.6, 6.7, 6.9, 7.1, 7.4, 7.6, 7.7, 7.9, 8.1, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8</p> <p>History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1</p>  |  |
| Demonstrate integrity.                     | <p>English: 6.1, 7.1, 8.1, 9.1, 9.5, 10.1, 10.5, 11.1, 11.5, 12.1, 12.5</p> <p>History and Social Science: CE.1, CE.3, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1</p>  |  |

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| Demonstrate work ethic.                    | English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1<br><br>History and Social Science: CE.1, CE.4, CE.14, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Science: CH.1          |  |
| <b>Demonstrating Interpersonal Skills</b>  |  |  |
| Demonstrate conflict-resolution skills.    | English: 6.1, 6.2, 6.4, 6.6, 6.7, 6.9, 7.1, 7.2, 7.4, 7.6, 7.7, 7.9, 8.1, 8.2, 8.4, 8.6, 8.7, 8.9, 9.1, 10.1, 11.1, 12.1<br><br>History and Social Science: CE.1, CE.4, GOVT.1, USI.1, VUS.1 |  |
| Demonstrate listening and speaking skills. | English: 6.1, 6.2, 6.4, 6.6, 7.1, 7.2, 7.4, 7.6, 8.1, 8.2, 8.4, 8.6, 9.1, 10.1, 11.1, 12.1<br><br>History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1  |  |
| Demonstrate respect for diversity.         | English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1<br><br>History and Social Science: CE.1, CE.3, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, USII.9, VUS.1, VUS.13, WG.1, WHI.1, WHII.1                |  |
| Demonstrate customer service skills.       | English: 6.1, 6.4, 6.7, 7.1, 7.4, 7.7, 8.1, 8.4, 8.7, 9.1, 9.5, 9.6, 10.1, 10.5, 10.6, 11.1, 11.5, 11.6, 12.1, 12.5, 12.6  |  |

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|   | History and Social Science: CE.1, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1   |  |
| Collaborate with team members                     | English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1<br><br>History and Social Science: CE.1, CE.3, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1  |  |
| <b>Demonstrating Professional Competencies</b>    |  |  |
| Demonstrate big-picture thinking.                 | English: 6.1, 6.4, 7.1, 7.4, 8.1, 8.4, 9.1, 9.5, 10.1, 10.5, 11.1, 11.5, 12.1, 12.5<br><br>History and Social Science: CE.1, CE.4, CE.12, GOVT.1, GOVT.15, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1                       |  |
| Demonstrate career- and life-management skills.   | English: 6.1, 6.7, 7.1, 7.7, 8.1, 8.7, 9.1, 9.6, 10.1, 10.6, 11.1, 11.6, 12.1, 12.6<br><br>History and Social Science: CE.1, CE.4, CE.12, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Mathematics: 8.4 |  |
| Demonstrate continuous learning and adaptability. | English: 6.1, 6.4, 6.7, 6.9, 7.1, 7.4, 7.7, 7.9, 8.1, 8.4, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8<br><br>History and Social Science: CE.1, CE.3, CE.4,       |  |

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|  | CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Science: BIO.1, CH.1, LS.1, PH.1, PH.4, PS.1   |  |
| Manage time and resources.               | English: 6.1, 6.2, 6.4, 6.7, 6.9, 7.1, 7.2, 7.4, 7.7, 7.9, 8.1, 8.2, 8.4, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.2, 11.5, 11.6, 11.8, 12.2, 12.5, 12.6, 12.8<br><br>History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Mathematics: 6.10, 6.11, 6.12, 7.2, 7.3, 7.8, 7.9, 7.10, 7.11, 7.12, 7.13, 8.4, 8.11, 8.12, 8.13, 8.14, 8.17, 8.18, A.4, A.5, A.8, A.9, AFDA.3, AFDA.4, AFDA.5, AFDA.6, AFDA.7, AFDA.8, COM.1, COM.3, COM.5, COM.8 |  |
| Demonstrate information-literacy skills. | English: 6.1, 6.2, 6.4, 6.6, 6.7, 6.9, 7.1, 7.2, 7.3, 7.4, 7.6, 7.7, 7.9, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 8.9, 9.2, 9.5, 9.6, 9.8, 10.2, 10.5, 10.6, 10.8, 11.2, 11.5, 11.6, 11.8, 12.2, 12.5, 12.6, 12.8<br><br>History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Mathematics: 6.10, 6.11, 7.8, 7.9, 8.11, 8.12, A.8, A.9, AFDA.3, AFDA.4, AFDA.6, AFDA.7,  |  |

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|  | AFDA.8, DM.8, PS.1*, PS.2*, PS.3*, PS.4*, PS.7*, PS.8*, PS.9*, PS.10*<br><br>Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PH.1, PS.1  |  |
| Demonstrate an understanding of information security.                      | English: 6.1, 6.2, 6.3, 6.4, 6.6, 6.7, 6.8, 6.9, 7.1, 7.2, 7.3, 7.4, 7.6, 7.7, 7.8, 7.9, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 8.8, 8.9, 9.1, 9.2, 9.5, 9.6, 9.8, 10.1, 10.2, 10.5, 10.6, 10.8, 11.1, 11.2, 11.5, 11.6, 11.8, 12.1, 12.2, 12.5, 12.6, 12.8<br><br>History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Mathematics: COM.10 |  |
| Maintain working knowledge of current information-technology (IT) systems. | English: 6.1, 6.3, 6.4, 6.6, 6.9, 7.1, 7.3, 7.4, 7.6, 7.9, 8.1, 8.3, 8.4, 8.6, 8.9<br><br>History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Mathematics: 7.8, COM.1, COM.2, COM.7, COM.9, COM.10, COM.11, COM.16, COM.18, PS.17<br><br>Science: BIO.1, CH.1, ES.1, PH.1   |  |
| Demonstrate proficiency with   | History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1,   |  |

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| technologies, tools, and machines common to a specific occupation. | <p>WHII.1</p> <p>Mathematics: 6.10, 6.11, 7.9, 8.4, A.7, A.8, A.9, AFDA.1, AFDA.3, AFDA.5, AII.4, AII.7, AII.9, COM.1, COM.7, COM.10, COM.11, COM.12, COM.16</p> <p>Science: CH.1, ES.1, LS.1, PH.1, PS.1</p>  |  |
| Apply mathematical skills to job-specific tasks.                   | <p>English: 6.4, 6.6, 6.7, 7.4, 7.6, 7.7, 8.4, 8.6, 8.7, 9.5, 9.6, 10.5, 10.6, 11.5, 11.6, 12.5, 12.6</p> <p>History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1</p> <p>Mathematics: 6.1, 6.2, 6.5, 6.6, 6.12, 6.13, 6.14, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.8, 7.9, 7.11, 7.12, 7.13, 8.4, 8.5, 8.6, 8.8, 8.9, 8.10, 8.11, 8.12, 8.13, 8.14, 8.15, 8.16, 8.17, 8.18, A.1, A.3, A.4, A.5, A.7, A.8, A.9, AFDA.1, AFDA.3, AFDA.5, AFDA.8, AII.3, AII.7, AII.9, AII.10, COM.1, COM.7</p> <p>Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PH.1, PS.1</p> |  |
| Demonstrate professionalism.                                       | <p>English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1</p> <p>History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1</p>   |  |
| Demonstrate reading  | English: 6.1, 6.6, 6.7, 7.1, 7.6, 7.7, 8.1, 8.6, 8.7, 9.1,   |  |

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|--|--|---|
| and writing skills.  | 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<br><br>History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Science: 6.1, PH.1, PS.1 |   |
| Demonstrate workplace safety.  | English: 6.4, 7.4, 8.4, 9.5, 10.5, 11.5, 12.5<br><br>History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1<br><br>Science: CH.1  |   |
| <b>Examining All Aspects of an Industry</b>                                  |  |   |
| Examine aspects of planning within an industry/organization.                 | History and Social Science: GOVT.16  |   |
| Examine aspects of management within an industry/organization.               |  |   |
| Examine aspects of financial responsibility within an industry/organization. |  |   |
| Examine technical and production skills required of workers within an        |  |   |



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| industry/organization.  |                                     |   |
| Examine principles of technology that underlie an industry/organization.  |                                     |   |
| Examine labor issues related to an industry/organization.   | History and Social Science: GOVT.16 |   |
| Examine community issues related to an industry/organization.   | History and Social Science: GOVT.16 |   |
| Examine health, safety, and environmental issues related to an industry/organization.   | History and Social Science: GOVT.16 |   |
| <b>Addressing Elements of Student Life</b>  |                                     |   |
| Identify the purposes and goals of the student organization.  |                                     |   |
| Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. |                                     |   |

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| Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. |                         |   |
| Identify Internet safety issues and procedures for complying with acceptable use standards.                                       |                         |   |
| <b>Exploring Work-Based Learning</b>  |                         |   |
| Identify the types of work-based learning (WBL) opportunities.  |                         |   |
| Reflect on lessons learned during the WBL experience.   |                         |   |
| Explore career opportunities related to the WBL experience.   |                         |   |
| Participate in a WBL experience, when appropriate.  |                         |   |
| <b>Applying Basic Computer Operations</b>   |                         |   |

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|---|--|--|
| Identify computer system components.  | English: 9.5, 10.5, 11.5, 12.5<br>Mathematics: COM.10, COM.11, COM.16        | Business Skills and Knowledge<br>Computer Problem Solving<br>Introduction to Information Technology  |
| Identify safety precautions associated with computer use.                                 | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge<br>Introduction to Business Procedures<br>Introduction to Information Technology   |
| Describe ergonomic and repetitive strain injury (RSI) guidelines related to computer use. | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge  |
| Maintain workstation, equipment, and supplies.  | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Navigate operating systems and software programs.   | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Input data and commands using peripherals.  | English: 9.6, 9.7, 10.6, 10.7, 11.6, 11.7, 12.6, 12.7<br>Mathematics: COM.10 | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications   |

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|  |   | Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing   |
| Troubleshoot computer problems.            | English: 9.5, 9.8, 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 | Business Skills and Knowledge<br>Computer Applications<br>Computer Problem Solving<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Troubleshoot printer malfunctions.         | English: 9.5, 10.5, 11.5, 12.5                        | Business Skills and Knowledge<br>Computer Applications<br>Computer Problem Solving<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Manipulate data/software/operating system. | English: 9.2, 10.2, 11.2, 12.2                        | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing                             |
| Use file management techniques.            |   | Business Skills and Knowledge<br>Computer Applications   |

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|   |   | Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing   |
| <b>Mastering Keyboarding Skills</b>                                 |   |  |
| Key alphabetic, numeric, and symbol information.                    |   | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Improve keyboarding techniques.                                     | English: 9.5, 10.5, 11.5, 12.5                        | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Increase keyboarding speed and accuracy to meet industry standards. | English: 9.6, 9.7, 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Proofread copy.   | English: 9.7, 10.7, 11.7, 12.7                        | Business Skills and Knowledge  |

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|   |  | Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing                                  |
| <b>Using Word Processing Applications</b>       |  |  |
| Identify a variety of word processing programs. | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Compose business documents.                     | 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 | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |
| Key business documents.                         | 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 | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing |

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|---|---|---|
| Edit copy.  | English: 9.7, 10.7, 11.7, 12.7  |   |
| Enhance documents by using page layout and graphic design features. | Mathematics: COM.12   | American Enterprise Project<br>Business Financial Plan<br>Business Plan<br>Business Skills and Knowledge<br>Community Service Project<br>Computer Applications<br>Computer Problem Solving<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Partnership with Business Project<br>Spreadsheet Applications<br>Word Processing |
| Prepare addresses on labels and envelopes.                          | 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                        | Business Skills and Knowledge<br>Computer Applications<br>Computer Problem Solving<br>Database Design & Applications<br>Introduction to Business Procedures<br>Introduction to Information Technology<br>Spreadsheet Applications<br>Word Processing  |
| Obtain assistance from electronic references and documentation.     | 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 | Business Skills and Knowledge<br>Computer Applications<br>Computer Problem Solving<br>Database Design & Applications<br>Introduction to Business Procedures<br>Spreadsheet Applications<br>Word Processing  |

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|---|---|--|
| Integrate keyed information and notes directly from conversations, meetings, and media. | 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                        | Business Communication<br>Business Skills and Knowledge<br>Introduction to Business Communication  |
| Key research-related documents.   | 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                        | American Enterprise Project<br>Business Financial Plan<br>Business Plan<br>Business Skills and Knowledge<br>Community Service Project<br>Partnership with Business Project                         |
| Complete special forms.   | 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 | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Business Procedures<br>Spreadsheet Applications<br>Word Processing                     |
| Merge files to produce form letters.  | 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 | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Integrate database data, spreadsheet data, and graphics into a word-processed document. | English: 9.2, 9.5, 10.2, 10.5, 11.2, 11.5, 12.2, 12.5<br>Mathematics: COM.1, COM.7, COM.9           | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math  |



| Task  | SOL Correlations   | <b>FBLA Competitive Events and Activities Areas</b><br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)                    |
|---|--|--|
|   |  | Spreadsheet Applications<br>Word Processing  |
| <b>Using Spreadsheet Applications</b>       |  |  |
| Identify a variety of spreadsheet programs. | 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   | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Enter data and formulas in a spreadsheet.   | English: 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<br><br>Mathematics: COM.1, COM.7 | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Edit data in a spreadsheet.                 | English: 9.7, 10.7, 11.7, 12.7<br><br>Mathematics: COM.1, COM.7  | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Analyze data in a spreadsheet.              | English: 9.5, 10.5, 11.5, 12.5<br><br>Mathematics: COM.1, COM.7  | Accounting I<br>Accounting II<br>Business Calculations<br>Business Skills and Knowledge  |

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|--|---|---|
|  |   | Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing  |
| Create graphs and charts to visually represent spreadsheet values. | 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<br><br>Mathematics: COM.1, COM.7, COM.12 | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing  |
| <b>Using Multimedia Applications</b>                               |   |   |
| Identify a variety of presentation applications.                   | 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  | Banking and Financial Systems<br>Business Skills and Knowledge<br>Entrepreneurship<br>Global Business<br>LifeSmarts<br>Management Decision Making<br>Management Information Systems<br>Marketing<br>Network Design<br>Virtual Business Management Challenge |
| Identify the components of an effective presentation.              | 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  | Banking and Financial Systems<br>Business Skills and Knowledge<br>Entrepreneurship<br>Global Business<br>LifeSmarts   |

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|--|---|---|
|  |   | Management Decision Making<br>Management Information Systems<br>Marketing<br>Network Design<br>Virtual Business Management Challenge  |
| Build a multimedia presentation.                             | English: 9.1, 9.6, 9.7, 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7<br><br>Mathematics: COM.12 | Banking and Financial Systems<br>Business Skills and Knowledge<br>Entrepreneurship<br>Global Business<br>LifeSmarts<br>Management Decision Making<br>Management Information Systems<br>Marketing<br>Network Design<br>Virtual Business Management Challenge |
| Enhance a multimedia presentation with specialized features. | English: 9.2, 9.5, 10.2, 10.5, 11.2, 11.5, 12.2, 12.5<br><br>Mathematics: COM.12                        | Banking and Financial Systems<br>Business Skills and Knowledge<br>Entrepreneurship<br>Global Business<br>LifeSmarts<br>Management Decision Making<br>Management Information Systems<br>Marketing<br>Network Design<br>Virtual Business Management Challenge |
| <b>Using Database Applications</b>                           |   |   |
| Identify a variety of database applications.                 | English: 9.5, 10.5, 11.5, 12.5  | Business Calculations<br>Business Skills and Knowledge  |

| Task                                      | SOL Correlations   | <b>FBLA Competitive Events and Activities Areas</b><br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)                    |
|---|--|--|
|   |  | Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing   |
| Create a database.                        | English: 9.3, 10.3, 11.3, 12.3<br><br>Mathematics: COM.1, COM.7, COM.9, COM.10, COM.11 | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Populate the database.                    | English: 9.5, 10.5, 11.5, 12.5<br><br>Mathematics: COM.1, COM.7, COM.10, COM.11        | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Process material using database features. | Mathematics: COM.1, COM.7, COM.11  | Business Calculations<br>Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing |
| Apply database skills to solve a problem. | English: 9.5, 10.5, 11.5, 12.5<br><br>Mathematics: COM.1, COM.7, COM.9, COM.10,        | Accounting I<br>Accounting II<br>Business Calculations   |

| Task   | SOL Correlations               | <b>FBLA Competitive Events and Activities Areas</b><br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)                               |
|--|--------------------------------|---|
|  | COM.11                         | Business Skills and Knowledge<br>Computer Applications<br>Database Design & Applications<br>Introduction to Financial Math<br>Spreadsheet Applications<br>Word Processing                                     |
| <b>Investigating Digital Citizenship</b>                                   |                                |   |
| Define <i>copyright</i> , <i>computer ethics</i> , and <i>netiquette</i> . | English: 9.3, 10.3, 11.3, 12.3 | American Enterprise Project<br>Business Ethics<br>Business Financial Plan<br>Business Law<br>Business Plan<br>Business Skills and Knowledge<br>Community Service Project<br>Partnership with Business Project |
| Apply copyright standards, computer ethics, and netiquette.                | English: 9.5, 10.5, 11.5, 12.5 | American Enterprise Project<br>Business Ethics<br>Business Financial Plan<br>Business Law<br>Business Plan<br>Business Skills and Knowledge<br>Community Service Project<br>Partnership with Business Project |
| Use best practices for data security.                                      | English: 9.5, 10.5, 11.5, 12.5 | Business Skills and Knowledge<br>Cyber Security<br>Introduction to Business Procedures  |
| Manage digital identity and reputation.                                    | English: 9.8, 10.8, 11.8, 12.8 | Business Skills and Knowledge<br>Cyber Security   |

| Task   | SOL Correlations  | FBLA Competitive Events and Activities Areas<br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)   |
|--|---|--|
|  | History and Social Science: GOVT.16, VUS.13, VUS.14, WHII.14  | Introduction to Business Procedures  |
| Apply best practices for cyber and social media presence.                  | English: 9.5, 10.5, 11.5, 12.5<br><br>History and Social Science: VUS.13  | Business Skills and Knowledge<br>Cyber Security<br>Introduction to Business Procedures<br>Social Media Campaign  |
| <b>Exploring Careers</b>   |   |  |
| Correlate digital application skills with the appropriate career pathways. | English: 9.5, 9.8, 10.5, 10.8, 11.5, 11.8, 12.5, 12.8   | Business Skills and Knowledge<br>D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence<br>Electronic Career Portfolio<br>Future Business Leader<br>Job Interview<br>L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships |
| Develop or update a print and/or electronic résumé.                        | English: 9.6, 9.7, 10.6, 10.7, 11.6, 11.7, 12.6, 12.7<br><br>History and Social Science: GOVT.1, VUS.1, WG.1, WHI.1, WHII.1 | Business Skills and Knowledge<br>D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence<br>Electronic Career Portfolio<br>Future Business Leader<br>Job Interview<br>L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships |
| Complete an online and/or a written job application form.                  | English: 9.6, 9.7, 10.6, 10.7, 11.6, 11.7, 12.6, 12.7   | Business Skills and Knowledge<br>D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence<br>Electronic Career Portfolio<br>Future Business Leader   |

| Task  | SOL Correlations   | <b>FBLA Competitive Events and Activities Areas</b><br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)  |
|---|--|--|
|   |  | Job Interview<br>L. Marguerite Crumley, Frank Manning Peele,<br>Foundation's Sarah Lowe Thompson Scholarships  |
| Create an electronic and/or hard-copy portfolio.  | English: 9.1, 10.1, 11.1, 12.1   | Business Skills and Knowledge<br>D. J. Howard/Walker/Shell/Campbell/VBEA<br>Scholarship/S.L.T. Award of Excellence<br>Electronic Career Portfolio<br>Future Business Leader<br>Job Interview<br>L. Marguerite Crumley, Frank Manning Peele,<br>Foundation's Sarah Lowe Thompson Scholarships |
| Participate in a mock interview.  | English: 9.1, 10.1, 11.1, 12.1<br><br>History and Social Science: GOVT.1, GOVT.16,<br>VUS.1, WG.1, WHI.1, WHII.1 | Business Skills and Knowledge<br>D. J. Howard/Walker/Shell/Campbell/VBEA<br>Scholarship/S.L.T. Award of Excellence<br>Electronic Career Portfolio<br>Future Business Leader<br>Job Interview<br>L. Marguerite Crumley, Frank Manning Peele,<br>Foundation's Sarah Lowe Thompson Scholarships |
| <b>Preparing for Industry Certification</b>   |  |  |
| Describe the process and requirements for obtaining industry certifications related to the Digital Applications course. | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge<br>Electronic Career Portfolio<br>Future Business Leader<br>Job Interview  |
| Identify testing skills/strategies for a  | English: 9.5, 10.5, 11.5, 12.5   | Business Skills and Knowledge  |

| <b>Task</b>  | <b>SOL Correlations</b>  | <b>FBLA Competitive Events and Activities Areas</b><br>(Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.) |
|--|--|---|
| certification examination.   | History and Social Science: GOVT.1, VUS.1, WG.1, WHI.1, WHII.1 |   |
| Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).        | English: 9.5, 10.5, 11.5, 12.5                                 | Business Skills and Knowledge   |
| Successfully complete an industry certification examination representative of skills learned in this course (e.g., Microsoft Office Specialist [MOS]). | English: 9.5, 10.5, 11.5, 12.5                                 | Business Skills and Knowledge   |