

Standards Correlations

Office Specialist III – Preparation (6742)

Task	SOL Correlations	FBLA Correlations
Demonstrating Personal Qualities and Abilities		
Demonstrate creativity and innovation.	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 History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1 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* Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1	
Demonstrate critical thinking and problem solving.	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, 11.8, 12.1, 12.5, 12.6, 12.8 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 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* Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1	
Demonstrate initiative and self-direction.	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 History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	

Task	SOL Correlations	FBLA Correlations
Demonstrate integrity.	English: 6.1, 7.1, 8.1, 9.1, 9.5, 10.1, 10.5, 11.1, 11.5, 12.1, 12.5 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	
Demonstrate work ethic.	English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1 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 Science: CH.1	
Demonstrating Interpersonal Skills		
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 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 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 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 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 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	
Demonstrating Professional Competencies		
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	

Task	SOL Correlations	FBLA Correlations
	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 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 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 History and Social Science: CE.1, CE.3, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 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 History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 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 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 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, AFDA.8, DM.8, PS.1*, PS.2*, PS.3*, PS.4*, PS.7*, PS.8*, PS.9*, PS.10* 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 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	

Task	SOL Correlations	FBLA Correlations
	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 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 7.8, COM.1, COM.2, COM.7, COM.9, COM.10, COM.11, COM.16, COM.18, PS.17 Science: BIO.1, CH.1, ES.1, PH.1	
Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.	History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 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 Science: CH.1, ES.1, LS.1, PH.1, PS.1	
Apply mathematical skills to job-specific tasks.	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 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 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 Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PH.1, PS.1	
Demonstrate professionalism.	English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	
Demonstrate reading and writing skills.	English: 6.1, 6.6, 6.7, 7.1, 7.6, 7.7, 8.1, 8.6, 8.7, 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 History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 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	

Task	SOL Correlations	FBLA Correlations
	History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Science: CH.1	
Examining All Aspects of an Industry		
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 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	

Task	SOL Correlations	FBLA Correlations
Examine health, safety, and environmental issues related to an industry/organization.	History and Social Science: GOVT.16	
Addressing Elements of Student Life		
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.		
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.		
Exploring Work-Based Learning		

Task	SOL Correlations	FBLA Correlations
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.		
Task	SOL Correlations	FBLA Correlations
Processing Information and Data		
Compose research-related documents.	English: 11.8, 12.8 History and Social Science: VUS.1; GOVT.1	American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Graphic Design Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Partnership with Business Report Publication Design Spreadsheet Applications

Task	SOL Correlations	FBLA Correlations
		Word Processing
Produce complex business documents.	English: 11.6, 11.7, 12.6, 12.7 History and Social Science: VUS.1; GOVT.1	American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Graphic Design Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Partnership with Business Report Publication Design Spreadsheet Applications Word Processing
Produce form letters.	English: 11.6, 11.7, 12.6, 12.7	Computer Applications Word Processing
Perform calculations on business forms.	Mathematics: COM.7	Business Calculations Economics and Personal Finance Introduction to Financial Math
Compose a business letter.	English: 11.6, 11.7, 12.6, 12.7	Computer Applications Future Business Leader Job Interview Scholarships Word Processing
(Optional) Transcribe correspondence.	English: 11.6, 11.7, 12.6, 12.7	Computer Applications Word Processing
Create a database.	English: 11.1, 11.2, 11.6, 11.7, 12.1, 12.2, 12.6, 12.7	Computer Applications Database Design and Application

Task	SOL Correlations	FBLA Correlations
	History and Social Science: VUS.1	Data Analysis Spreadsheet Applications Word Processing
Create a worksheet.	Mathematics COM.1	Computer Applications Database Design and Application Data Analysis Spreadsheet Applications Word Processing
Scan documents and images.		American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Graphic Design Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Partnership with Business Report Publication Design Spreadsheet Applications Word Processing
Create a presentation.	English: 11.6, 11.7, 12.6, 12.7 History and Social Science: VUS.1; GOVT.1	Banking & Financial Systems Broadcast Journalism Business Ethics Business Financial Plan Business Management Business Plan

Task	SOL Correlations	FBLA Correlations
		Client Service Coding & Programming Data Analysis Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader Graphic Design Help Desk Hospitality & Event Management International Business Introduction to Business Presentation Introduction to Event Planning Introduction to Social Media Strategy Job Interview Management Information Systems Marketing Network Design Parliamentary Procedure Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Sports & Entertainment Management Website Design
Performing Administrative Support Activities		
Maintain an appointment calendar.	English: 11.2, 11.6, 11.7, 12.2, 12.6, 12.7 History and Social Science: GOVT.16	Future Business Leader

Task	SOL Correlations	FBLA Correlations
Greet visitors in a business setting.	English: 11.1, 12.1 History and Social Science: GOVT.16	Business Communications Introduction to Business Communications Introduction to Business Procedures
Managing Records		
File documents by subject headings.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	Introduction to Business Procedures
File documents chronologically.	English: 11.2, 11.5, 12.2, 12.5	Introduction to Business Procedures
Keeping Financial Records		
Maintain a bank account.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: GOVT.16	Accounting I Accounting II Business Calculations Economics & Personal Finance
Reconcile a bank statement.	English: 11.5, 12.5 History and Social Science: GOVT.16	Accounting I Accounting II Business Calculations Economics & Personal Finance
Calculate payroll deductions.	English: 11.5, 12.5 History and Social Science: GOVT.15, 16	Accounting I Accounting II Business Calculations Economics & Human Resource Management Personal Finance
Compute gross and net wages.	English: 11.5, 12.5	Accounting I Accounting II Business Calculations Economics & Human Resource Management Personal Finance
Copying Documents		

Task	SOL Correlations	FBLA Correlations
(Optional) Prepare two-sided copies.	English: 11.5, 11.6, 12.5, 12.6	Computer Problem Solving Introduction to Business Procedures
(Optional) Collate multiple-page documents.	English: 11.5, 12.5	Computer Problem Solving Introduction to Business Procedures
Using Telecommunications		
Use electronic communications.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: WHIL.14; VUS.14; GOVT.16	Business Communications Future Business Leader Introduction to Business Communications Introduction to Business Presentation Job Interview Scholarships
Access information on the Internet.	English: 11.5, 12.5	Banking & Financial Systems Broadcast Journalism Business Ethics Business Financial Plan Business Management Business Plan Client Service Coding & Programming Data Analysis Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader Graphic Design Help Desk Hospitality & Event Management International Business Introduction to Business Presentation Introduction to Event Planning

Task	SOL Correlations	FBLA Correlations
		Introduction to Social Media Strategy Job Interview Management Information Systems Marketing Network Design Parliamentary Procedure Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Sports & Entertainment Management Website Design
(Optional) Identify new and emerging trends in telecommunications.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 History and Social Science: WHII.14; VUS.14	Business Ethics Business Financial Plan Business Management Business Plan Client Service Coding & Programming Data Analysis Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader International Business Introduction to Business Presentation Introduction to Social Media Strategy Job Interview Management Information Systems Marketing

Task	SOL Correlations	FBLA Correlations
		Network Design Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Website Design
Enhancing Mathematics Skills		
Solve business math problems.	English: 11.5, 12.5	Accounting I Accounting II Business Calculations Economics & Personal Finance Introduction to Financial Math
Compute interest, commissions, and discounts.		Accounting I Accounting II Business Calculations Economics & Personal Finance Introduction to Financial Math
Preparing for Industry Certification		
(Optional) Describe the process for obtaining industry certifications related to the Office Specialist III–Preparation course.	English: 11.5, 12.5	Electronic Career Portfolio Future Business Leader Job Interview
(Optional) Identify testing skills/strategies for a certification examination.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: VUS.1; GOVT.1	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview

Task	SOL Correlations	FBLA Correlations
		Spreadsheet Applications Word Processing
(Optional) Demonstrate the ability to complete selected practice examinations.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications Word Processing
(Optional) Complete an industry certification examination representative of skills learned in this course.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications Word Processing
Preparing for Employment		
Refine job interview skills.	English: 11.1, 12.1 History and Social Science: GOVT.16	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Update a portfolio.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: WHIL.1; VUS.1	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Identify the steps in resigning from a position.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: VUS.1; GOVT.16	Electronic Career Portfolio Future Business Leader Introduction to Business Procedures Job Interview Scholarships

Task	SOL Correlations	FBLA Correlations
Adhere to company policies.	English: 11.5, 12.5 History and Social Science: GOVT.16	Electronic Career Portfolio Future Business Leader Introduction to Business Procedures Job Interview Scholarships
Identify workers' rights.	History and Social Science: VUS.8, 10, 13, 14; GOVT.3, 8, 9, 11, 15	Electronic Career Portfolio Future Business Leader Introduction to Business Procedures Job Interview Scholarships
Identify procedures for self-advocacy.	History and Social Science: VUS.8, 10, 13, 14; GOVT.3, 8, 9, 11, 15	Electronic Career Portfolio Future Business Leader Introduction to Business Procedures Job Interview Scholarships