

Standards Correlations

Office Administration (6621, 6622)

Task	SOL Correlations	FBLA Correlations
Demonstrating Personal Qualities and Abilities		
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, 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>	

Task	SOL Correlations	FBLA Correlations
	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	
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	

Task	SOL Correlations	FBLA Correlations
	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 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,	

Task	SOL Correlations	FBLA Correlations
	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.	<p>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</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: 6.10, 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*</p> <p>Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PH.1, PS.1</p>	
Demonstrate an understanding of information security.	<p>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</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: COM.10</p>	
Maintain working knowledge of current information-technology (IT) systems.	<p>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</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: 7.8, COM.1, COM.2, COM.7, COM.9, COM.10, COM.11, COM.16, COM.18, PS.17</p> <p>Science: BIO.1, CH.1, ES.1, PH.1</p>	
Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.	<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: 6.10, 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>	

Task	SOL Correlations	FBLA Correlations
	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 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	

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

Task	SOL Correlations	FBLA Correlations
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		
Identify the types of work-based learning (WBL) opportunities.		
Reflect on lessons learned during the WBL experience.		

Task	SOL Correlations	FBLA Correlations
Explore career opportunities related to the WBL experience.		
Participate in a WBL experience, when appropriate.		
Developing Communication Skills		
Demonstrate professionalism in communicating with customers and colleagues.	English: 10.1, 11.1, 12.1	Advertising Broadcast Journalism Business Communications Business Management Client Service Computer Problem Solving Cyber Security Health Care Administration Help Desk Hospitality and Event Management Human Resource Management Insurance and Risk Management International Business Introduction to Business Communication Introduction to Business Concepts Introduction to Business Procedures Introduction to Event Planning Introduction to Public Speaking Introduction to Social Media Strategies Job Interview Journalism Management Information Systems Marketing

Task	SOL Correlations	FBLA Correlations
		Network Design Public Service Announcement Public Speaking Sales Presentation Social Media Strategies Sports and Entertainment Management UX Design
Facilitate communication, including telephone calls, conference calls, and virtual meetings.	English: 10.1, 11.1, 12.1	Business Communication Business Management Client Service Help Desk Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures Introduction to Public Speaking Public Speaking
Demonstrate etiquette in electronic communications.	English: 10.5, 11.5, 12.5	Business Communication Business Management Client Service Help Desk Introduction to Business Communication Introduction to Business Concepts Introduction to Business Procedures
Prepare business correspondence.	English: 10.6, 10.6, 11.6, 11.7, 12.6, 12.7	Business Communication Business Management Client Service Computer Applications Help Desk Introduction to Business Communication Introduction to Business Concepts

Task	SOL Correlations	FBLA Correlations
		Introduction to Business Procedures Word Processing
Prepare social media communication.	English: 10.2, 10.5, 10.6, 10.7, 11.2, 11.5, 11.6, 11.7, 12.2, 12.5, 12.6, 12.7	Computer Applications Introduction to Business Concepts Introduction to Business Procedures Introduction to Social Media Strategy Social Media Strategy Word Processing
Prepare documents for presentation and/or distribution.	English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 Mathematics: COM.7	Computer Applications Database Design and Applications Graphic Design Introduction to Business Concepts Introduction to Business Procedures Publication Design Spreadsheet Applications Word Processing
Create effective work relationships.	English: 10.1, 11.1, 12.1	Business Ethics Business Financial Plan Business Management Business Plan Client Service Data Analysis Digital Video Entrepreneurship Hospitality and Event Management Human Resource Management International Business Introduction to Event Planning Local Chapter annual Business Report Management Information Systems Marketing

Task	SOL Correlations	FBLA Correlations
		Network Design Partnership with Business Sports and Entertainment Management
Demonstrate professional work standards.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8	Introduction to Business Concepts Introduction to Business Procedures Job Interview
Identify emerging technology related to telecommunications.	English: 10.2, 10.5, 10.8, 11.2, 11.5, 11.8, 12.2, 12.5, 12.8	Banking and Financial Systems Broadcast Journalism Business Communications Business Management Business Plan Computer Problem Solving Entrepreneurship Future Business Leader Help Desk Human Resource Management International Business Introduction to Information Technology Introduction to Social Media Strategies Management Information Systems Network Design Social Media Strategies
Maintaining Office Systems		
Maintain inventory records.	10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7	Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Prepare a cost analysis of hardware, furniture,	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Business Management Database Design and Application Introduction to Business Concepts

Task	SOL Correlations	FBLA Correlations
equipment, and supplies.		Introduction to Business Procedures Spreadsheet Applications
Maintain workstation, supplies, and office equipment.	English: 10.5, 11.5, 12.5	Business Management Introduction to Business Concepts Introduction to Business Procedures
Receive deliveries of office equipment, supplies, and other orders.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Introduction to Business Concepts Introduction to Business Procedures
Troubleshoot computer hardware and software problems.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Computer Problem Solving Introduction to Business Concepts Introduction to Business Procedures
Managing Financial Functions		
Manage cash fund accounts.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Prepare payroll records.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Human Resource Management Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications

Task	SOL Correlations	FBLA Correlations
Maintain expenditure and disbursement records.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Determine budgetary requirements for the office.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Complete purchase requisition or purchase order.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Prepare vouchers for payment.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications

Task	SOL Correlations	FBLA Correlations
Identify various monetary collection procedures.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Prepare financial statements.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Maintain records for billing.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Accounting I Accounting II Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Managing Information		
Implement a digital file organization system.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6 Mathematics: COM.1, COM.10, COM.14	Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Prepare a disaster data protection and recovery plan.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Cyber Security Database Design and Application

Task	SOL Correlations	FBLA Correlations
		Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Maintain a professional library.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Maintain an organizational filing system.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Maintain manual and electronic reminders.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Maintain contact list.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Database Design and Application Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications
Follow network safety rules for stored documents.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Cyber Security Introduction to Business Concepts Introduction to Business Procedures Introduction to Information Technology Management Information Systems Network Design

Task	SOL Correlations	FBLA Correlations
		Networking Infrastructures
Access electronic resources.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Cyber Security Introduction to Business Concepts Introduction to Business Procedures Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures
Processing Information and Data		
Produce complex business documents.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6 Mathematics: COM.10, COM.12	American Enterprise Project Business Financial Plan Business Plan Community Service Project Computer Applications Database Design and Application Future Business Leader Introduction to Business Communication Local Chapter Annual Business Report Partnership with Business Publication Design Spreadsheet Applications Word Processing
Transcribe information from recorded media.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Management Computer Applications Introduction to Business Concepts Business Procedures Word Processing
Dictate notes and correspondence.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Business Communication Business Management

Task	SOL Correlations	FBLA Correlations
		Computer Applications Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Enhance documents using formatting features.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6 Mathematics: COM.12	Business Communication Business Management Computer Applications Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Create tables.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6 Mathematics: COM.14	Business Communication Business Management Computer Applications Database Design and Application Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures Spreadsheet Applications Word Processing
Create macros.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Find/replace text and data.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Computer Applications Database Design and Application

Task	SOL Correlations	FBLA Correlations
		Spreadsheet Applications Word Processing
Merge text and data.	English: 10.1, 11.1, 12.1	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Convert document from one software program to another.	English: 10.1, 11.1, 12.1	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Develop a spreadsheet.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6 Mathematics: COM.11	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Edit a spreadsheet.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6 Mathematics: COM.7, COM.9, COM.11, COM.12	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Enhance a spreadsheet by using formatting features.	English: 10.2, 11.2, 12.2	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Create a database.	English: 10.1, 11.1, 12.1 Mathematics: COM.7, COM.9, COM.10	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Exhibit use of data functions.	Mathematics: COM.9	Computer Applications Database Design and Application Spreadsheet Applications

Task	SOL Correlations	FBLA Correlations
		Word Processing
Create queries.	English: 10.2, 11.2, 12.2 Mathematics: COM.8, COM.9	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Manipulate data.	English: 10.2, 11.2, 12.2 Mathematics: COM.9	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Generate a database report.	English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Format a datasheet.	English: 10.2, 11.2, 12.2 Mathematics: COM.12	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Integrate database, spreadsheet, and word processing activities.	English: 10.2, 10.6, 10.7, 11.2, 11.6, 11.7, 12.2, 12.6, 12.7 Mathematics: COM.12	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Organizing and Planning Functions		
Prepare presentation visuals and handouts.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7 Mathematics: COM.12	3D Animation American Enterprise Project Broadcast Journalism Business Ethics Business Financial Plan Business Plan Coding and Programming

Task	SOL Correlations	FBLA Correlations
		Community Service Project Computer Applications Data Analysis Database Design and Application Digital Video Production E-Business Electronic Career Portfolio Future Business Leader Graphic Design Introduction to Business Communication Introduction to Business Presentation Job Interview Local Chapter Annual Business Report Mobile Application Development Partnership with Business Public Service Announcement Publication Design Sales Presentation Spreadsheet Applications Website Design Word Processing
Create a multimedia presentation.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7	3D Animation American Enterprise Project Broadcast Journalism Business Ethics Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Data Analysis

Task	SOL Correlations	FBLA Correlations
		Database Design and Application Digital Video Production E-Business Electronic Career Portfolio Graphic Design Introduction to Business Communication Introduction to Business Presentation Local Chapter Annual Business Report Mobile Application Development Partnership with Business Public Service Announcement Publication Design Sales Presentation Spreadsheet Applications Website Design Word Processing
Demonstrate time management by monitoring workloads.	English: 10.5, 11.5, 12.5	Business Management Introduction to Business Concepts Introduction to Business Procedures Job Interview
Determine the most cost-effective process for reproduction of printed material.	English: 10.5, 11.5, 12.5	Accounting I Accounting II Business Management Computer Applications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Manage employee calendar.	English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	Business Management Computer Applications Introduction to Business Concepts Introduction to Business Procedures

Task	SOL Correlations	FBLA Correlations
		Word Processing
Coordinate a web conference.	English: 10.1, 11.1, 12.1	Business Management Computer Applications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Coordinate travel arrangements for employees.	English: 10.1, 10.5, 11.1, 11.5, 12.1, 12.5	Business Management Computer Applications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Coordinate meetings, events, training, and activities for employees.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8	Business Management Computer Applications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Design a physical layout of the office.	English: 10.1, 11.1, 12.1	Accounting I Accounting II Business Management Computer Applications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Give directions.	English: 10.1, 10.5, 10.8, 11.1, 11.5, 11.8, 12.1, 12.5, 12.8	Business Communications Business Management Computer Applications Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures

Task	SOL Correlations	FBLA Correlations
		Word Processing
Follow directions.	English: 10.5, 11.5, 12.5	Business Communications Business Management Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures
Assisting Employees		
Develop an office manual of policies and procedures.	English: 10.1, 11.1, 12.1	Business Communications Business Management Computer Applications Human Resource Management Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures Word Processing
Explore strategies for improving the workplace.	English: 10.8, 11.8, 12.8	Business Communications Business Management Human Resource Management Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures
Coordinate administrative support staff work schedule and workload distribution.	English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5	Business Communications Business Management Human Resource Management Introduction to Business Communications Introduction to Business Concepts

Task	SOL Correlations	FBLA Correlations
		Introduction to Business Procedures
Formulate ongoing coaching and feedback for employee performance evaluation.	English: 10.5, 11.5, 12.5	Business Communications Business Management Human Resource Management Introduction to Business Communications Introduction to Business Concepts Introduction to Business Procedures
Maintain employee records.	English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Explain the importance of confidentiality in the workplace.	English: 10.5, 11.5, 12.5	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Coordinate mailing and alternative delivery services.	English: 10.1, 10.5, 10.8, 11.1, 11.5, 11.8, 12.1, 12.5, 12.8	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Contribute job descriptions for administrative support staff.	English: 10.1, 10.5, 10.6, 10.7, 10.8, 11.1, 11.5, 11.6, 11.7, 11.8, 12.1, 12.5, 12.6, 12.7, 12.8	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Serve on an interview panel for administrative support staff applications as prescribed by organizational policy.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures

Task	SOL Correlations	FBLA Correlations
Provide onboarding for new administrative support staff.	English: 10.1, 11.1, 12.1	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Research professional and personal development opportunities.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Analyze ethical issues related to office administration.	English: 10.5, 11.5, 12.5	Business Ethics Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Participate in the development of a code of ethics for job-specific information systems.	English: 10.1, 11.1, 12.1 History: Govt 15	Business Ethics Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Preparing for Industry Certification		
Describe the process and requirements for obtaining industry certifications related to the Office Administration course.	English: 10.5, 11.5, 12.5	Business Management Human Resource Management Introduction to Business Concepts Introduction to Business Procedures
Identify testing skills and strategies for a certification examination.	English: 10.2, 10.5, 10.8, 11.2, 11.5, 11.8, 12.2, 12.5, 12.8	Accounting I Accounting II Advertising Agribusiness

Task	SOL Correlations	FBLA Correlations
		Banking and Financial Systems Business Calculations Business Communications Business Law Business Management Computer Applications Computer Problem Solving Cyber Security Database Design and Application Economics Entrepreneurship Future Business Leader Health Care Administration Help Desk Hospitality and Event Management Human Resource Management Insurance and Risk Management International Business Introduction to Business Communication Introduction to Business Concepts Introduction to Business Procedures Introduction to Event Planning Introduction to FBLA Introduction to Financial Math Introduction to Information Technology Introduction to Parliamentary Procedure Journalism Management Information Systems Marketing Network Design Networking Infrastructures Organizational Leadership

Task	SOL Correlations	FBLA Correlations
		Parliamentary Procedure Personal Finance Political Science Securities and Investments Spreadsheet Applications Supply Chain Management UX Design Word Processing
Complete selected practice examinations.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Complete an industry certification examination.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Developing Employability Skills		
Examine trends in employment.	English: 10.8, 11.8, 12.8	Business Management Electronic Career Portfolio Human Resource Management Job Interview
Develop a career plan.	English: 10.1, 10.2, 11.1, 11.2, 12.1, 12.2	Business Management Electronic Career Portfolio Human Resource Management Job Interview
Research career opportunities in the Office Administration field.	English: 10.8, 11.8, 12.8	Business Management Electronic Career Portfolio Human Resource Management Job Interview

Task	SOL Correlations	FBLA Correlations
Complete a paper and/or electronic employment application.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Business Management Electronic Career Portfolio Future Business Leader Human Resource Management Job Interview Scholarships
Demonstrate successful interviewing techniques.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7	Business Management Electronic Career Portfolio Future Business Leader Human Resource Management Job Interview Scholarships
Compose an interview follow-up letter.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Business Communication Business Management Computer Applications Electronic Career Portfolio Future Business Leader Human Resource Management Introduction to Business Communications Job Interview Scholarships Word Processing
Update portfolio, including a résumé in a format suitable for print and online posting.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Business Communication Business Management Computer Applications Electronic Career Portfolio Future Business Leader Human Resource Management Introduction to Business Communications

Task	SOL Correlations	FBLA Correlations
		Job Interview Scholarships Word Processing
Identify the steps to follow in resigning from a position.	English: 10.5, 11.5, 12.5	Business Communication Business Management Computer Applications Electronic Career Portfolio Future Business Leader Human Resource Management Introduction to Business Communications Job Interview Scholarships Word Processing
Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.	English: 10.5, 11.5, 12.5	Business Communication Business Management Electronic Career Portfolio Future Business Leader Human Resource Management Introduction to Business Communications Job Interview Scholarships