

# Standards Correlations

## Office Specialist II – Preparation (6741)

Task	SOL Correlations	FBLA Correlations
<b>Demonstrating Personal Qualities and Abilities</b>		
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	

<b>Task</b>	<b>SOL Correlations</b>	<b>FBLA Correlations</b>
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	
<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 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	
<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	

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	
<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 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	
<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.		
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>		

<b>Task</b>	<b>SOL Correlations</b>	<b>FBLA Correlations</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>Task</b>	<b>SOL Correlations</b>	<b>FBLA Correlations</b>
<b>Enhancing Keyboarding and Computer Skills</b>		
(Optional) Review keyboarding techniques.	English: 10.5, 11.5, 12.5	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Increase keyboarding speed and accuracy.	English: 10.5, 11.5, 12.5	Computer Applications Database Design & Application Spreadsheet Applications Word Processing
Proofread copy.	English: 10.5, 10.7, 11.5, 11.7, 12.5, 12.7	American Enterprise Project Report Business Financial Plan Report

	Mathematics: COM.12	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
Format columns and tables for accessibility.	English: 10.5, 10.7, 11.5, 11.7, 12.5, 12.7  Mathematics: COM.14	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
Format various documents.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	American Enterprise Project Report

	Mathematics: COM.14	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
Complete forms.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 23.7	American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Economics & Personal Finance 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
(Optional) Produce form letters.	English: 10. 6, 10.6, 11,6, 11,7, 12,6, 12.7	Computer Applications Word Processing
(Optional) Enhance the layout of documents.	English: 10.7, 11.7, 12.7  Mathematics: COM.12	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
Edit documents.	English: 10.7, 11.7, 12.7	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
<b>Processing Numeric Data</b>		
Key numeric data to solve addition, subtraction, multiplication, and division problems.		Computer Applications Database Design and Application Spreadsheet Applications Word Processing
Convert fractions to decimals and decimals to fractions in personal and business applications.		Business Calculations Introduction to Financial Math
Convert decimals to percentages and percentages to decimals in personal and business applications.		Business Calculations Introduction to Financial Math
Round whole numbers and decimals in personal and business applications.		Business Calculations Introduction to Financial Math
Calculate sales tax in personal and business applications.	History and Social Science: GOVT.15, 16  Mathematics: COM.1	Business Calculations Economics and Personal Finance Introduction to Financial Math
<b>Keeping Financial Records</b>		
Write numbers and letters legibly.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Business Communications Business Law Introduction to Business Communications
Verify data.	English: 10.5, 11.5, 12.5	Database Design & Application Data Analysis Spreadsheet Applications
Sort data.	English: 10.5, 11.5, 12.5  Mathematics: COM.9	Database Design & Application Data Analysis Spreadsheet Applications

Manage cash receipt records.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 History and Social Science: GOVT.16	Accounting I Accounting II Business Calculations Economics & Personal Finance Introduction to Financial Math
Manage petty cash records.	English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5 History and Social Science: GOVT.16	Accounting I Accounting II Business Calculations Economics & Personal Finance Introduction to Financial Math
Make change.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Accounting I Accounting II Business Calculations Economics & Personal Finance Introduction to Financial Math
(Optional) Prepare records for retail sales.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Accounting I Accounting II Business Calculations Economics & Personal Finance Introduction to Financial Math
Compute gross and net wages.	English: 10.5, 11.5, 12.5	Accounting I Accounting II Business Calculations Economics & Personal Finance Human Resource Management Introduction to Financial Math
<b>Copying Documents</b>		

Add paper to the copier.		Computer Problem Solving Introduction to Business Procedures
Make copies.	English: 10.5, 11.5, 12.5	Computer Problem Solving Introduction to Business Procedures
Make enlargements and reductions on various sizes of paper.		Computer Problem Solving Introduction to Business Procedures
Scan documents.	English: 10.5, 11.5, 12.5	Computer Problem Solving Introduction to Business Procedures
<b>Managing Records</b>		
File personal and business records alphabetically.	English: 10.5, 11.5, 12.5 History and Social Science: GOVT.16	Introduction to Business Procedures
File personal and business records numerically.	English: 10.5, 11.5, 12.5 History and Social Science: GOVT.16	Introduction to Business Procedures
Maintain records.	English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 History and Social Science: GOVT.16	Introduction to Business Procedures
<b>Enhancing Communication Skills</b>		
Improve oral communication.	English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5 History and Social Science: GOVT.1	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Solve workplace issues.	English: 10.1, 10.5, 11.1, 11.5, 12.1, 12.5	Banking & Financial Systems Broadcast Journalism

	History and Social Science: WHII.1; VUS.1; GOVT.1	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 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
<b>Using Telecommunications</b>		

<p>Demonstrate the ability to use electronic communications.</p>	<p>English: 10.5, 10.6, 11.5, 11.6, 12.5, 12.6</p> <p>History and Social Science: WHII.14; VUS.14; GOVT.16</p>	<p>Business Communications  Future Business Leader  Introduction to Business Communications  Introduction to Business Presentation  Job Interview  Scholarships</p>
<p>Access information on the Internet.</p>	<p>English: 10.2, 10.5, 11.2, 11.5, 12.5, 12.6</p>	<p>Banking &amp; Financial Systems  Broadcast Journalism  Business Ethics  Business Financial Plan  Business Management  Business Plan  Client Service  Coding &amp; Programming  Data Analysis  Digital Animation  Digital Video Production  E-business  Entrepreneurship  Future Business Leader  Graphic Design  Help Desk  Hospitality &amp; 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</p>

		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: 10.5, 11.5, 12.5  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 Network Design Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Website Design

<b>Preparing for Industry Certification</b>		
(Optional) Describe the process for obtaining industry certifications related to the Office Specialist II–Preparation course.	English: 10.5, 11.5, 12.5	Electronic Career Portfolio Future Business Leader Job Interview
(Optional) Identify testing skills/strategies for an industry certification examination.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  History and Social Science: WHII.1; VUS.1; GOVT.1	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications Word Processing
(Optional) Demonstrate ability to complete selected practice examinations.	English: 10.5, 11.5, 12.5	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: 10.5, 11.5, 12.5	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications Word Processing
<b>Preparing for Employment</b>		

Prepare employment documents.	English: 10.1, 10.2, 10.6, 10.7, 11.1, 11.2, 11.6, 11.7, 12.1, 12.6, 12.7 History and Social Science: WHII.1; VUS.1, 13; GOVT.9	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Demonstrate job interview skills.	English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7 History and Social Science: GOVT.16	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Update a portfolio containing samples of student work.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 History and Social Science: WHII.1; VUS.1	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Interpret typical company policies.	English: 10.1, 11.1, 12.1	Electronic Career Portfolio Future Business Leader Introduction to Business Procedures Job Interview Scholarships