

Standards Correlations

Office Specialist II – Preparation (6741)

Task	SOL 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,

Task	SOL Correlations
	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 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,

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	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,

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	WG.1, WHI.1, WHII.1 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

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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
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	
Identify the purposes and goals of the student organization.	
Explain the benefits and responsibilities of membership in the student organization as	

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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.	
Explore career opportunities related to the WBL experience.	
Participate in a WBL experience, when appropriate.	
Enhancing Keyboarding and Computer Skills	
Review keyboarding techniques.	<p>English: 10.5, 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [2.004] Microsoft Digital Literacy: First Course—Lesson 3</p>

Task	SOL Correlations
	<p>Keyboarding</p> <p>NBEA Achievement Standards for Information Technology: Apply a variety of input technologies to maximize productivity. Demonstrate proper safety techniques using input technologies. Develop proper input techniques (e.g., keyboarding, 10-key touch pad, scanning, speech recognition, handtyping, digital inking, digital cameras, student response systems, and the use of a touch screen, mouse or stylus). Select appropriate input technology to optimize performance.</p>
<p>Increase keyboarding speed and accuracy.</p>	<p>English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p> <p>NBEA Achievement Standards for Information Technology: Apply a variety of input technologies to maximize productivity. Demonstrate proper safety techniques using input technologies. Develop proper input techniques (e.g., keyboarding, 10-key touch pad, scanning, speech recognition, handtyping, digital inking, digital cameras, student response systems, and the use of a touch screen, mouse or stylus). Select appropriate input technology to optimize performance. Use various input technologies to enter and manipulate information appropriately.</p>
<p>Proofread copy for format, content, grammar, spelling, and accuracy.</p>	<p>English: 10.7, 10.8, 11.7, 11.8, 12.7, 12.8</p> <p>FBLA Competitive Events and Activities Areas: Business Communication Business Skills and Knowledge</p>

Task	SOL Correlations
	<p>Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [2.019] Microsoft Digital Literacy: Productivity Programs—Lesson 3 Introduction to Word Processors [3.136] Word 2010: Beginner Skills—E-Learning Module 1 Creating and Managing Documents [3.138] Word 2010: Beginner Skills—E-Learning Module 3 Reviewing and Sharing Documents [4.107] Word 2010: Editing Text—Lesson 5 Word Lesson Plan: Editing Text [5.257] Word 2010 Secondary Schools: Lesson 5—Project 1 Proofing a Document (project)</p> <p>NBEA Achievement Standards for Communication: Apply a variety of specific proofreading techniques to identify and correct errors. Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous. Proofread documents to ensure correct grammar, spelling, and punctuation. Use acceptable standards for grammar, punctuation, and word and number usage.</p>
Edit documents.	<p>English: 10.8, 11.8, 12.8</p> <p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge</p>

Task	SOL Correlations
	<p>Community Service Project Computer Applications Database Design & Applications Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [2.019] Microsoft Digital Literacy: Productivity Programs—Lesson 3 Introduction to Word Processors [3.136] Word 2010: Beginner Skills—E-Learning Module 1 Creating and Managing Documents [3.137] Word 2010: Beginner Skills—E-Learning Module 2 Enhancing Documents [4.016] Introduction to Microsoft Office 2010: Editing Text—Lesson 5 Office Lesson Plan: Editing Text [4.017] Access 2010: Understanding Microsoft Access 2010—Lesson 1 Access Lesson Plan: Understanding Microsoft Access 2010 [5.031] Intro Word 2010: Lesson 5—Exercise 1 Cover Letter (project) [5.032] Intro Word 2010: Lesson 5—Project 1 Claims Letter (project) [5.254] Word 2010 Secondary Schools: Lesson 2—Project 1 Editing a Document (project)</p> <p>NBEA Achievement Standards for Communication: Edit and revise written work. Edit business documents to improve content and effectiveness.</p>
Format columns and tables.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7

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	<p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Computer Applications Database Design & Applications Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [3.142] Word 2010: Intermediate Skills—E-Learning Module 3 Enhancing and Reviewing Documents [4.110] Word 2010: Working with Columns—Lesson 8 Word Lesson Plan: Working with Columns [4.111] Word 2010: Organizing Content—Lesson 9 Word Lesson Plan: Organizing Content [5.260] Word 2010 Secondary Schools: Lesson 8—Project 1 Using Columns (project) [5.261] Word 2010 Secondary Schools: Lesson 9—Project 1 Using Tables (project)</p> <p>NBEA Achievement Standards for Information Technology: Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum.</p>
Format letters, memos, and reports.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7

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	<p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Computer Applications Database Design & Applications Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [3.136] Word 2010: Beginner Skills—E-Learning Module 1 Creating and Managing Documents [4.014] Introduction to Microsoft Office 2010: Formatting Text—Lesson 3 Office Lesson Plan: Formatting Text [4.015] Introduction to Microsoft Office 2010: Revising the Document Layout—Lesson 4 Office Lesson Plan: Revising the Document Layout [5.027] Intro Word 2010: Lesson 3—Exercise 1 Formatting a Letter (project) [5.255] Word 2010 Secondary Schools: Lesson 3—Project 1 Editing an Essay (project)</p> <p>NBEA Achievement Standards for Communication: Prepare formal and informal reports using suitable format and supplementing with appropriate graphics. Write coherent business messages, instructions, descriptions, summaries, and reports using appropriate formats.</p>

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	<p>NBEA Achievement Standards for Information Technology: Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.</p>
<p>Complete forms (e.g., applications, invoices, purchase orders, purchase invoices, checks, credit memos, labels).</p>	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p> <p>NBEA Achievement Standards for Information Technology: Select and apply the appropriate productivity software to complete tasks. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.</p>
<p>Produce form letters by merging files.</p>	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p>

Task	SOL Correlations
	<p>Microsoft Imagine Academy Resources: [3.142] Word 2010: Intermediate Skills—E-Learning Module 3 Enhancing and Reviewing Documents [4.112] Word 2010: Mail Merge and Reviewing Documents—Lesson 10 Word Lesson Plan: Mail Merge and Reviewing Documents [5.272] Word 2010 Term Project: Lesson 10—Project 1 Computer Class: Mail Merge (project)</p> <p>NBEA Achievement Standards for Information Technology: Select and apply the appropriate productivity software to complete tasks. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.</p>
<p>Enhance the layout of documents by using word processing features (leader tab, shading, lines, and graphics) and graphic design.</p>	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p> <p>Mathematics: COM.12</p> <p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Computer Applications Database Design & Applications Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing</p>

Task	SOL Correlations
	<p>Microsoft Imagine Academy Resources: [3.137] Word 2010: Beginner Skills—E-Learning Module 2 Enhancing Documents [4.105] Word 2010: Formatting Text—Lesson 3 Word Lesson Plan: Formatting Text [5.255] Word 2010 Secondary Schools: Lesson 3—Project 1 Editing an Essay (project)</p> <p>NBEA Achievement Standards for Information Technology: Select and apply the appropriate productivity software to complete tasks. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.</p>
<p>Edit documents using the move, copy, and delete commands.</p>	<p>English: 10.7, 11.7, 12.7</p> <p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Computer Applications Database Design & Applications Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing</p>

Task	SOL Correlations
	<p>Microsoft Imagine Academy Resources: [3.136] Word 2010: Beginner Skills—E-Learning Module 1 Creating and Managing Documents [3.137] Word 2010: Beginner Skills—E-Learning Module 2 Enhancing Documents [4.104] Word 2010: Editing a Document—Lesson 2 Word Lesson Plan: Editing a Document [5.254] Word 2010 Secondary Schools: Lesson 2—Project 1 Editing a Document (project)</p> <p>NBEA Achievement Standards for Information Technology: Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.</p>
Processing Numeric Data	
<p>Key numeric data, using the touch system with techniques to solve addition, subtraction, multiplication, and division problems.</p>	<p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [2.020] Microsoft Digital Literacy: Productivity Programs—Lesson 4 Introduction to Spreadsheet Programs [3.014] Excel 2010: Intermediate Skills—E-Learning Module 4</p>

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	<p>Working with Worksheet Data [4.025] Excel 2010: Understanding Microsoft Office Excel 2010—Lesson 1 Excel Lesson Plan: Understanding Microsoft Office Excel 2010 [5.064] Excel 2010 Secondary Schools: Lesson 1—Project 1 Purchasing a Car (project) [5.297] Excel 2010 Higher Education: Lesson 5—Project 1 Tracking Your Grades (project)</p> <p>NBEA Achievement Standards for Computation: Apply basic mathematical operations to solve problems. Estimate and then calculate answers to problems using addition, subtraction, multiplication, and division. Select and use appropriate tools when solving problems (e.g., paper and pencil, manipulatives, hand-held calculators, Web calculators, computer numerical keypads, spreadsheets, personal desktop assistants, and cell phones.</p>
<p>Convert fractions to decimals and decimals to fractions in personal and business applications.</p>	<p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Financial Math Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [3.014] Excel 2010: Intermediate Skills—E-Learning Module 4 Working with Worksheet Data</p> <p>NBEA Achievement Standards for Computation:</p>

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	<p>Determine the correct mathematical processes to use for various problem situations and use formulas when appropriate.</p> <p>Select and use appropriate tools when solving problems (e.g., paper and pencil, manipulatives, hand-held calculators, Web calculators, computer numerical keypads, spreadsheets, personal desktop assistants, and cell phones.</p> <p>Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions.</p> <p>Solve problems that involve percents, ratios, averages, and proportions and use appropriate conversions (e.g., decimals to percents, percents to decimals, or ratios to percents) when necessary.</p>
<p>Convert decimals to percents and percents to decimals in personal and business applications.</p>	<p>FBLA Competitive Events and Activities Areas:</p> <ul style="list-style-type: none"> Accounting I Accounting II Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Financial Math Spreadsheet Applications Word Processing <p>Microsoft Imagine Academy Resources:</p> <ul style="list-style-type: none"> [3.014] Excel 2010: Intermediate Skills—E-Learning Module 4 Working with Worksheet Data <p>NBEA Achievement Standards for Computation:</p> <ul style="list-style-type: none"> Apply basic mathematical operations to solve problems. Determine the correct mathematical processes to use for various problem situations and use formulas when appropriate. Select and use appropriate tools when solving problems (e.g., paper and pencil, manipulatives, hand-held calculators, Web calculators, computer numerical keypads, spreadsheets, personal desktop assistants, and cell phones.

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	<p>Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions.</p> <p>Solve problems that involve percents, ratios, averages, and proportions and use appropriate conversions (e.g., decimals to percents, percents to decimals, or ratios to percents) when necessary.</p>
<p>Round whole numbers and decimals in personal and business applications.</p>	<p>FBLA Competitive Events and Activities Areas:</p> <ul style="list-style-type: none"> Accounting I Accounting II American Enterprise Project Business Calculations Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Computer Applications Database Design & Applications Introduction to Financial Math Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing <p>Microsoft Imagine Academy Resources:</p> <ul style="list-style-type: none"> [3.014] Excel 2010: Intermediate Skills—E-Learning Module 4 Working with Worksheet Data <p>NBEA Achievement Standards for Computation:</p> <ul style="list-style-type: none"> Round numbers for estimation and other purposes.
<p>Calculate sales tax in personal and business applications.</p>	<p>Mathematics: A.1</p> <p>FBLA Competitive Events and Activities Areas:</p>

Task	SOL Correlations
	<p>Accounting I Accounting II Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Financial Math Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [3.014] Excel 2010: Intermediate Skills—E-Learning Module 4 Working with Worksheet Data</p> <p>NBEA Achievement Standards for Computation: Apply basic mathematical operations to solve problems. Calculate the total sales and the sales tax for a sales transaction.</p>
Keeping Financial Records	
Write numbers and letters legibly.	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Financial Math Spreadsheet Applications Word Processing</p> <p>NBEA Achievement Standards for Career Development: Demonstrate responsible behavior related to employability (e.g., respect for</p>

Task	SOL Correlations
	<p>personal property, completion of homework assignments, and communication skills).</p> <p>NBEA Achievement Standards for Communication: Identify factors affecting the readability of text.</p>
Verify data.	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures</p> <p>NBEA Achievement Standards for Communication: Analyze and evaluate the integrity of print and digital information. Evaluate the quality and reliability of source information. Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.</p>
Sort data.	<p>Mathematics: COM.7</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing</p> <p>NBEA Achievement Standards for Personal Finance: Categorize expenses as fixed or variable. Classify periodic expenses as fixed or variable.</p>
Prepare cash receipts records.	English: 10.6, 11.6, 12.6

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	<p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Financial Math Spreadsheet Applications Word Processing</p> <p>Microsoft Imagine Academy Resources: [3.009] Excel 2010: Beginner Skills—E-Learning Module 2 Formatting Worksheet Data [4.028] Excel 2010: Working with Multiple Workbooks—Lesson 4 Excel Lesson Plan: Working with Multiple Workbooks [5.067] Excel 2010 Secondary Schools: Lesson 4—Project 1 Organize a Blood Drive (project)</p> <p>NBEA Achievement Standards for Computation: Select and use appropriate tools when solving problems (e.g., paper and pencil, manipulatives, hand-held calculators, Web calculators, computer numerical keypads, spreadsheets, personal desktop assistants, and cell phones.</p> <p>NBEA Achievement Standards for Entrepreneurship: Identify and complete basic records for a business (e.g., cash sales receipts, credit card receipts, and checkbook entries). Select and complete appropriate records for a planned business.</p>
Prepare petty cash records.	<p>English: 10.3, 10.6, 11.3, 11.6, 12.3, 12.6</p> <p>FBLA Competitive Events and Activities Areas:</p>

Task	SOL Correlations
	<p>Accounting I Accounting II Business Calculations Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Financial Math Spreadsheet Applications Word Processing</p> <p>NBEA Achievement Standards for Computation: Select and use appropriate tools when solving problems (e.g., paper and pencil, manipulatives, hand-held calculators, Web calculators, computer numerical keypads, spreadsheets, personal desktop assistants, and cell phones).</p> <p>NBEA Achievement Standards for Entrepreneurship: Identify and complete basic records for a business (e.g., cash sales receipts, credit card receipts, and checkbook entries).</p>
Make change.	<p>English: 10.5, 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Calculations Business Skills and Knowledge Introduction to Financial Math</p> <p>NBEA Achievement Standards for Computation: Solve problems using various types of measurements.</p>
Prepare records for retail sales.	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p>

Task	SOL Correlations
	<p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Calculations Business Skills and Knowledge Introduction to Financial Math</p> <p>NBEA Achievement Standards for Accounting: Prepare the financial statements for the different types of business operations and ownership structures.</p> <p>NBEA Achievement Standards for Computation: Calculate the total sales and the sales tax for a sales transaction.</p> <p>NBEA Achievement Standards for Entrepreneurship: Identify and complete basic records for a business (e.g., cash sales receipts, credit card receipts, and checkbook entries). Select and complete appropriate records for a planned business.</p>
Duplicating Documents	
Add paper to the copier.	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p> <p>NBEA Achievement Standards for Information Technology: Identify common tasks performed by information technology workers.</p>
Make copies.	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p>

Task	SOL Correlations
	<p>NBEA Achievement Standards for Information Technology: Identify common tasks performed by information technology workers.</p>
<p>Make enlargements and reductions on various sizes of paper.</p>	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p> <p>NBEA Achievement Standards for Information Technology: Identify common tasks performed by information technology workers.</p>
<p>Scan documents.</p>	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p>
Managing Records	
<p>File personal and business names.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p> <p>NBEA Achievement Standards for Entrepreneurship: Compare and contrast the various types of business records. Describe how keeping poor-quality business records can affect a business. Describe the effect that inaccurate or missing records have on other business records. Describe the interrelationships of various business records. Describe the type of data that is kept in each business record. Examine software, methods, and systems that are available for business record-</p>

Task	SOL Correlations
File personal and business records alphabetically.	<p>keeping.</p> <p>English: 10.5, 11.5, 12.5</p> <p>Mathematics: COM.9</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p> <p>NBEA Achievement Standards for Entrepreneurship: Describe problems that might be caused by failure to keep business records. Describe the effect that inaccurate or missing records have on other business records. Describe the interrelationships of various business records. Describe the type of data that is kept in each business record. Examine software, methods, and systems that are available for business record-keeping.</p>
File personal and business records numerically.	<p>English: 10.5, 11.5, 12.5</p> <p>Mathematics: COM.9</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Introduction to Business Procedures Introduction to Information Technology</p> <p>NBEA Achievement Standards for Entrepreneurship: Describe problems that might be caused by failure to keep business records. Describe the effect that inaccurate or missing records have on other business records.</p>

Task	SOL Correlations
	<p>Describe the interrelationships of various business records. Describe the type of data that is kept in each business record. Examine software, methods, and systems that are available for business record-keeping.</p>
Enhancing Communication Skills	
Report on a business article.	<p>English: 10.1, 10.6, 10.7, 10.8, 11.1, 11.6, 11.7, 11.8, 12.1, 12.6, 12.7, 12.8</p> <p>History and Social Science: GOVT.1, VUS.1, WHI.1, WHII.1</p> <p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Partnership with Business Project</p> <p>NBEA Achievement Standards for Communication: Analyze and synthesize information from published sources for group discussions and team-building activities.</p>
Improve oral communication.	<p>English: 10.1, 10.5, 10.7, 11.1, 11.5, 11.7, 12.5, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Banking and Financial Systems Business Skills and Knowledge Entrepreneurship The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook. Global Business</p>

Task	SOL Correlations
	<p>The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.</p> <p>LifeSmarts Management Decision Making</p> <p>The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.</p> <p>Management Information Systems</p> <p>The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.</p> <p>Marketing</p> <p>The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.</p> <p>Network Design Virtual Business Management Challenge</p> <p>NBEA Achievement Standards for Career Development: Develop effective oral communication skills that include listening, active listening, and nonverbal skills.</p> <p>NBEA Achievement Standards for Communication: Deliver extemporaneous and planned speeches with confidence. Demonstrate ability to speak persuasively for a specific cause. Discuss the preliminary steps involved in creating spoken presentations. Evaluate media and spoken presentations analytically and critically. Exchange ideas in a formal/informal setting. Express wants, needs, and feelings.</p>
Solve workplace problems.	English: 10.1, 10.5, 11.1, 11.5, 12.1, 12.5

Task	SOL Correlations
	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Future Business Leader Organizational Leadership</p> <p>NBEA Achievement Standards for Career Development: Demonstrate personal qualities related to employability (e.g., promptness, ability to get along with others, dependability, willingness to ask questions, respect for diversity, and communication skills). Demonstrate responsible behavior related to employability (e.g., respect for personal property, completion of homework assignments, and communication skills). Demonstrate techniques for developing and maintaining positive and flexible behaviors and attitudes. Demonstrate techniques for responding to and working with individuals under stress. Demonstrate the ability to function as a proactive, productive team member in the workplace. Demonstrate the ability to use assertive behavior in work relationships. Demonstrate the importance of cooperation among people to accomplish a task. Demonstrate the steps involved in resolving a conflict or stressful situation. Describe appropriate time management techniques and their application in the workplace. Describe how the workplace environment influences behavior. Discuss and illustrate the positive and negative effects of a well-developed work ethic on worker and workplace productivity. Discuss the personal satisfaction derived from doing a good job. Explain the importance of dress code, attendance, and other workplace expectations.</p>
Using Telecommunications	

Task	SOL Correlations
<p>Demonstrate the ability to use electronic communications (e.g., email, IM, fax).</p>	<p>FBLA Competitive Events and Activities Areas: Business Communication Business Skills and Knowledge Introduction to Business Communication</p> <p>Microsoft Imagine Academy Resources: [2.014] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 3 Using E-Mail [2.015] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 4 Other Methods of Communicating on the Internet [2.038] Creating an Internet Email Account—Lesson 1 What is an Internet Email Account?</p> <p>NBEA Achievement Standards for Communication: Analyze routine business problems both individually and collaboratively and respond in print and digital message form. Compose digital communications such as email, text, and instant messaging. Organize and promptly respond to digital messages such as email, text, and instant messages.</p>
<p>Access information on the Internet.</p>	<p>English: 10.8, 11.8, 12.8</p> <p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Partnership with Business Project</p> <p>Microsoft Imagine Academy Resources: [2.044] Finding and Evaluating Resources on the Web—Lesson 1</p>

Task	SOL Correlations
	<p>Introduction to Search Engines [2.045] Finding and Evaluating Resources on the Web—Lesson 2 Exploring Search Techniques [2.046] Finding and Evaluating Resources on the Web—Lesson 3 Conducting Focused Searches</p> <p>NBEA Achievement Standards for Communication: Find information on the Internet and in business databases and select appropriate materials for reports and presentations. Use a variety of references and resources (both printed and digital) when writing business documents.</p>
<p>Identify emerging trends in telecommunications.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.16, VUS.13, VUS.14</p> <p>FBLA Competitive Events and Activities Areas: Business Communication Business Skills and Knowledge Introduction to Business Communication Introduction to Business Procedures</p> <p>Microsoft Imagine Academy Resources: [2.048] Using Social Networking to Connect with the World—Lesson 1 Introduction to Social Networking [2.049] Using Social Networking to Connect with the World—Lesson 2 Exploring Blogs [2.067] Using Social Networking to Connect with the World—Lesson 3 Exploring Instant Messaging</p> <p>NBEA Achievement Standards for Information Technology: Identify, analyze, and evaluate emerging communications technologies for use in</p>

Task	SOL Correlations
	organizations.
Preparing for Industry Certification	
Describe the process and requirements for obtaining industry certifications related to the Office Specialist II–Preparation course.	<p>English: 10.5, 10.8, 11.5, 12.5, 12.8</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Electronic Career Portfolio Job Interview</p> <p>Microsoft Imagine Academy Resources: [2.055] Microsoft Certification Tutorial Microsoft Certification Tutorial Snackbox video</p>
Identify testing skills/strategies for an industry certification examination.	<p>English: 10.5, 10.8, 11.5, 12.5, 12.8</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Electronic Career Portfolio Job Interview</p> <p>Microsoft Imagine Academy Resources: [2.054] Getting Started with Certification FAQ Getting Started with Certification FAQ Web page</p>
Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge</p> <p>Microsoft Imagine Academy Resources: [2.052] Microsoft Learning: Test Your Knowledge Test Your Knowledge Web Site</p>
Successfully complete an industry certification examination representative of skills learned in	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge</p>

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this course (e.g., MOS, IC3, NOCTI, Workplace Readiness Skills for the Commonwealth).	Microsoft Imagine Academy Resources: [2.052] Microsoft Learning: Test Your Knowledge Test Your Knowledge Web Site
Preparing for Employment	
Prepare employment documents (e.g., résumé, employment application, cover letter, interview follow-up letter, letter of resignation).	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 History and Social Science: GOVT.16 FBLA Competitive Events and Activities Areas: Business Skills and Knowledge D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence Electronic Career Portfolio Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships Microsoft Imagine Academy Resources: [2.040] Writing a Great Résumé by Using Microsoft Office Word 2007—Lesson 1 Creating a Great Résumé [2.041] Writing a Great Résumé by Using Microsoft Office Word 2007—Lesson 2 Types of Résumés NBEA Achievement Standards for Career Development: Demonstrate the ability to complete an online job application accurately. Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.

Task	SOL Correlations
	<p>Explain the importance of appropriate interview follow-up techniques. List tasks to be completed following the interview. Prepare paper and electronic resumes and cover letters.</p>
<p>Demonstrate job interview skills.</p>	<p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence Electronic Career Portfolio Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships</p> <p>NBEA Achievement Standards for Career Development: Demonstrate appropriate interviewing techniques through participation in mock or actual interviews. Explain the importance of appropriate interview follow-up techniques. Identify steps to prepare for an interview. List tasks to be completed following the interview. Model behavior that contributes to a successful interview.</p>
<p>Create a portfolio containing representative samples of student work.</p>	<p>English: 10.1, 10.6, 10.7, 10.8, 11.1, 11.6, 11.7, 11.8, 12.1, 12.6, 12.7, 12.8</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge D. J. Howard/Walker/Shell/Campbell/VBEA Scholarship/S.L.T. Award of Excellence Electronic Career Portfolio Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships</p>

Task	SOL Correlations
	<p>NBEA Achievement Standards for Career Development: Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities. Present the career portfolio. Use evolving technologies to enhance the career portfolio.</p>
<p>Adhere to a compliance training manual and other company policies.</p>	<p>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</p> <p>FBLA Competitive Events and Activities Areas: Business Skills and Knowledge Electronic Career Portfolio Future Business Leader Job Interview</p>