

Standards Correlations

Legal Administration (6735, 6736)

Task	SOL 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> <p>Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1</p>
Demonstrate initiative and self-direction.	<p>English: 6.1, 6.4, 6.6, 6.7, 6.9, 7.1, 7.4, 7.6, 7.7, 7.9, 8.1, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8</p> <p>History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1,</p>

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, USII.1,

Task	SOL Correlations
	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
	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
	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 a student and in professional/civic	

Task	SOL Correlations
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.	
Introducing the Legal System	
Identify the areas of legal specialization.	<p>English: 11.5, 12.5</p> <p>History and Social Science: GOVT.10, WHI.6</p> <p>FBLA Competitive Events and Activities Areas: Business Ethics Business Law Electronic Career Portfolio Job Interview</p>
Distinguish among the levels of the court system.	<p>English: 11.5, 12.5</p> <p>History and Social Science: GOVT.7, GOVT.8, GOVT.10</p>

Task	SOL Correlations
	FBLA Competitive Events and Activities Areas: Business Ethics Business Law Political Science
Illustrate the roles and responsibilities of key court personnel.	English: 11.5, 12.5 History and Social Science: GOVT.8, GOVT.10 FBLA Competitive Events and Activities Areas: Business Ethics Business Law Political Science
Conducting Client Services	
Determine client referrals based on the requirements of the legal practice areas.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Ethics Business Law
Gather client information.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Business Communication Business Ethics Business Law Computer Applications Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications

Task	SOL Correlations
	Word Processing
Identify procedures for professional handling of difficult clients.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Ethics Introduction to Business Procedures
Managing Office Activities	
Demonstrate procedures for maintaining and operating office equipment.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Spreadsheet Applications Word Processing
Maintain the work environment.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Cyber Security Database Design & Applications Introduction to Business Procedures Spreadsheet Applications Word Processing
Manage inventory necessary for a legal office.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures

Task	SOL Correlations
	Spreadsheet Applications Word Processing
Coordinate meetings, events, and activities.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Business Communication Computer Applications Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications Word Processing
Managing Records and Files	
Prepare files for new clients.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications Word Processing
Update client files.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law

Task	SOL Correlations
	Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Spreadsheet Applications Word Processing
Create forms and template documents.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications Word Processing
Compile current reference resources for office use.	English: 11.5, 11.8, 12.5, 12.8 History and Social Science: GOVT.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications

Task	SOL Correlations
	Word Processing
Maintain a database of officers of the court, administrative agencies, and resource persons.	<p>English: 11.5, 11.8, 12.5, 12.8</p> <p>FBLA Competitive Events and Activities Areas:</p> <p>Business Communication</p> <p>Business Law</p> <p>Computer Applications</p> <p>Cyber Security</p> <p>Database Design & Applications</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Procedures</p> <p>Spreadsheet Applications</p> <p>Word Processing</p>
Managing Financial Activities	
Record fees for client and court records.	<p>English: 11.5, 11.8, 12.5, 12.8</p> <p>Mathematics: A.1, A.4</p> <p>FBLA Competitive Events and Activities Areas:</p> <p>Accounting I</p> <p>Accounting II</p> <p>Business Communication</p> <p>Business Law</p> <p>Computer Applications</p> <p>Cyber Security</p> <p>Database Design & Applications</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Procedures</p> <p>Spreadsheet Applications</p> <p>Word Processing</p>

Task	SOL Correlations
Describe office expenditures.	<p>English: 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Introduction to Business Procedures</p>
Prepare financial documents.	<p>English: 11.5, 12.5</p> <p>Mathematics: A.1, A.4</p> <p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Introduction to Business Procedures</p>
Perform general banking procedures.	<p>English: 11.6, 11.7, 12.6, 12.7</p> <p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Banking and Financial Systems Introduction to Business Procedures Personal Finance</p>
Maintain attorney and staff time sheets and expense reports.	<p>English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</p> <p>Mathematics: A.1, A.4</p> <p>FBLA Competitive Events and Activities Areas: Accounting I Accounting II Banking and Financial Systems</p>

Task	SOL Correlations
	Business Ethics Business Law Introduction to Business Procedures Personal Finance
Maintain client account records.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Accounting I Accounting II Banking and Financial Systems Business Ethics Business Law Introduction to Business Procedures Personal Finance
Generate billing statements.	English: 11.6, 11.7, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Accounting I Accounting II Banking and Financial Systems Business Ethics Business Law Introduction to Business Procedures Personal Finance
Examine the rules of professional conduct as they pertain to a Virginia licensed attorney.	English: 11.5, 12.5 History and Social Science: GOVT.8, GOVT.10 FBLA Competitive Events and Activities Areas: Accounting I Accounting II

Task	SOL Correlations
	Banking and Financial Systems Business Ethics Business Law Introduction to Business Procedures Personal Finance
Developing Business Communication Skills	
Prepare legal documents following an accepted style manual.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Communication Business Law Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications Word Processing
Process incoming and outgoing mail.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Business Procedures

Task	SOL Correlations
	Spreadsheet Applications Word Processing
Maintain court and/or office calendar.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Business Procedures Spreadsheet Applications Word Processing
Complete telephone calls.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Cyber Security Introduction to Business Communication Introduction to Business Procedures
Use electronic communications.	English: 11.2, 12.2 FBLA Competitive Events and Activities Areas: Business Communication Business Law Cyber Security Introduction to Business Communication Introduction to Business Procedures

Task	SOL Correlations
Identify the requirements and duties of a notary public commission in Virginia.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Cyber Security Introduction to Business Communication Introduction to Business Procedures
Preparing Nonlitigation Documents	
Generate agreements, contracts, and leases.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate affidavits.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate acknowledgments.	English: 11.5, 12.5

Task	SOL Correlations
	FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Prepare bills of sale and deeds.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate probate documents and final accounting of estates.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Accounting I Accounting II Banking and Financial Systems Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures

Task	SOL Correlations
	Word Processing
Generate wills and codicils, powers of attorney, and medical directives.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate promissory notes.	English: 11.5, 12.5 Mathematics: A.1 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate documents for articles of incorporation.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication

Task	SOL Correlations
	Introduction to Business Procedures Word Processing
Generate corporation documents.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate collection letters or forms.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Accounting I Accounting II Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate papers for bankruptcy.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Accounting I Accounting II Banking and Financial Systems Business Communication

Task	SOL Correlations
	Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate marriage agreements.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Preparing Litigation Documents	
Prepare requests for service of process (e.g., complaints, summonses).	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Prepare divorce decrees.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas:

Task	SOL Correlations
	Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Prepare property and settlement agreements.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate complaint documents.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate summonses.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication

Task	SOL Correlations
	Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate interrogatories and requests.	English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate subpoenas and subpoenas duces tecum.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate motions and notices.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law

Task	SOL Correlations
	Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate orders and notices.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate stipulations.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate pleadings.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications

Task	SOL Correlations
	Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate briefs.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Prepare depositions.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Digital Video Production Introduction to Business Communication Introduction to Business Procedures Word Processing
Generate defendant's answer or grounds of defense.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications

Task	SOL Correlations
	Introduction to Business Communication Introduction to Business Procedures Word Processing
Identifying Legal and Business Ethics	
Identify procedures for maintaining confidentiality of client information.	English: 11.5, 11.8, 12.5, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Research current legal or ethical issues.	English: 11.8, 12.8 FBLA Competitive Events and Activities Areas: Business Communication Business Ethics Business Law Computer Applications Cyber Security Introduction to Business Communication Introduction to Business Procedures Word Processing
Enhancing Employability Skills	
Identify personal interests, aptitudes, and attitudes related to the qualities found in successful legal personnel.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Electronic Career Portfolio

Task	SOL Correlations
	Job Interview
Research a career ladder of occupational opportunities in the legal field.	English: 11.5, 11.8, 12.5, 12.8 FBLA Competitive Events and Activities Areas: Electronic Career Portfolio Job Interview
Investigate credentialing options for legal office personnel.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Electronic Career Portfolio Job Interview
Update a traditional or online portfolio for legal employment.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7 FBLA Competitive Events and Activities Areas: Electronic Career Portfolio Job Interview
Participate in a mock interview for a legal position.	English: 11.1, 11.5, 12.1, 12.5 FBLA Competitive Events and Activities Areas: Electronic Career Portfolio Job Interview Michael Mills Learn to Lead Scholarship Individual Event
Compose an interview follow-up letter.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Electronic Career Portfolio Job Interview Word Processing

Task	SOL Correlations
Compose a professional letter of resignation.	English: 11.5, 11.6, 11.7, 11.8, 12.5, 12.6, 12.7, 12.8 FBLA Competitive Events and Activities Areas: Computer Applications Electronic Career Portfolio Job Interview Word Processing
Investigate employment opportunities for legal positions.	English: 11.5, 11.8, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Electronic Career Portfolio Job Interview Word Processing
Participate in a work-based learning experience.	English: 11.1, 11.5, 12.1, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Electronic Career Portfolio Job Interview Word Processing
Preparing for Industry Certification	
Describe the process and requirements for obtaining industry certifications related to the Legal Administration course.	English: 11.2, 11.5, 12.2, 12.5 History and Social Science: GOVT.8 FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Electronic Career Portfolio

Task	SOL Correlations
	Job Interview Spreadsheet Applications Word Processing
Identify testing skills/strategies for certification examination.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Electronic Career Portfolio Job Interview Spreadsheet Applications Word Processing
Demonstrate ability to successfully complete selected practice examinations.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Electronic Career Portfolio Job Interview Spreadsheet Applications Word Processing
Successfully complete an industry certification examination representative of skills learned in this course.	English: 11.5, 12.5 FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Electronic Career Portfolio Job Interview Spreadsheet Applications Word Processing