

# Standards Correlations

## Computer Information Systems, Advanced (6313, 6315)

Task	SOL 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,

<b>Task</b>	<b>SOL Correlations</b>
	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
<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 History and Social Science: CE.1, CE.4, CE.12, GOVT.1, GOVT.15, USI.1,

Task	SOL Correlations
	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,

Task	SOL Correlations
	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

Task	SOL Correlations
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
<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
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	

Task	SOL Correlations
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>	
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>Using Advanced Word Processing Functions</b>	
Compare advanced features of a word processing program to determine the best tools to use for a given task.	<p>English: 10.5, 11.5, 12.5</p> <p>Common Career Technical Core: IT12 Compare key functions and applications of software and determine maintenance strategies for computer systems.</p> <p>FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan</p>

Task	SOL Correlations
	Community Service Project Computer Applications Computer Problem Solving Introduction to Business Local Chapter Annual Business Report (Hamden L. Forkner Award) Publication Design Word Processing
Create documents using advanced merge functions.	English: 10.2, 11.2, 12.2  Mathematics: COM.7  FBLA Competitive Events and Activities Areas: Computer Applications Computer Problem Solving Database Design & Applications Word Processing
Produce documents incorporating tables, templates, autocorrect, styles, graphics, and other advanced features.	English: 10.2, 10.6, 10.7, 11.2, 11.6, 11.7, 12.2, 12.6, 12.7  Mathematics: COM.11, COM.12, COM.14  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Introduction to Business Local Chapter Annual Business Report (Hamden L. Forkner Award) Publication Design Spreadsheet Applications

Task	SOL Correlations
<p>Create a professional document demonstrating established principles of design in desktop publishing.</p>	<p>Word Processing</p> <p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.11, COM.12</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Partnership with Business Project            Publication Design            Spreadsheet Applications            Word Processing</p>
<p>Import text and graphics from other sources.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Introduction to Business Communication            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Partnership with Business Project            Publication Design            Spreadsheet Applications</p>

Task	SOL Correlations
Integrate software applications into a word processing document.	<p>Word Processing</p> <p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.11, COM.12</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Introduction to Business            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Publication Design            Spreadsheet Applications            Word Processing</p>
Create an online form with a word processing program.	<p>English: 10.2, 10.6, 10.7, 11.2, 11.6, 11.7, 12.2, 12.6, 12.7</p> <p>Mathematics: COM.11</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Database Design &amp; Applications            Introduction to Business Communication            Local Chapter Annual Business Report (Hamden L. Forkner Award)</p>

Task	SOL Correlations
	Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
<b>Using Advanced Spreadsheet Functions</b>	
Compare features and functions of spreadsheet programs to determine the best software for an individual's or organization's needs.	English: 10.5, 11.5, 12.5  Mathematics: A.4, A.7, AFDA.1, AII.3, PS.1*, PS.2*, PS.4*  Common Career Technical Core: IT12 Compare key functions and applications of software and determine maintenance strategies for computer systems.  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
Use advanced formulas and functions.	Mathematics: A.4, A.7, AFDA.1, AII.3, AII.7, COM.7, COM.8, DM.12, DM.9*, MA.2  Common Career Technical Core: IT12

Task	SOL Correlations
	<p>Compare key functions and applications of software and determine maintenance strategies for computer systems.</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Introduction to Business Communication            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Partnership with Business Project            Publication Design            Spreadsheet Applications            Word Processing</p>
Use advanced tools.	<p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.1</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Spreadsheet Applications            Word Processing</p>
Create complex graphs.	<p>English: 10.2, 11.2, 12.2</p> <p>History and Social Science: GOVT.1</p> <p>Mathematics: COM.1</p>

Task	SOL Correlations
	FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications
Analyze data.	English: 10.5, 11.5, 12.5  History and Social Science: GOVT.1  Mathematics: COM.1, PS.1*, PS.2*  FBLA Competitive Events and Activities Areas: American Enterprise Project Banking and Financial Systems Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project

Task	SOL Correlations
	Publication Design Spreadsheet Applications Word Processing
Manipulate spreadsheet data.	English: 10.2, 11.2, 12.2  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
Manipulate data to and from a spreadsheet.	English: 10.2, 11.2, 12.2  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  Mathematics: COM.10, COM.11  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications

Task	SOL Correlations
	Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Publication Design Spreadsheet Applications Word Processing
Create templates.	English: 10.2, 10.6, 11.2, 11.6, 12.2, 12.6  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
Organize a large workbook with multiple worksheets.	English: 10.2, 11.2, 12.2  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications

<b>Task</b>	<b>SOL Correlations</b>
	Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
Apply linear programming to optimize spreadsheet results.	English: 10.2, 11.2, 12.2  Mathematics: AFDA.5, DM.11  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Publication Design Spreadsheet Applications Word Processing
<b>Using Advanced Database Functions</b>	
Evaluate the features of database programs to determine the best software for an individual's or organization's needs.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  Common Career Technical Core: IT12 Compare key functions and applications of software and determine maintenance strategies for computer systems.

Task	SOL Correlations
	FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Publication Design Spreadsheet Applications Word Processing
Create a database file with advanced features.	English: 10.2, 11.2, 12.2  Mathematics: COM.10  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications

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Generate customized reports and forms, using advanced formatting features and graphics.	<p>Word Processing</p> <p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.11, COM.12</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Database Design &amp; Applications            Introduction to Business Communication            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Partnership with Business Project            Publication Design            Spreadsheet Applications            Word Processing</p>
Utilize advanced queries to access information.	<p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.9</p> <p>FBLA Competitive Events and Activities Areas:            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Community Service Project            Computer Applications            Database Design &amp; Applications</p>

<b>Task</b>	<b>SOL Correlations</b>
	Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
Manipulate data to and from a database.	English: 10.2, 11.2, 12.2  History and Social Science: GOVT.12, VUS.14, WG.17, WHIL.14  Mathematics: COM.10, COM.11  FBLA Competitive Events and Activities Areas: American Enterprise Project Business Communication Business Financial Plan Business Plan Community Service Project Computer Applications Database Design & Applications Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Publication Design Spreadsheet Applications Word Processing
<b>Enhancing Multimedia Presentations</b>	
Create a multimedia presentation with advanced features.	English: 10.8, 11.8, 12.8  History and Social Science: GOVT.1

Task	SOL Correlations
	<p>FBLA Competitive Events and Activities Areas:</p> <p>3D Animation</p> <p>American Enterprise Project</p> <p>Business Communication</p> <p>Business Financial Plan</p> <p>Business Plan</p> <p>Coding and Programming</p> <p>Community Service Project</p> <p>Computer Applications</p> <p>Computer Game &amp; Simulation Programming</p> <p>Digital Video Production</p> <p>E-Business</p> <p>Emerging Business Issues</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>Graphic Design</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Presentation</p> <p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p> <p>Publication Design</p> <p>Sales Presentation</p> <p>Social Media Campaign</p> <p>Website Design</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>Word Processing</p>

Task	SOL Correlations
<p>Enhance a multimedia presentation, using advanced features.</p>	<p>FBLA Competitive Events and Activities Areas:</p> <ul style="list-style-type: none"> <li>3D Animation</li> <li>American Enterprise Project</li> <li>Business Communication</li> <li>Business Financial Plan</li> <li>Business Plan</li> <li>Coding and Programming</li> <li>Community Service Project</li> <li>Computer Applications</li> <li>Computer Game &amp; Simulation Programming</li> <li>Digital Video Production</li> <li>E-Business</li> <li>Emerging Business Issues</li> <li>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.</li> <li>Graphic Design</li> <li>Introduction to Business Communication</li> <li>Introduction to Business Presentation</li> <li>Local Chapter Annual Business Report (Hamden L. Forkner Award)</li> <li>Mobile Application Development</li> <li>Partnership with Business Project</li> <li>Public Service Announcement</li> <li>Publication Design</li> <li>Sales Presentation</li> <li>Social Media Campaign</li> <li>Website Design</li> <li>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</li> </ul>

Task	SOL Correlations
	FBLA State Handbook. Word Processing
Utilize templates and master slides in the design of presentations.	English: 10.2, 11.2, 12.2  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming Digital Video Production E-Business Emerging Business Issues 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. Graphic Design Introduction to Business Communication Introduction to Business Presentation Local Chapter Annual Business Report (Hamden L. Forkner Award) Mobile Application Development Partnership with Business Project Public Service Announcement Publication Design Sales Presentation Social Media Campaign Website Design

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>Word Processing</p>
<p>Enhance a multimedia presentation layout, according to the principles of affective design.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>Common Career Technical Core: IT1            Demonstrate effective professional communication skills and practices that enable positive customer relationships.</p> <p>FBLA Competitive Events and Activities Areas:            3D Animation            American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Coding and Programming            Community Service Project            Computer Applications            Computer Game &amp; Simulation Programming            Digital Video Production            E-Business            Emerging Business Issues            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.            Graphic Design            Introduction to Business Communication            Introduction to Business Presentation            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Mobile Application Development</p>

Task	SOL Correlations
	Partnership with Business Project Public Service Announcement Publication Design Sales Presentation Social Media Campaign Website Design 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. Word Processing
Enhance a multimedia presentation with advanced features.	English: 10.1, 10.2, 11.1, 11.2, 12.1, 12.2  Common Career Technical Core: IT1 Demonstrate effective professional communication skills and practices that enable positive customer relationships.  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming Digital Video Production E-Business Emerging Business Issues 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

Task	SOL Correlations
	<p>FBLA State Handbook.  Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design  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.  Word Processing</p>
<p>Integrate software applications into a multimedia presentation.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.12</p> <p>Common Career Technical Core: IT1  Demonstrate effective professional communication skills and practices that enable positive customer relationships.</p> <p>FBLA Competitive Events and Activities Areas:  3D Animation  American Enterprise Project  Business Communication  Business Financial Plan  Business Plan  Coding and Programming  Community Service Project</p>

Task	SOL Correlations
	<p>Computer Applications            Computer Game &amp; Simulation Programming            Digital Video Production            E-Business            Emerging Business Issues            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.            Graphic Design            Introduction to Business Communication            Introduction to Business Presentation            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Mobile Application Development            Partnership with Business Project            Public Service Announcement            Publication Design            Sales Presentation            Website Design            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.            Word Processing</p>
<p>Create handouts and other visuals.</p>	<p>English: 10.1, 10.2, 11.1, 11.2, 12.1, 12.2</p> <p>Common Career Technical Core: IT1            Demonstrate effective professional communication skills and practices that enable positive customer relationships.</p> <p>FBLA Competitive Events and Activities Areas:            3D Animation            American Enterprise Project</p>

Task	SOL Correlations
	Business Financial Plan Business Plan Community Service Project Computer Game & Simulation Programming Digital Video Production E-Business Electronic Career Portfolio Mobile Application Development Partnership with Business Project Public Service Announcement Sales Presentation Website Design 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.
Deliver a multimedia presentation, according to the principles of effective communication.	English: 10.1, 11.1, 12.1  Common Career Technical Core: IT1 Demonstrate effective professional communication skills and practices that enable positive customer relationships.  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming

Task	SOL Correlations
	<p>Digital Video Production</p> <p>E-Business</p> <p>Emerging Business Issues</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>Graphic Design</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Presentation</p> <p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p> <p>Publication Design</p> <p>Sales Presentation</p> <p>Social Media Campaign</p> <p>Website Design</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>Word Processing</p>
<p>Edit multimedia presentations.</p>	<p>English: 10.7, 11.7, 12.7</p> <p>Common Career Technical Core: IT1</p> <p>Demonstrate effective professional communication skills and practices that enable positive customer relationships.</p> <p>IT9</p> <p>Describe quality assurance practices and methods employed in producing and providing quality IT products and services.</p> <p>FBLA Competitive Events and Activities Areas:</p>

Task	SOL Correlations
	3D Animation American Enterprise Project Business Financial Plan Business Plan Community Service Project Computer Game & Simulation Programming Digital Video Production E-Business Electronic Career Portfolio Mobile Application Development Partnership with Business Project Public Service Announcement Sales Presentation Website Design 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.
Critique the clarity and effectiveness of advanced multimedia presentations.	English: 10.1, 10.2, 11.1, 11.2, 12.1, 12.2  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming Digital Video Production E-Business

Task	SOL Correlations
	<p>Emerging Business Issues  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>Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design</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>Word Processing</p>
<b>Producing Desktop Published Documents for Print and Electronic Distribution</b>	
<p>Create documents and graphics for use in advanced desktop publishing products.</p>	<p>English: 10.6, 10.7, 10.8, 11.6, 11.7, 11.8, 12.6, 12.7, 12.8</p> <p>Mathematics: COM.12</p> <p>FBLA Competitive Events and Activities Areas:  3D Animation  American Enterprise Project  Business Communication  Business Financial Plan  Business Plan  Coding and Programming</p>

Task	SOL Correlations
	<p>Community Service Project  Computer Applications  Computer Game &amp; Simulation Programming  Digital Video Production  E-Business  Emerging Business Issues  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.  Graphic Design  Introduction to Business Communication  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design  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.  Word Processing</p>
<p>Determine appropriate desktop publishing products based upon the purpose of the publication, intended audience, output format, and time and cost constraints.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>Common Career Technical Core: IT12  Compare key functions and applications of software and determine maintenance strategies for computer systems.</p> <p>FBLA Competitive Events and Activities Areas:  3D Animation</p>

Task	SOL Correlations
	<p>American Enterprise Project            Business Communication            Business Financial Plan            Business Plan            Coding and Programming            Community Service Project            Computer Applications            Computer Game &amp; Simulation Programming            Digital Video Production            E-Business            Emerging Business Issues            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.            Graphic Design            Introduction to Business Communication            Introduction to Business Presentation            Local Chapter Annual Business Report (Hamden L. Forkner Award)            Mobile Application Development            Partnership with Business Project            Public Service Announcement            Publication Design            Sales Presentation            Social Media Campaign            Website Design            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.            Word Processing</p>
Apply the principles of design, layout, and typography.	English: 10.2, 11.2, 12.2

Task	SOL Correlations
	<p>FBLA Competitive Events and Activities Areas:</p> <p>3D Animation</p> <p>American Enterprise Project</p> <p>Business Communication</p> <p>Business Financial Plan</p> <p>Business Plan</p> <p>Coding and Programming</p> <p>Community Service Project</p> <p>Computer Applications</p> <p>Computer Game &amp; Simulation Programming</p> <p>Digital Video Production</p> <p>E-Business</p> <p>Emerging Business Issues</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>Graphic Design</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Presentation</p> <p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p> <p>Publication Design</p> <p>Sales Presentation</p> <p>Social Media Campaign</p> <p>Website Design</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>Word Processing</p>

Task	SOL Correlations
<p>Design a layout for ease of readability and attractiveness.</p>	<p>English: 10.1, 11.1, 12.1</p> <p>Mathematics: COM.10</p> <p>FBLA Competitive Events and Activities Areas:</p> <p>3D Animation</p> <p>American Enterprise Project</p> <p>Business Communication</p> <p>Business Financial Plan</p> <p>Business Plan</p> <p>Coding and Programming</p> <p>Community Service Project</p> <p>Computer Applications</p> <p>Computer Game &amp; Simulation Programming</p> <p>Digital Video Production</p> <p>E-Business</p> <p>Emerging Business Issues</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>Graphic Design</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Presentation</p> <p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p> <p>Publication Design</p> <p>Sales Presentation</p> <p>Social Media Campaign</p> <p>Website Design</p> <p>The topic for this event changes from year to year. The annual topic may or may</p>

Task	SOL Correlations
	not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook. Word Processing
Enhance the appearance of a document using desktop features.	English: 10.2, 11.2, 12.2  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming Digital Video Production E-Business Emerging Business Issues 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. Graphic Design Introduction to Business Communication Introduction to Business Presentation Local Chapter Annual Business Report (Hamden L. Forkner Award) Mobile Application Development Partnership with Business Project Public Service Announcement Publication Design Sales Presentation Social Media Campaign

Task	SOL Correlations
	<p>Website Design  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.  Word Processing</p>
<p>Create templates or master pages.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>FBLA Competitive Events and Activities Areas:  3D Animation  American Enterprise Project  Business Communication  Business Financial Plan  Business Plan  Coding and Programming  Community Service Project  Computer Applications  Computer Game &amp; Simulation Programming  Digital Video Production  E-Business  Emerging Business Issues  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.  Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design</p>

Task	SOL Correlations
	Sales Presentation Social Media Campaign Website Design 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. Word Processing
Create multipage and multicolumn documents in a format appropriate for electronic distribution.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7  Mathematics: COM.10, COM.11  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Ethics Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming Database Design & Applications Digital Video Production E-Business Emerging Business Issues 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. Graphic Design Introduction to Business Communication

Task	SOL Correlations
	<p>Introduction to Business Presentation  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Spreadsheet Applications  Website Design  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.  Word Processing</p>
<p>Demonstrate the use of keyboard shortcuts.</p>	<p>FBLA Competitive Events and Activities Areas:  3D Animation  American Enterprise Project  Business Communication  Business Ethics  Business Financial Plan  Business Plan  Coding and Programming  Community Service Project  Computer Applications  Computer Game &amp; Simulation Programming  Digital Video Production  E-Business  Emerging Business Issues  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>

Task	SOL Correlations
	<p>Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design  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.  Word Processing</p>
<p>Incorporate original/imported text, graphics, tables, charts, and audio/visual elements from a variety of sources.</p>	<p>English: 10.2, 11.2, 12.2   Mathematics: COM.10   FBLA Competitive Events and Activities Areas:  3D Animation  American Enterprise Project  Business Communication  Business Financial Plan  Business Plan  Coding and Programming  Community Service Project  Computer Applications  Computer Game &amp; Simulation Programming  Digital Video Production  E-Business</p>

Task	SOL Correlations
	<p>Emerging Business Issues  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>Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design</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>Word Processing</p>
<p>Convert a document to an alternate format.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>FBLA Competitive Events and Activities Areas:  3D Animation  American Enterprise Project  Business Communication  Business Financial Plan  Business Plan  Coding and Programming  Community Service Project  Computer Applications</p>

<b>Task</b>	<b>SOL Correlations</b>
	Computer Game & Simulation Programming Digital Video Production E-Business Emerging Business Issues 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. Graphic Design Introduction to Business Communication Introduction to Business Presentation Local Chapter Annual Business Report (Hamden L. Forkner Award) Mobile Application Development Partnership with Business Project Public Service Announcement Publication Design Sales Presentation Social Media Campaign Website Design 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. Word Processing
<b>Designing and Producing Web Pages</b>	
Evaluate the methods of web page creation.	English: 10.5, 11.5, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  FBLA Competitive Events and Activities Areas: Business Ethics E-Business Mobile Application Development

Task	SOL Correlations
	<p>Website Design 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>Manipulate information for a website.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>FBLA Competitive Events and Activities Areas: E-Business Mobile Application Development Website Design 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>Compare the features and functions associated with the Internet, intranets, and extranets.</p>	<p>English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>FBLA Competitive Events and Activities Areas: E-Business Mobile Application Development Network Design Networking Concepts Website Design 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>Create a website, applying design features.</p>	<p>English: 10.1, 10.2, 10.6, 10.7, 11.1, 11.2, 11.6, 11.7, 12.1, 12.2, 12.6, 12.7</p>

Task	SOL Correlations
	<p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>Mathematics: COM.2, COM.10, COM.11, COM.12</p> <p>FBLA Competitive Events and Activities Areas:  E-Business  Mobile Application Development  Website Design  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>Create hypertext links to other pages or sites.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>FBLA Competitive Events and Activities Areas:  Computer Applications  E-Business  Mobile Application Development  Website Design  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.  Word Processing</p>
<p>Test a website for functionality.</p>	<p>English: 10.7, 11.7, 12.7</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>Common Career Technical Core: IT9  Describe quality assurance practices and methods employed in producing and providing quality IT products and services.</p>

Task	SOL Correlations
	<p>FBLA Competitive Events and Activities Areas  E-Business  Mobile Application Development  Website Design  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>Critique a website, according to accepted web design principles.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>Common Career Technical Core: IT9  Describe quality assurance practices and methods employed in producing and providing quality IT products and services.</p> <p>FBLA Competitive Events and Activities Areas:  E-Business  Mobile Application Development  Website Design  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>Develop a plan for maintaining a website.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.12, VUS.12, WG.17</p> <p>FBLA Competitive Events and Activities Areas:  E-Business  Mobile Application Development  Website Design  The topic for this event changes from year to year. The annual topic may or may</p>

Task	SOL Correlations
	not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
Describe methods of publicizing and promoting a new website.	<p>English: 10.1, 10.5, 11.1, 11.5, 12.1, 12.5</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>FBLA Competitive Events and Activities Areas:  E-Business  Mobile Application Development  Website Design</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>
<b>Maintaining, Managing, and Troubleshooting Systems</b>	
Evaluate workstations, equipment, software, and supplies for design, layout, and purchase.	<p>Common Career Technical Core: IT11  Demonstrate knowledge of the hardware components associated with information systems.</p> <p>IT12  Compare key functions and applications of software and determine maintenance strategies for computer systems.</p> <p>Economics and Personal Finance Standards of Learning  EPF.10  The student will develop consumer skills by</p> <ol style="list-style-type: none"> <li>a. examining basic economic concepts and their relation to product prices and consumer spending;</li> <li>b. examining the effect of supply and demand on wages and prices;</li> <li>c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;</li> <li>d. determining the consequences of conspicuous consumption;</li> </ol>

Task	SOL Correlations
	<ul style="list-style-type: none"> <li>e. describing common types of contracts and the implications of each;</li> <li>f. demonstrating comparison-shopping skills;</li> <li>g. maintaining a filing system for personal financial records;</li> <li>h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;</li> <li>i. accessing reliable financial information from a variety of sources;</li> <li>j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and</li> <li>k. examining precautions for protecting identity and other personal information.</li> </ul>
<p>Maintain workstations, equipment, software, and supplies.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>Common Career Technical Core: IT-SUP2            Manage operating systems and software applications, including maintenance of upgrades, patches and service packs.</p> <p>IT11            Demonstrate knowledge of the hardware components associated with information systems.</p> <p>IT12            Compare key functions and applications of software and determine maintenance strategies for computer systems.</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Spreadsheet Applications            Word Processing</p>
<p>Analyze software problems to obtain assistance through electronic documentation.</p>	<p>English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5</p> <p>Career Technical Core: IT-SUP3</p>

Task	SOL Correlations
	<p>Apply appropriate troubleshooting techniques in resolving computer hardware, software, and configuration problems.</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Spreadsheet Applications            Word Processing</p>
<p>Troubleshoot hardware problems.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>Common Career Technical Core: IT-SUP3            Apply appropriate troubleshooting techniques in resolving computer hardware, software and configuration problems.            IT11            Demonstrate knowledge of the hardware components associated with information systems.</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Network Design            Spreadsheet Applications            Word Processing</p>
<p>Explore tools to manage the operating system.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>Common Career Technical Core: IT-SUP7            Employ system installation and maintenance skills to setup and maintain an information system.            IT12</p>

Task	SOL Correlations
	<p>Compare key functions and applications of software and determine maintenance strategies for computer systems.</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Spreadsheet Applications            Word Processing</p>
<p>Explain how to install software and customize defaults.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>Common Career Technical Core: IT-SUP7            Employ system installation and maintenance skills to setup and maintain an information system.</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Networking Concepts            Spreadsheet Applications            Word Processing</p>
<p>Back up programs and data files.</p>	<p>English: 10.2, 11.2, 12.2</p> <p>Common Career Technical Core: IT7            Perform standard computer backup and restore procedures to protect IT information.</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications</p>

Task	SOL Correlations
	Introduction to Business Procedures Spreadsheet Applications Word Processing
Investigate advanced desktop configuration techniques.	English: 10.2, 10.8, 11.2, 11.8, 12.2, 12.8  FBLA Competitive Events and Activities Areas: Computer Problem Solving Introduction to Business Procedures
Scan storage devices and equipment for malicious software.	English: 10.2, 11.2, 12.2  Common Career Technical Core: IT8 Recognize and analyze potential IT security threats to develop and maintain security requirements.  FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Spreadsheet Applications Word Processing
Comply with safety and ergonomic precautions associated with computer use.	English: 10.5, 11.5, 12.5  FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Spreadsheet Applications Word Processing
Compare operating systems.	English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5

<b>Task</b>	<b>SOL Correlations</b>
	FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Networking Concepts Spreadsheet Applications Word Processing
Investigate security issues related to Internet technology.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  Common Career Technical Core: IT8 Recognize and analyze potential IT security threats to develop and maintain security requirements.  FBLA Competitive Events and Activities Areas: Computer Applications Cyber Security Database Design & Applications Introduction to Business Procedures Spreadsheet Applications Word Processing
<b>Executing Networking Activities</b>	
Identify network types and topologies.	English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  FBLA Competitive Events and Activities Areas: Computer Applications Computer Problem Solving

Task	SOL Correlations
	Database Design & Applications Introduction to Business Procedures Network Design Networking Concepts Spreadsheet Applications Word Processing
Identify components of a local area network.	English: 10.5, 11.5, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Network Design Networking Concepts Spreadsheet Applications Word Processing
Identify file structures on networks.	English: 10.5, 11.5, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Network Design Networking Concepts Spreadsheet Applications Word Processing

<b>Task</b>	<b>SOL Correlations</b>
<p>Explain the steps to download software/files to a specific workstation.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Network Design            Networking Concepts            Spreadsheet Applications            Word Processing</p>
<p>Identify basic network protocols.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>FBLA Competitive Events and Activities Areas:            Computer Applications            Database Design &amp; Applications            Introduction to Business Procedures            Network Design            Networking Concepts            Spreadsheet Applications            Word Processing</p>
<p>Explain the importance of network security.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14</p> <p>Common Career Technical Core: IT8            Recognize and analyze potential IT security threats to develop and maintain security requirements.</p> <p>FBLA Competitive Events and Activities Areas:</p>

Task	SOL Correlations
	Computer Applications Cyber Security Database Design & Applications Introduction to Business Procedures Network Design Networking Concepts Spreadsheet Applications Word Processing
Troubleshoot network problems.	English: 10.2, 11.2, 12.2  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  FBLA Competitive Events and Activities Areas: Computer Applications Database Design & Applications Introduction to Business Procedures Network Design Networking Concepts Spreadsheet Applications Word Processing
<b>Implementing Programming Activities</b>	
Debug a program.	English: 10.2, 11.2, 12.2  Mathematics: COM.1, COM.2, COM.17, COM.18  FBLA Competitive Events and Activities Areas: Computer Applications Cyber Security Database Design & Applications Introduction to Business Procedures

Task	SOL Correlations
	Network Design Networking Concepts Spreadsheet Applications Word Processing
Code an application program using functions.	English: 10.2, 11.2, 12.2  Mathematics: A.1, A.2, A.3, COM.1, COM.4, COM.6  FBLA Competitive Events and Activities Areas: 3D Animation Coding and Programming Computer Applications Computer Game & Simulation Programming Database Design & Applications Introduction to Business Procedures Mobile Application Development Network Design Networking Concepts Spreadsheet Applications Word Processing
Code an application program using embedded data.	English: 10.2, 11.2, 12.2  Mathematics: COM.3  FBLA Competitive Events and Activities Areas: 3D Animation Coding and Programming Computer Applications Computer Game & Simulation Programming Database Design & Applications Introduction to Business Procedures

Task	SOL Correlations
	Mobile Application Development Network Design Networking Concepts Spreadsheet Applications Word Processing
Improve the appearance of printed reports.	English: 10.7, 11.7, 12.7  Mathematics: COM.11, COM.12  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Financial Plan Business Plan Coding and Programming Community Service Project Computer Applications Graphic Design Introduction to Business Communication Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Word Processing
Design interactive programs.	English: 10.2, 11.2, 12.2  Mathematics: COM.2, COM.10, COM.11  FBLA Competitive Events and Activities Areas: 3D Animation Coding and Programming Computer Applications

Task	SOL Correlations
	Computer Game & Simulation Programming Database Design & Applications Introduction to Business Procedures Mobile Application Development Network Design Networking Concepts Spreadsheet Applications Word Processing
Write programs to summarize data.	English: 10.2, 11.2, 12.2  Mathematics: COM.1, COM.3, COM.4, COM.7  FBLA Competitive Events and Activities Areas: 3D Animation Coding and Programming Computer Applications Computer Game & Simulation Programming Database Design & Applications Introduction to Business Procedures Mobile Application Development Network Design Networking Concepts Spreadsheet Applications Word Processing
Write programs to subtotal and group print.	English: 10.2, 11.2, 12.2  Mathematics: COM.9, COM.11  FBLA Competitive Events and Activities Areas: Coding and Programming Computer Applications

Task	SOL Correlations
	Computer Game & Simulation Programming Database Design & Applications Mobile Application Development Spreadsheet Applications Word Processing
Write modular programs.	English: 10.2, 11.2, 12.2  Mathematics: COM.1, COM.2, COM.5  FBLA Competitive Events and Activities Areas: Coding and Programming Computer Applications Computer Game & Simulation Programming Database Design & Applications Mobile Application Development Spreadsheet Applications Word Processing
Write programs using controlled loops.	English: 10.2, 11.2, 12.2  Mathematics: COM.13  FBLA Competitive Events and Activities Areas: Coding and Programming Computer Applications Computer Game & Simulation Programming Database Design & Applications Mobile Application Development Spreadsheet Applications Word Processing

Task	SOL Correlations
Implement tables.	<p>English: 10.2, 11.2, 12.2</p> <p>Mathematics: COM.10, COM.12</p> <p>FBLA Competitive Events and Activities Areas:  Coding and Programming  Computer Applications  Computer Game &amp; Simulation Programming  Database Design &amp; Applications  Mobile Application Development  Spreadsheet Applications  Word Processing</p>
Code an application program using a sort routine.	<p>Mathematics: COM.9</p> <p>FBLA Competitive Events and Activities Areas:  Business Ethics  Coding and Programming  Computer Applications  Computer Game &amp; Simulation Programming  Database Design &amp; Applications  Mobile Application Development  Spreadsheet Applications  Word Processing</p>
Code an application program to display graphics.	<p>English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5</p> <p>Mathematics: COM.10, COM.12</p> <p>FBLA Competitive Events and Activities Areas:  Coding and Programming  Computer Applications  Computer Game &amp; Simulation Programming</p>

<b>Task</b>	<b>SOL Correlations</b>
	Database Design & Applications Mobile Application Development Spreadsheet Applications Word Processing
Explore the characteristics and uses of artificial intelligence and machine learning.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  FBLA Competitive Events and Activities Areas: Coding and Programming Computer Applications Computer Game & Simulation Programming Database Design & Applications Mobile Application Development Spreadsheet Applications Word Processing
<b>Exploring Legal and Ethical Issues</b>	
Comply with copyright and patent laws.	English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5  History and Social Science: GOVT.1, GOVT.9, GOVT.15  Common Career Technical Core: BM2 Describe laws, rules and regulations as they apply to effective business operations. IT4 Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.  FBLA Competitive Events and Activities Areas: 3D Animation

Task	SOL Correlations
	<p>American Enterprise Project</p> <p>Business Communication</p> <p>Business Financial Plan</p> <p>Business Law</p> <p>Business Plan</p> <p>Coding and Programming</p> <p>Community Service Project</p> <p>Computer Applications</p> <p>Computer Game &amp; Simulation Programming</p> <p>Digital Video Production</p> <p>E-Business</p> <p>Emerging Business Issues</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>Graphic Design</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Presentation</p> <p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p> <p>Publication Design</p> <p>Sales Presentation</p> <p>Social Media Campaign</p> <p>Website Design</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>Word Processing</p>

Task	SOL Correlations
<p>Analyze situations where scanned/digitized audiovisual elements, documents, and electronic graphs may be used legally but are ethically questionable.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.1, GOVT.9</p> <p>Common Career Technical Core: BM2 Describe laws, rules and regulations as they apply to effective business operations.</p> <p>IT4 Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.</p> <p>FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Ethics Business Financial Plan Business Law Business Plan Coding and Programming Community Service Project Computer Applications Computer Game &amp; Simulation Programming Digital Video Production E-Business Emerging Business Issues 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. Graphic Design Introduction to Business Communication Introduction to Business Presentation</p>

Task	SOL Correlations
	<p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p> <p>Publication Design</p> <p>Sales Presentation</p> <p>Social Media Campaign</p> <p>Website Design</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>Word Processing</p>
<p>Comply with policies regarding acceptable use of technology.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.1, GOVT.9</p> <p>Common Career Technical Core: BM2</p> <p>Describe laws, rules and regulations as they apply to effective business operations.</p> <p>IT4</p> <p>Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.</p> <p>FBLA Competitive Events and Activities Areas:</p> <p>3D Animation</p> <p>American Enterprise Project</p> <p>Business Communication</p> <p>Business Ethics</p> <p>Business Financial Plan</p> <p>Business Law</p> <p>Business Plan</p>

Task	SOL Correlations
	<p>Coding and Programming  Community Service Project  Computer Applications  Computer Game &amp; Simulation Programming  Digital Video Production  E-Business  Emerging Business Issues  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.  Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design  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.  Word Processing</p>
<p>Investigate computer crime and privacy issues related to Internet technology.</p>	<p>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</p> <p>History and Social Science: GOVT.1, GOVT.9, GOVT.15, VUS.13, VUS.14, WG.17, WHII.14</p> <p>Common Career Technical Core: BM2</p>

Task	SOL Correlations
	<p>Describe laws, rules and regulations as they apply to effective business operations.</p> <p>IT4</p> <p>Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.</p> <p>FBLA Competitive Events and Activities Areas:</p> <p>3D Animation</p> <p>American Enterprise Project</p> <p>Business Communication</p> <p>Business Ethics</p> <p>Business Financial Plan</p> <p>Business Law</p> <p>Business Plan</p> <p>Coding and Programming</p> <p>Community Service Project</p> <p>Computer Applications</p> <p>Computer Game &amp; Simulation Programming</p> <p>Cyber Security</p> <p>Digital Video Production</p> <p>E-Business</p> <p>Emerging Business Issues</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>Graphic Design</p> <p>Introduction to Business Communication</p> <p>Introduction to Business Presentation</p> <p>Local Chapter Annual Business Report (Hamden L. Forkner Award)</p> <p>Mobile Application Development</p> <p>Partnership with Business Project</p> <p>Public Service Announcement</p>

Task	SOL Correlations
	Publication Design Sales Presentation Social Media Campaign Website Design 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. Word Processing
Apply concepts of security, integrity, courtesy, and confidentiality related to information and communication systems and intellectual property.	English: 10.5, 11.5, 12.5  History and Social Science: GOVT.1, GOVT.16  Common Career Technical Core: BM2 Describe laws, rules and regulations as they apply to effective business operations. IT4 Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.  FBLA Competitive Events and Activities Areas: 3D Animation American Enterprise Project Business Communication Business Ethics Business Financial Plan Business Law Business Plan Coding and Programming Community Service Project Computer Applications Computer Game & Simulation Programming

Task	SOL Correlations
	<p>Cyber Security  Digital Video Production  E-Business  Emerging Business Issues  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.  Graphic Design  Introduction to Business Communication  Introduction to Business Presentation  Introduction to Information Technology  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Mobile Application Development  Partnership with Business Project  Public Service Announcement  Publication Design  Sales Presentation  Social Media Campaign  Website Design  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.  Word Processing</p>
<p>Investigate the design of websites for accessibility and accommodation of special needs (i.e., Americans with Disabilities Act, multilingual).</p>	<p>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  History and Social Science: GOVT.1, GOVT.9, GOVT.16, VUS.13  Common Career Technical Core: BM2  Describe laws, rules and regulations as they apply to effective business operations.  IT4</p>

Task	SOL Correlations
	<p>Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.</p> <p>FBLA Competitive Events and Activities Areas:            Business Ethics            E-Business            Emerging Business Issues            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.            Introduction to Business Procedures            Website Design            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>
<b>Preparing for Industry Certification</b>	
<p>Describe the processes and requirements for obtaining industry certifications related to the Computer Information Systems, Advanced, course.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas:            Electronic Career Portfolio            Future Business Leader            Job Interview</p>
<p>Identify testing skills/strategies for a certification examination.</p>	<p>English: 10.5, 11.5, 12.5</p> <p>FBLA Competitive Events and Activities Areas:            Electronic Career Portfolio            Future Business Leader            Job Interview</p>
<p>Demonstrate the ability to complete selected practice examinations (e.g., practice questions</p>	

Task	SOL Correlations
similar to those on certification exams).	
Complete an industry certification examination representative of skills learned in this course.	<p>English: 10.5, 11.5, 12.5</p> <p>History and Social Science: GOVT.8</p> <p>Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.</p> <p>FBLA Competitive Events and Activities Areas: Computer Applications Database Design &amp; Applications Spreadsheet Applications Word Processing</p>
<b>Developing Employability Skills</b>	
Explore domestic and global job opportunities.	<p>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</p> <p>Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.</p> <p>FBLA Competitive Events and Activities Areas Electronic Career Portfolio Future Business Leader Job Interview</p>
Update a résumé.	<p>English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</p> <p>Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.</p> <p>FBLA Competitive Events and Activities Areas Electronic Career Portfolio</p>

Task	SOL Correlations
	Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
Update representative work samples to a professional portfolio, including a résumé format suitable for online posting.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas Electronic Career Portfolio Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
Use electronic sources to research a company in preparation for a job interview.	English: 10.2, 10.8, 11.2, 11.8, 12.2, 12.8  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas Electronic Career Portfolio Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
Participate in a mock interview.	Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas Electronic Career Portfolio

Task	SOL Correlations
	Future Business Leader Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
Compose an interview follow-up communication.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas: Business Communication Computer Applications Electronic Career Portfolio Future Business Leader Introduction to Business Communication Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships Word Processing
Identify criteria for evaluating self-performance.	English: 10.5, 11.5, 12.5  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas Business Communication Computer Applications Electronic Career Portfolio Future Business Leader

Task	SOL Correlations
	Introduction to Business Communication Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships Word Processing
Prepare a letter of resignation.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas: Business Communication Computer Applications Electronic Career Portfolio Future Business Leader Introduction to Business Communication Job Interview Word Processing
Explore career and college options for lifelong learning.	English: 10.8, 11.8, 12.8  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas Business Communication Electronic Career Portfolio Future Business Leader Introduction to Business Communication Job Interview

Task	SOL Correlations
	L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships Word Processing
Investigate new and emerging technological trends in the workplace.	English: 10.8, 11.8, 12.8  History and Social Science: GOVT.1, GOVT.9  Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career. IT6 Describe trends in emerging and evolving computer technologies and their influence on IT practices.  FBLA Competitive Events and Activities Areas Business Communication Computer Applications Electronic Career Portfolio Emerging Business Issues 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. Future Business Leader Introduction to Business Communication Introduction to Information Technology Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships Word Processing
Identify potential employment barriers for nontraditional groups and ways to overcome the	English: 10.5, 11.5, 12.5

Task	SOL Correlations
barriers.	<p>History and Social Science: GOVT.1, GOVT.9, VUS.13, VUS.14, WG.17, WHI.14</p> <p>Common Career Technical Core: BM3 Explore, develop and apply strategies for ensuring a successful business career.</p> <p>FBLA Competitive Events and Activities Areas: Business Communication Computer Applications Electronic Career Portfolio Future Business Leader Introduction to Business Communication Job Interview L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships Word Processing</p>