

Standards Correlations

Office Specialist I – Preparation (6740)

Task	SOL Correlations	FBLA Correlations
Demonstrating Personal Qualities and Abilities		
Demonstrate creativity and innovation.	English: 6.1, 6.3, 6.4, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.6, 7.7, 7.9, 8.1, 8.3, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1 Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.10, 6.11, 6.12, 7.2, 7.3, 7.8, 7.9, 8.2, 8.4, 8.6, 8.7, 8.11, 8.12, 8.17, 8.18, A.9, AFDA.3, AFDA.4, AFDA.5, AFDA.6, AFDA.7, AFDA.8, AII.9, COM.1, COM.3, COM.4, COM.5, COM.8, DM.7, DM.1*, DM.10, DM.2*, DM.3*, PS.3*, PS.4*, PS.7*, PS.9*, PS.10* Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1	
Demonstrate critical thinking and problem solving.	English: 6.1, 6.3, 6.4, 6.5, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 7.9, 8.1, 8.3, 8.4, 8.5, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1 Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.10, 6.11, 7.2, 7.3, 7.8, 7.12, 7.13, 8.2, 8.4, 8.8, 8.9, 8.10, 8.11, A.8, A.9, G.1, G.13, G.14, AFDA.3, AFDA.5, AFDA.8, AII.9, AII.10, AII.11, COM.1, COM.3, COM.4, COM.5, COM.8, DM.4, DM.7, DM.1*, DM.2*, DM.3*, DM.9*, PS.9*, PS.10* Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1	
Demonstrate initiative and self-direction.	English: 6.1, 6.4, 6.6, 6.7, 6.9, 7.1, 7.4, 7.6, 7.7, 7.9, 8.1, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	

Task	SOL Correlations	FBLA Correlations
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	

Task	SOL Correlations	FBLA Correlations
	History and Social Science: CE.1, CE.4, CE.12, GOVT.1, GOVT.15, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	
Demonstrate career- and life-management skills.	English: 6.1, 6.7, 7.1, 7.7, 8.1, 8.7, 9.1, 9.6, 10.1, 10.6, 11.1, 11.6, 12.1, 12.6 History and Social Science: CE.1, CE.4, CE.12, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 8.4	
Demonstrate continuous learning and adaptability.	English: 6.1, 6.4, 6.7, 6.9, 7.1, 7.4, 7.7, 7.9, 8.1, 8.4, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.3, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Science: BIO.1, CH.1, LS.1, PH.1, PH.4, PS.1	
Manage time and resources.	English: 6.1, 6.2, 6.4, 6.7, 6.9, 7.1, 7.2, 7.4, 7.7, 7.9, 8.1, 8.2, 8.4, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.2, 11.5, 11.6, 11.8, 12.2, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 6.10, 6.11, 6.12, 7.2, 7.3, 7.8, 7.9, 7.10, 7.11, 7.12, 7.13, 8.4, 8.11, 8.12, 8.13, 8.14, 8.17, 8.18, A.4, A.5, A.8, A.9, AFDA.3, AFDA.4, AFDA.5, AFDA.6, AFDA.7, AFDA.8, COM.1, COM.3, COM.5, COM.8	
Demonstrate information-literacy skills.	English: 6.1, 6.2, 6.4, 6.6, 6.7, 6.9, 7.1, 7.2, 7.3, 7.4, 7.6, 7.7, 7.9, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 8.9, 9.2, 9.5, 9.6, 9.8, 10.2, 10.5, 10.6, 10.8, 11.2, 11.5, 11.6, 11.8, 12.2, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 6.10, 6.11, 7.8, 7.9, 8.11, 8.12, A.8, A.9, AFDA.3, AFDA.4, AFDA.6, AFDA.7, AFDA.8, DM.8, PS.1*, PS.2*, PS.3*, PS.4*, PS.7*, PS.8*, PS.9*, PS.10* Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PH.1, PS.1	
Demonstrate an understanding of information security.	English: 6.1, 6.2, 6.3, 6.4, 6.6, 6.7, 6.8, 6.9, 7.1, 7.2, 7.3, 7.4, 7.6, 7.7, 7.8, 7.9, 8.1, 8.2, 8.3, 8.4, 8.6, 8.7, 8.8, 8.9, 9.1, 9.2, 9.5, 9.6, 9.8, 10.1, 10.2, 10.5, 10.6, 10.8, 11.1, 11.2, 11.5, 11.6, 11.8, 12.1, 12.2, 12.5, 12.6, 12.8 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	

Task	SOL Correlations	FBLA Correlations
	Mathematics: COM.10	
Maintain working knowledge of current information-technology (IT) systems.	English: 6.1, 6.3, 6.4, 6.6, 6.9, 7.1, 7.3, 7.4, 7.6, 7.9, 8.1, 8.3, 8.4, 8.6, 8.9 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 7.8, COM.1, COM.2, COM.7, COM.9, COM.10, COM.11, COM.16, COM.18, PS.17 Science: BIO.1, CH.1, ES.1, PH.1	
Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.	History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 6.10, 6.11, 7.9, 8.4, A.7, A.8, A.9, AFDA.1, AFDA.3, AFDA.5, AII.4, AII.7, AII.9, COM.1, COM.7, COM.10, COM.11, COM.12, COM.16 Science: CH.1, ES.1, LS.1, PH.1, PS.1	
Apply mathematical skills to job-specific tasks.	English: 6.4, 6.6, 6.7, 7.4, 7.6, 7.7, 8.4, 8.6, 8.7, 9.5, 9.6, 10.5, 10.6, 11.5, 11.6, 12.5, 12.6 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Mathematics: 6.1, 6.2, 6.5, 6.6, 6.12, 6.13, 6.14, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.8, 7.9, 7.11, 7.12, 7.13, 8.4, 8.5, 8.6, 8.8, 8.9, 8.10, 8.11, 8.12, 8.13, 8.14, 8.15, 8.16, 8.17, 8.18, A.1, A.3, A.4, A.5, A.7, A.8, A.9, AFDA.1, AFDA.3, AFDA.5, AFDA.8, AII.3, AII.7, AII.9, AII.10, COM.1, COM.7 Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PH.1, PS.1	
Demonstrate professionalism.	English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1	
Demonstrate reading and writing skills.	English: 6.1, 6.6, 6.7, 7.1, 7.6, 7.7, 8.1, 8.6, 8.7, 9.1, 9.5, 9.6, 9.7, 10.1, 10.5, 10.6, 10.7, 11.1, 11.5, 11.6, 11.7, 12.1, 12.5, 12.6, 12.7 History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Science: 6.1, PH.1, PS.1	
Demonstrate workplace safety.	English: 6.4, 7.4, 8.4, 9.5, 10.5, 11.5, 12.5	

Task	SOL Correlations	FBLA Correlations
	History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 Science: CH.1	
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	

Task	SOL Correlations	FBLA Correlations
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 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		

Task	SOL Correlations	FBLA Correlations
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.		
Task	SOL Correlations	FBLA Correlations
Developing Keyboarding and Computer Skills		
Identify computer system components and interfaces.	Mathematics: COM.16	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Perform basic computer operations.	English: 10.5, 11.5, 12.5	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology

		Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Key information, using a touch system and correct techniques.	English: 10.5, 11.5, 12.5	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Manipulate software/operating system, using icons, touch screens, ribbons, and drop-down menus.		Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Use file and data management functions.	English: 10.5, 11.5, 12.5 Mathematics: COM.7	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures

		Spreadsheet Applications Word Processing
Improve keyboarding techniques.		Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Edit copy.	English: 10.5, 10.6, 10.7, 11.5, 11.6, 11.7, 12.5, 12.6, 12.7	American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Graphic Design Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Partnership with Business Report Publication Design Spreadsheet Applications Word Processing
Maintain workstation, equipment, materials, and supplies.	History and Social Science: GOVT.16	Computer Problem Solving Introduction to Information Technology Introduction to Business Procedures
Address envelopes.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7	Computer Applications

		Word Processing
(Optional) Format columns and tables for accessibility.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 Mathematics: COM.10, COM.11, COM.14	American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Graphic Design Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Partnership with Business Report Publication Design Spreadsheet Applications Word Processing
Format various documents from prepared, rough-draft, or student-composed materials.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 Mathematics: COM.12, COM.11	Computer Applications Word Processing
Use resources, references, templates, and tools to prepare documents.	English: 10.2, 10.7, 10.8, 11.2,11.7, 11.8, 12.2,12.7, 12.8	American Enterprise Project Report Business Financial Plan Report Business Plan Report Community Service Project Report Computer Applications Computer Problem Solving Database Design and Application Graphic Design Help Desk Introduction to Information Technology Management Information Systems

		Network Design Networking Infrastructures Partnership with Business Report Publication Design Spreadsheet Applications Word Processing
Describe ergonomic guidelines for computer use.	English: 10.2, 10.3, 10.7, 11.2, 11.3, 11.7, 12.2, 12.3, 12.7	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Troubleshoot computer problems.	English: 10.5, 11.5, 12.5	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Management Information Systems Network Design Networking Infrastructures Spreadsheet Applications Word Processing
Developing Communication and Interpersonal Skills		
Introduce oneself and others.	English: 10.1, 11.1, 12.1 History and Social Science: GOVT.16	Business Communications Future Business Leader Introduction to Business Communications Introduction to Business Presentation

		Job Interview Scholarships
Demonstrate conversation skills.	English: 10.1, 11.1, 12.1 History and Social Science: GOVT.16	Business Communications Future Business Leader Impromptu Speaking Introduction to Business Communications Introduction to Business Presentation Introduction to Public Speaking Job Interview Public Speaking Scholarships
(Optional) Develop healthy workplace relationships.	English: 10.1, 11.1, 12.1 History and Social Science: GOVT.16	Business Communications Future Business Leader Introduction to Business Communications Introduction to Business Presentation Job Interview Scholarships
Solve workplace problems.	English: 10.1, 11.1, 12.1 History and Social Science: WHIL.1; VUS.1; GOVT.1	Banking & Financial Systems Broadcast Journalism Business Ethics Business Financial Plan Business Management Business Plan Client Service Coding & Programming Data Analysis Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader Graphic Design

		Help Desk Hospitality & Event Management International Business Introduction to Business Presentation Introduction to Event Planning Introduction to Social Media Strategy Job Interview Management Information Systems Marketing Network Design Parliamentary Procedure Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Sports & Entertainment Management Website Design
Incorporate business terms in written and oral communication.	English: 10.1, 11.1, 12.1	Banking & Financial Systems Broadcast Journalism Business Ethics Business Financial Plan Business Management Business Plan Client Service Coding & Programming Data Analysis Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader

		Graphic Design Help Desk Hospitality & Event Management International Business Introduction to Business Presentation Introduction to Event Planning Introduction to Social Media Strategy Job Interview Management Information Systems Marketing Network Design Parliamentary Procedure Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Sports & Entertainment Management Website Design
Using Telecommunications		
(Optional) Demonstrate professional etiquette in digital communications.	English: 10.1, 11.1, 12.1 History and Social Science: WHIL.14; VUS.14; GOVT.16	Client Service Help Desk
Access information on the Internet.	English: 10.2, 11.2, 12.2 History and Social Science: WHIL.1; VUS.1; GOVT.1	Banking & Financial Systems Broadcast Journalism Business Ethics Business Financial Plan Business Management Business Plan Client Service Coding & Programming

		Data Analysis Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader Graphic Design Help Desk Hospitality & Event Management International Business Introduction to Business Presentation Introduction to Event Planning Introduction to Social Media Strategy Job Interview Management Information Systems Marketing Network Design Parliamentary Procedure Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Sports & Entertainment Management Website Design
(Optional) Identify new and emerging trends in telecommunications.	English: 10.1, 11, 12.1 History and Social Science: WHII.14; VUS.14; GOVT.16	Business Ethics Business Financial Plan Business Management Business Plan Client Service Coding & Programming Data Analysis

		Digital Animation Digital Video Production E-business Entrepreneurship Future Business Leader International Business Introduction to Business Presentation Introduction to Social Media Strategy Job Interview Management Information Systems Marketing Network Design Partnership with Business Public Service Announcement Publication Design Sales Presentation Social Media Strategies Website Design
Preparing for Industry Certification		
(Optional) Describe the process and requirements for obtaining industry certifications related to the Office Specialist I–Preparation course.	English: 10.8, 11.8, 12.8	Electronic Career Portfolio Future Business Leader Job Interview
(Optional) Identify testing skills and strategies for a certification examination.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 History and Social Science: WHIL.1; VUS.1; GOVT.1	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications

		Word Processing
(Optional) Complete selected practice examinations.	English: 10.1, 10.5, 11.1, 11.5, 12.1, 12.5	Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications Word Processing
(Optional) Complete an industry certification examination representative of skills learned in this course.		Computer Applications Computer Problem Solving Database Design and Application Help Desk Introduction to Information Technology Job Interview Spreadsheet Applications Word Processing
Preparing for Employment		
Explore business careers.	English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8	Electronic Career Portfolio Future Business Leader Job Interview
Prepare a résumé.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 History and Social Science: WHIL.1; VUS.1, 13; GOVT.9	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Demonstrate job interview skills.	English: 10.1, 11.1, 12.1 History and Social Science: GOVT.16	Electronic Career Portfolio Future Business Leader Job Interview Scholarships
Update a portfolio containing samples of student work.	English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 History and Social Science: WHIL.1; VUS.1	Electronic Career Portfolio Future Business Leader Job Interview

		Scholarships
Interpret typical company policies.	English: 10.5, 11.5, 12.5	Electronic Career Portfolio Future Business Leader Introduction to Business Procedures Job Interview Scholarships