**Standards Correlations**

**Computer Information Systems, Advanced (6613, 6615)**

| **Task** | **SOL Correlations** |
| --- | --- |
| **Demonstrating Personal Qualities and Abilities** | |
| Demonstrate creativity and innovation. | English: 6.1, 6.3, 6.4, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.6, 7.7, 7.9, 8.1, 8.3, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8  History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1  Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.10, 6.11, 6.12, 7.2, 7.3, 7.8, 7.9, 8.2, 8.4, 8.6, 8.7, 8.11, 8.12, 8.17, 8.18, A.9, AFDA.3, AFDA.4, AFDA.5, AFDA.6, AFDA.7, AFDA.8, AII.9, COM.1, COM.3, COM.4, COM.5, COM.8, DM.7, DM.1\*, DM.10, DM.2\*, DM.3\*, PS.3\*, PS.4\*, PS.7\*, PS.9\*, PS.10\* Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1 |
| Demonstrate critical thinking and problem solving. | English: 6.1, 6.3, 6.4, 6.5, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 7.9, 8.1, 8.3, 8.4, 8.5, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8  History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WG.4, WHI.1, WHII.1  Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.10, 6.11, 7.2, 7.3, 7.8, 7.12, 7.13, 8.2, 8.4, 8.8, 8.9, 8.10, 8.11, A.8, A.9, G.1, G.13, G.14, AFDA.3, AFDA.5, AFDA.8, AII.9, AII.10, AII.11, COM.1, COM.3, COM.4, COM.5, COM.8, DM.4, DM.7, DM.1\*, DM.2\*, DM.3\*, DM.9\*, PS.9\*, PS.10\*  Science: 6.1, BIO.1, CH.1, ES.1, LS.1, PS.1 |
| Demonstrate initiative and self-direction. | English: 6.1, 6.4, 6.6, 6.7, 6.9, 7.1, 7.4, 7.6, 7.7, 7.9, 8.1, 8.4, 8.6, 8.7, 8.9, 9.1, 9.5, 9.6, 9.8, 10.1, 10.5, 10.6, 10.8, 11.1, 11.5, 11.6, 11.8, 12.1, 12.5, 12.6, 12.8  History and Social Science: CE.1, CE.4, CE.11, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 |
| Demonstrate integrity. | English: 6.1, 7.1, 8.1, 9.1, 9.5, 10.1, 10.5, 11.1, 11.5, 12.1, 12.5  History and Social Science: CE.1, CE.3, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 |
| Demonstrate work ethic. | English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1  History and Social Science: CE.1, CE.4, CE.14, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1  Science: CH.1 |
| **Demonstrating Interpersonal Skills** | |
| Demonstrate conflict-resolution skills. | English: 6.1, 6.2, 6.4, 6.6, 6.7, 6.9, 7.1, 7.2, 7.4, 7.6, 7.7, 7.9, 8.1, 8.2, 8.4, 8.6, 8.7, 8.9, 9.1, 10.1, 11.1, 12.1  History and Social Science: CE.1, CE.4, GOVT.1, USI.1, VUS.1 |
| Demonstrate listening and speaking skills. | English: 6.1, 6.2, 6.4, 6.6, 7.1, 7.2, 7.4, 7.6, 8.1, 8.2, 8.4, 8.6, 9.1, 10.1, 11.1, 12.1  History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 |
| Demonstrate respect for diversity. | English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1  History and Social Science: CE.1, CE.3, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, USII.9, VUS.1, VUS.13, WG.1, WHI.1, WHII.1 |
| Demonstrate customer service skills. | English: 6.1, 6.4, 6.7, 7.1, 7.4, 7.7, 8.1, 8.4, 8.7, 9.1, 9.5, 9.6, 10.1, 10.5, 10.6, 11.1, 11.5, 11.6, 12.1, 12.5, 12.6  History and Social Science: CE.1, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 |
| Collaborate with team members | English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1  History and Social Science: CE.1, CE.3, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1 |
| **Demonstrating Professional Competencies** | |
| Demonstrate big-picture thinking. | English: 6.1, 6.4, 7.1, 7.4, 8.1, 8.4, 9.1, 9.5, 10.1, 10.5, 11.1, 11.5, 12.1, 12.5  History and Social Science: CE.1, CE.4, CE.12, GOVT.1, GOVT.15, USI.1, USII.1, 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  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  History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1  Science: CH.1 |
| **Examining All Aspects of an Industry** | |
| Examine aspects of planning within an  industry/organization. | History and Social Science: GOVT.16 |
| Examine aspects of management within an  industry/organization. |  |
| Examine aspects of financial responsibility  within an industry/organization. |  |
| Examine technical and production skills  required of workers within an  industry/organization. |  |
| Examine principles of technology that  underlie an industry/organization. |  |
| Examine labor issues related to an industry/organization. | History and Social Science: GOVT.16 |
| Examine community issues related to an  industry/organization. | History and Social Science: GOVT.16 |
| Examine health, safety, and environmental  issues related to an industry/organization. | History and Social Science: GOVT.16 |
| **Addressing Elements of Student Life** | |
| Identify the purposes and goals of the student organization. |  |
| Explain the benefits and responsibilities of membership in the student organization as  a student and in professional/civic organizations as an adult. |  |
| Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. |  |
| Identify Internet safety issues and procedures for complying with acceptable use standards. |  |
| **Exploring Work-Based Learning** | |
| Identify the types of work-based learning  (WBL) opportunities. |  |
| Reflect on lessons learned during the WBL experience. |  |
| Explore career opportunities related to the WBL experience. |  |
| Participate in a WBL experience, when appropriate. |  |
| **Using Advanced Word Processing Functions** | |
| Compare advanced features of a word processing program to determine the best tools to use for a given task. | English: 10.5, 11.5, 12.5  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  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  Word Processing |
| Create a professional document demonstrating established principles of design in desktop publishing. | English: 10.2, 11.2, 12.2  Mathematics: COM.11, COM.12  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 |
| Import text and graphics from other sources. | 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  Introduction to Business Communication  Local Chapter Annual Business Report (Hamden L. Forkner Award)  Partnership with Business Project  Publication Design  Spreadsheet Applications  Word Processing |
| Integrate software applications into a word processing document. | English: 10.2, 11.2, 12.2  Mathematics: COM.11, COM.12  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 |
| Create an online form with a word processing program. | English: 10.2, 10.6, 10.7, 11.2, 11.6, 11.7, 12.2, 12.6, 12.7  Mathematics: 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 |
| **Using Advanced Spreadsheet Functions** | |
| 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  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 tools. | English: 10.2, 11.2, 12.2  Mathematics: COM.1  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Spreadsheet Applications  Word Processing |
| Create complex graphs. | English: 10.2, 11.2, 12.2  History and Social Science: GOVT.1  Mathematics: COM.1  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  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  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  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 |
| **Using Advanced Database Functions** | |
| 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.  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  Word Processing |
| Generate customized reports and forms, using advanced formatting features and graphics. | English: 10.2, 11.2, 12.2  Mathematics: COM.11, COM.12  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 |
| Utilize advanced queries to access information. | English: 10.2, 11.2, 12.2  Mathematics: COM.9  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 |
| Manipulate data to and from a database. | 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  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 |
| **Enhancing Multimedia Presentations** | |
| Create a multimedia presentation with advanced features. | English: 10.8, 11.8, 12.8  History and Social Science: GOVT.1  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  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, using advanced features. | 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  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 |
| 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  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 layout, according to the principles of affective design. | English: 10.2, 11.2, 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 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 |
| 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 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 |
| Integrate software applications into a multimedia presentation. | English: 10.2, 11.2, 12.2  Mathematics: COM.12  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 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 |
| Create handouts and other visuals. | 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 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  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 |
| Edit multimedia presentations. | English: 10.7, 11.7, 12.7  Common Career Technical Core: IT1  Demonstrate effective professional communication skills and practices that enable positive customer relationships.  IT9  Describe quality assurance practices and methods employed in producing and providing quality IT products and services.  FBLA Competitive Events and Activities Areas:  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  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 |
| **Producing Desktop Published Documents for Print and Electronic Distribution** | |
| Create documents and graphics for use in advanced desktop publishing products. | English: 10.6, 10.7, 10.8, 11.6, 11.7, 11.8, 12.6, 12.7, 12.8  Mathematics: 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  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  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 |
| Determine appropriate desktop publishing products based upon the purpose of the publication, intended audience, output format, and time and cost constraints. | English: 10.5, 11.5, 12.5  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:  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  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 the principles of design, layout, and typography. | 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  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 |
| Design a layout for ease of readability and attractiveness. | English: 10.1, 11.1, 12.1  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 & 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 |
| 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  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 templates or master pages. | 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  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  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 |
| Demonstrate the use of keyboard shortcuts. | 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  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 |
| Incorporate original/imported text, graphics, tables, charts, and audio/visual elements from a variety of sources. | 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 & 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 |
| Convert a document to an alternate format. | 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  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 |
| **Designing and Producing Web Pages** | |
| 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  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. |
| Manipulate information for a website. | 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:  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. |
| Compare the features and functions associated with the Internet, intranets, and extranets. | English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  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. |
| Create a website, applying design features. | 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  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  Mathematics: COM.2, COM.10, COM.11, COM.12  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. |
| Create hypertext links to other pages or sites. | 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  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 |
| Test a website for functionality. | English: 10.7, 11.7, 12.7  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  Common Career Technical Core: IT9  Describe quality assurance practices and methods employed in producing and providing quality IT products and services.  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. |
| Critique a website, according to accepted web design principles. | English: 10.5, 11.5, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  Common Career Technical Core: IT9  Describe quality assurance practices and methods employed in producing and providing quality IT products and services.  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. |
| Develop a plan for maintaining a website. | English: 10.5, 11.5, 12.5  History and Social Science: GOVT.12, VUS.12, WG.17  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. |
| Describe methods of publicizing and promoting a new website. | English: 10.1, 10.5, 11.1, 11.5, 12.1, 12.5  History and Social Science: GOVT.12, VUS.14, WG.17, WHII.14  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. |
| **Maintaining, Managing, and Troubleshooting Systems** | |
| Evaluate workstations, equipment, software, and supplies for design, layout, and purchase. | Common Career Technical Core: IT11  Demonstrate knowledge of the hardware components associated with information systems.  IT12  Compare key functions and applications of software and determine maintenance strategies for computer systems.  Economics and Personal Finance Standards of Learning  EPF.10  The student will develop consumer skills by  a. examining basic economic concepts and their relation to product prices and consumer spending;  b. examining the effect of supply and demand on wages and prices;  c. describing the steps in making a purchase decision, including the roles of marginal benefit and marginal cost;  d. determining the consequences of conspicuous consumption;  e. describing common types of contracts and the implications of each;  f. demonstrating comparison-shopping skills;  g. maintaining a filing system for personal financial records;  h. examining the impact of advertising and marketing on consumer demand and decision making in the global marketplace;  i. accessing reliable financial information from a variety of sources;  j. explaining consumer rights, responsibilities, remedies, and the importance of consumer vigilance; and  k. examining precautions for protecting identity and other personal information. |
| Maintain workstations, equipment, software, and supplies. | English: 10.2, 11.2, 12.2  Common Career Technical Core: IT-SUP2  Manage operating systems and software applications, including maintenance of upgrades, patches and service packs.  IT11  Demonstrate knowledge of the hardware components associated with information systems.  IT12  Compare key functions and applications of software and determine maintenance strategies for computer systems.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Introduction to Business Procedures  Spreadsheet Applications  Word Processing |
| Analyze software problems to obtain assistance through electronic documentation. | English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5  Career Technical Core: IT-SUP3  Apply appropriate troubleshooting techniques in resolving computer hardware, software, and configuration problems.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Introduction to Business Procedures  Spreadsheet Applications  Word Processing |
| Troubleshoot hardware problems. | English: 10.5, 11.5, 12.5  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.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Introduction to Business Procedures  Network Design  Spreadsheet Applications  Word Processing |
| Explore tools to manage the operating system. | English: 10.2, 11.2, 12.2  Common Career Technical Core: IT-SUP7  Employ system installation and maintenance skills to setup and maintain an information system.  IT12  Compare key functions and applications of software and determine maintenance strategies for computer systems.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Introduction to Business Procedures  Spreadsheet Applications  Word Processing |
| Explain how to install software and customize defaults. | English: 10.5, 11.5, 12.5  Common Career Technical Core: IT-SUP7  Employ system installation and maintenance skills to setup and maintain an information system.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Introduction to Business Procedures  Networking Concepts  Spreadsheet Applications  Word Processing |
| Back up programs and data files. | English: 10.2, 11.2, 12.2  Common Career Technical Core: IT7  Perform standard computer backup and restore procedures to protect IT information.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  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  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 |
| **Executing Networking Activities** | |
| 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  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 |
| Explain the steps to download software/files to a specific workstation. | English: 10.5, 11.5, 12.5  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Introduction to Business Procedures  Network Design  Networking Concepts  Spreadsheet Applications  Word Processing |
| Identify basic network protocols. | 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 |
| Explain the importance of network security. | English: 10.5, 11.5, 12.5  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  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 |
| **Implementing Programming Activities** | |
| 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  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  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  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  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 |
| Implement tables. | English: 10.2, 11.2, 12.2  Mathematics: COM.10, COM.12  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 |
| Code an application program using a sort routine. | Mathematics: COM.9  FBLA Competitive Events and Activities Areas:  Business Ethics  Coding and Programming  Computer Applications  Computer Game & Simulation Programming  Database Design & Applications  Mobile Application Development  Spreadsheet Applications  Word Processing |
| Code an application program to display graphics. | English: 10.2, 10.5, 11.2, 11.5, 12.2, 12.5  Mathematics: COM.10, COM.12  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 |
| 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 |
| **Exploring Legal and Ethical Issues** | |
| 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  American Enterprise Project  Business Communication  Business Financial Plan  Business Law  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  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 |
| Analyze situations where scanned/digitized audiovisual elements, documents, and electronic graphs may be used legally but are ethically questionable. | English: 10.5, 11.5, 12.5  History and Social Science: GOVT.1, GOVT.9  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  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 |
| Comply with policies regarding acceptable use of technology. | English: 10.5, 11.5, 12.5  History and Social Science: GOVT.1, GOVT.9  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  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 |
| Investigate computer crime and privacy issues related to Internet technology. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  History and Social Science: GOVT.1, GOVT.9, GOVT.15, VUS.13, VUS.14, WG.17, WHII.14  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  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  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 |
| 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  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 |
| Investigate the design of websites for accessibility and accommodation of special needs (i.e., Americans with Disabilities Act, multilingual). | 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  Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.  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. |
| **Preparing for Industry Certification** | |
| Describe the processes and requirements for obtaining industry certifications related to the Computer Information Systems, Advanced, course. | English: 10.5, 11.5, 12.5  FBLA Competitive Events and Activities Areas:  Electronic Career Portfolio  Future Business Leader  Job Interview |
| Identify testing skills/strategies for a certification examination. | English: 10.5, 11.5, 12.5  FBLA Competitive Events and Activities Areas:  Electronic Career Portfolio  Future Business Leader  Job Interview |
| Demonstrate the ability to complete selected practice examinations (e.g., practice questions similar to those on certification exams). |  |
| Complete an industry certification examination representative of skills learned in this course. | English: 10.5, 11.5, 12.5  History and Social Science: GOVT.8  Common Career Technical Core: BM3  Explore, develop and apply strategies for ensuring a successful business career.  FBLA Competitive Events and Activities Areas:  Computer Applications  Database Design & Applications  Spreadsheet Applications  Word Processing |
| **Developing Employability Skills** | |
| Explore domestic and global job opportunities. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 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 |
| Update a résumé. | 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 |
| 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  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  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  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 barriers. | English: 10.5, 11.5, 12.5  History and Social Science: GOVT.1, GOVT.9, VUS.13, VUS.14, WG.17, WHI.14  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 |