Standards Correlations

Information Technology Fundamentals (6670)

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
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*			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	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,			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	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	English: 6.1, 6.2, 6.4, 6.6, 7.1, 7.2,			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
speaking skills.	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				

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
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,			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	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,			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	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,			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	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,			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	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	History and Social Science:			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
within an industry/organization.	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			

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
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				

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
during the WBL experience.				
Explore career opportunities related to the WBL experience.				
Participate in a WBL experience, when appropriate.				
Mastering Digital Technology Basics				
Investigate the history and emerging advances of digital technology.	English: 9.5, 9.8, 10.5, 10.8 History and Social Science: GOVT.9, GOVT.15, VUS.13, VUS.14, WHII.14	Business Communication Business Ethics Business Skills and Knowledge Emerging Business Issues Entrepreneurship Global Business Introduction to Business Introduction to Business Communication Introduction to Information Technology	**Information Technology:** Analyze how human ingenuity and technology satisfy specific human needs. Describe current and emerging hardware; configure, install, and upgrade hardware; diagnose problems; and repair hardware. Evalute the cause and effect of technological solutions on society. Identify examples of emerging hardware technologies.	[2.002] Microsoft Digital Literacy: First Course—Lesson 1 Welcome to the World of Computers

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Management Decision Making Management Information Systems Networking Concepts		
Describe the effect of digital technology on business and society.	English: 9.5, 9.8 History and Social Science: GOVT.9, GOVT.15, VUS.13, VUS.14, WHII.14	Business Communication Business Ethics Business Skills and Knowledge Emerging Business Issues Entrepreneurship Global Business Introduction to Business Introduction to Business Communication Introduction to Information Technology Management Decision Making	**Information Technology:** Analyze and compare society's influence on information technology and information technology's influence on society. Analyze how developments in information technology affect the supply/demand characteristics of the job market. Assess how information technology changes the manner in which training is offered and implemented. Assess the impact of information technology in a global society. Describe how information technology affects worker-management relationships.	[2.002] Microsoft Digital Literacy: First Course—Lesson 1 Welcome to the World of Computers

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Management Information Systems Networking Concepts	Describe how information technology changes social mores, including approaches toward work, family, school, and other cultures. Describe how information technology creates greater interdependence among workers, organizations, and nations. Describe the impact of technology on the knowledge and skills needed for success in the workplace. Explain how information technology has contributed to worker productivity and teamwork. Identify the impact of information technologies on the environment and society—both positive and negative (e.g., alternative fuel, disposal of information technology resources, GPS, electronic voting	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			machines).

Identify uses of information technology in the home, school, workplace, and global society.

Illustrate how information technology changes organization structures. | |
| Describe software associated with information systems. | English: 9.5, 10.5 | Business Communication

Business Ethics

Business Skills and Knowledge

Computer Applications

Database Design & Applications

Emerging Business Issues

Entrepreneurship

Global Business

Introduction to Business

Introduction to Business | **Information Technology:** Compare and contrast productivity software features from different providers.

Demonstrate the transferability of skills between productivity software applications.

Evaluate the effectiveness of software to solve specific problems.

Explore emerging productivity software.

Identify productivity software appropriate for specific tasks. | [2.016] Microsoft Digital Literacy: Productivity Programs Productivity Programs–Entire Course |

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Communication Introduction to Information Technology Management Decision Making Management Information Systems Network Design Networking Concepts Spreadsheet Applications Word Processing	Identify, evaluate, and select software specific to an organizational function and/or industry. Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.	
Explore binary concepts and their operations in the digital technology world.	English: 9.3, 9.5, 9.8, 10.3, 10.5, 10.8 History and Social Science: WHII.14	Business Skills and Knowledge Computer Applications Cyber Security Database Design & Applications Emerging Business Issues Entrepreneurship	**Information Technology:** Analyze how developments in information technology affect the supply/demand characteristics of the job market. Describe the impact of technology on the knowledge and skills needed for success in the workplace. Identify and evaluate how	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Information Technology Management Decision Making Management Information Systems Network Design Networking Concepts Spreadsheet Applications Word Processing	information technology developments changes the way humans do their work. Use mathematical and/or statistical methods to manipulate data into useful information.	
Describe the evolution of the Internet and how it works.	English: 9.3, 9.5, 10.3, 10.5 History and Social Science: GOVT.9, GOVT.15, VUS.13, VUS.14, WHII.14	Business Communication Business Ethics Business Law Business Skills and Knowledge Computer Applications Cyber Security Database Design & Applications	**Information Technology:** Analyze and compare society's influence on information technology and information technology's influence on society. Analyze how developments in information technology affect the supply/demand characteristics of the job market. Analyze how human ingenuity and technology satisfy specific human needs.	[2.013] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 2 The World Wide Web Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		E-Business Emerging Business Issues Entrepreneurship Future Business Leader Global Business Introduction to Business Introduction to Business Communication Introduction to Information Technology Management Decision Making Management Information Systems Network Design Networking Concepts Spreadsheet Applications	Analyze the potential societal effect of widespread reliance on information technology. Assess the impact of information technology in a global society.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Website Design Word Processing		
Investigate emerging technologies as they relate to the future of the Internet.	English: 9.5, 10.8 History and Social Science: VUS.14, WHII.14	Business Communication Business Ethics Business Law Business Skills and Knowledge Cyber Security E-Business Emerging Business Issues Entrepreneurship Future Business Leader Global Business Introduction to Business Introduction to Business Communication	**Information Technology:** Describe the impact of technological change on information technology positions and the resulting need for lifelong learning and retraining. Discuss the impact of information technology on all careers. Identify positions and career paths in the field of information technology and explore careers in information technology (e.g., field trips, guest speakers, job shadowing).	[2.012] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 1 The Internet Click "View Course Topics" to see all lessons. [2.015] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 4 Other Methods of Communicating on the Internet Click on "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Information Technology Management Decision Making Management Information Systems Network Design Networking Concepts Website Design		
Investigate trends in digital technology.	English: 9.5, 9.8, 10.5, 10.8 History and Social Science: VUS.14, WHII.2, WHII.14	3D Animation Business Communication Business Ethics Business Law Business Skills and Knowledge Cyber Security E-Business Emerging Business Issues	**Information Technology:** Describe education, experience, skills and personal requirements for careers in information technology. Describe the impact of technological change on information technology positions and the resulting need for lifelong learning and retraining. Discuss the impact of information technology on all careers. Identify positions and career paths	[2.012] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 1 The Internet Click "View Course Topics" to see all lessons. [2.029] Microsoft Digital Literacy: Digital Lifestyles Digital Lifestyles–Entire Course

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Entrepreneurship Future Business Leader Global Business Introduction to Business Introduction to Business Communication Introduction to Information Technology Management Decision Making Management Information Systems Network Design Networking Concepts Website Design	in the field of information technology and explore careers in information technology (e.g., field trips, guest speakers, job shadowing). Obtain software industry certification(s) needed for a chosen career path.	
Examine social, ethical, and legal issues associated with digital technology.	English: 9.5, 10.5 History and Social Science: GOVT.9, GOVT.15, VUS.13, VUS.14, WHII.14	3D Animation Business Communication Business Ethics	**Information Technology:** Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking,	[2.023] Microsoft Digital Literacy: Computer Security and Privacy Computer Security and Privacy– Entire Course

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Business Law Business Skills and Knowledge Cyber Security E-Business Emerging Business Issues Entrepreneurship Future Business Leader Global Business Introduction to Business Introduction to Business Communication Introduction to Information Technology Management Decision Making Management Information Systems	threats, phishing). Demonstrate legal and ethical behaviors when using information technologies. Describe, analyze, develop, and follow policies for managing ethical and legal issues in organizations and in a technology-based society. Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use. Evalute the cause and effect of technological solutions on society. Explain how information technologies meet human needs and affects quality of life. Explain the consequences of illegal and unethical use of information technologies (e.g., piracy; illegal downloading;	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Network Design Networking Concepts Social Media Campaign Website Design	licensing infringement; inappropriate use of software, hardware, and mobile devices). Identify the impact of information technologies on the environment and society—both positive and negative (e.g., alternative fuel, disposal of information technology resources, GPS, electronic voting machines).	
Debate an ethical issue related to using computer and Internet technology.	English: 9.1, 9.5, 10.1, 10.5 History and Social Science: VUS.14, WHII.14	Business Communication Business Ethics Business Law Business Skills and Knowledge Emerging Business Issues Entrepreneurship Future Business Leader Global Business Introduction to Business	**Information Technology:** Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking, threats, phishing). Demonstrate legal and ethical behaviors when using information technologies. Describe, analyze, develop, and follow policies for managing ethical and legal issues in organizations and in a technology-based society.	[2.028] Microsoft Digital Literacy: Computer Security and Privacy—Lesson 5 Computer Ethics

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Business Communication Introduction to Information Technology Management Decision Making Network Design Networking Concepts	Explain the consequences of illegal and unethical use of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate use of software, hardware, and mobile devices). Implement organization policies and procedures dealing with legal and ethical issues.	
Using Digital Applications				
Create documents related to real-world business situations.	English: 9.6, 9.7, 10.6, 10.7	American Enterprise Project Business Financial Plan Business Plan Business Skills and Knowledge Community Service Project Computer Applications Database Design & Applications	**Information Technology:** Identify productivity software appropriate for specific tasks. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to	[2.019] Microsoft Digital Literacy: Productivity Programs—Lesson 3 Introduction to Word Processors

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Electronic Career Portfolio Local Chapter Annual Business Report (Hamden L. Forkner Award) Partnership with Business Project Spreadsheet Applications Word Processing	accomplish organizational tasks.	
Create a relational database for a real-world business situation.	English: 9.6, 9.7, 10.6, 10.7 Mathematics: COM.9	Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing	**Information Technology:** Identify productivity software appropriate for specific tasks. Use advanced features of productivity software. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to	[2.022] Microsoft Digital Literacy: Productivity Programs—Lesson 6 Introduction to Database Programs

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			accomplish organizational tasks.	
Create spreadsheets for a real-world business situation.	English: 9.6, 9.7, 10.6, 10.7 Mathematics: A.1, A.4, COM.1, COM.4	Business Skills and Knowledge Computer Applications Database Design & Applications Spreadsheet Applications Word Processing	**Information Technology:** Identify productivity software appropriate for specific tasks. Use advanced features of productivity software. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.	[2.020] Microsoft Digital Literacy: Productivity Programs—Lesson 4 Introduction to Spreadsheet Programs
Create presentations related to a real-world business situation.	English: 9.6, 9.7, 10.6, 10.7 Mathematics: COM.12	3D Animation American Enterprise Project Broadcast Journalism Business Financial Plan	**Information Technology:** Create multimedia content and prepare it for delivery (e.g., compression, resolution). Create multimedia projects collaboratively.	[2.021] Microsoft Digital Literacy: Productivity Programs—Lesson 5 Introduction to Presentation Programs

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Business Plan Business Skills and Knowledge Coding and Programming Community Service Project Computer Game & Simulation Programming Digital Video Production E-Business Electronic Career Portfolio Future Business Leader Graphic Design Introduction to Business Job Interview Local Chapter Annual Business Report (Hamden L. Forkner	Identify productivity software appropriate for specific tasks. Prepare projects that include a variety of media (e.g., images, text, video, and audio). Use multimedia software to create projects to enhance academic achievement across the curriculum. Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum. Use the collaborative features of productivity software to accomplish organizational tasks.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Award) Mobile Application Development Network Design Partnership with Business Project Public Service Announcement Publication Design Sales Presentation Social Media Campaign Website Design		
Investigating Computer Fundamentals				
Identify the parts of a computer system and the relationships among its components.	English: 9.5, 10.5 Mathematics: COM.16	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology	**Information Technology:** Compare and contrast various storage options (e.g., local, removable, remote). Connect needed peripheral devices. Describe interrelationships	[2.001] Microsoft Digital Literacy: A First Course First Course – Entire Course [2.006] Microsoft Digital Literacy: Computer Basics—Lesson 1 Introduction to Computers Click "View Course Topics" to see all lesson. [2.007] Microsoft Digital Literacy:

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Management Information Systems Network Design Networking Concepts	between hardware components and supportive software. Explain the purpose, operation, and care of hardware components. Identify components of hardware.	Computer Basics—Lesson 2 Common Computer Terminology Click "View Course Topics" to see all lessons.
Describe characteristics and functions of CPUs.	English: 9.5, 10.5	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Network Design Networking Concepts	**Information Technology:** Compare and contrast various storage options (e.g., local, removable, remote). Connect needed peripheral devices. Describe interrelationships between hardware components and supportive software. Explain the purpose, operation, and care of hardware components. Identify components of hardware. Identify hardware devices appropriate for specific tasks.	[2.008] Microsoft Digital Literacy: Computer Basics—Lesson 3 Computer Performance and Features Click "View Course Topics" to see all lessons.
Explain the functions and	English: 9.5, 10.5	Business Skills and Knowledge	**Information Technology:**	[2.008] Microsoft Digital Literacy:

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
characteristics of system expansion devices.		Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	Explain the purpose, operation, and care of hardware components. Identify components of hardware. Identify examples of emerging hardware technologies. Identify hardware devices appropriate for specific tasks.	Computer Basics—Lesson 3 Computer Performance and Features Click "View Course Topics" to see all lessons.
Demonstrate the use of connectivity devices and peripheral equipment.	History and Social Science: VUS.14, WHII.14	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Compare and contrast various storage options (e.g., local, removable, remote). Connect needed peripheral devices. Explain the purpose, operation, and care of hardware components. Identify components of hardware. Identify hardware devices appropriate for specific tasks.	[2.008] Microsoft Digital Literacy: Computer Basics—Lesson 3 Computer Performance and Features Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
Perform basic operations in an operating system environment.	Mathematics: COM.11	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Compare and contrast the functions, features, and limitations of different operating systems and utilities (e.g., open source, mobile, and proprietary operating systems). Describe features of operating systems that can be personalized. Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities. Install and customize operating systems and utilities. Navigate the basic operating system.	[2.009] Microsoft Digital Literacy: Computer Basics—Lesson 4 Computer Operating Systems Click "View Course Topics" to see all lessons.
Manage various file types.	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Computer Applications	**Information Technology:** Manage files and folders. Navigate the basic operating system.	[2.009] Microsoft Digital Literacy: Computer Basics—Lesson 4 Computer Operating Systems Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Database Design & Applications Introduction to Information Technology Network Design Networking Concepts Spreadsheet Applications Word Processing		
Describe the computer start-up sequence.	English: 9.5, 10.5	Business Skills and Knowledge Computer Applications Database Design & Applications Introduction to Information Technology Network Design Networking Concepts Spreadsheet Applications Word Processing	**Information Technology:** Describe emerging operating systems. Describe features of operating systems that can be personalized. Diagnose and repair installation and operational problems of operating systems and utilities.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
Compare operating systems.	English: 9.5, 10.5 Mathematics: COM.16	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Compare and contrast the functions, features, and limitations of different operating systems and utilities (e.g., open source, mobile, and proprietary operating systems). Describe various types of operating systems and utilities.	[2.009] Microsoft Digital Literacy: Computer Basics—Lesson 4 Computer Operating Systems Click "View Course Topics" to see all lessons.
Investigate needs affecting system purchases and upgrade decisions.	English: 9.5, 9.8, 10.5, 10.8	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Analyze cost benefit and life cycle of hardware. Compare and contrast the functions, features, and limitations of different operating systems and utilities (e.g., open source, mobile, and proprietary operating systems). Evaluate hardware device options to make sound consumer decisions.	[2.005] Microsoft Digital Literacy: Computer Basics Computer Basics–Entire Course Click "View Course Topics" to see all lesson. [2.007] Microsoft Digital Literacy: Computer Basics—Lesson 2 Common Computer Terminology Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			Evaluate hardware vendors, warranties, and purchasing options. Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities. Select operating systems and utilities appropriate for specific hardware, software, and tasks.	
Investigate the building stages of a computer.	English: 9.5, 9.6, 10.5, 10.6	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Describe current and emerging hardware; configure, install, and upgrade hardware; diagnose problems; and repair hardware. Identify components of hardware. Remove, upgrade, store, and install computer hardware and supportive software. Repair computer hardware and solve supportive software	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			problems. Troubleshoot advanced hardware and supportive software problems.	
Maintaining, Upgrading, and Troubleshooting Computers				
Describe the importance of system maintenance and preventive measures.	English: 9.5, 10.5	Business Skills and Knowledge Computer Applications Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts Word Processing	**Information Technology:** Adhere to privacy, safety and security policies and legislation (e.g., acceptable use policy, Web page policies, student photo policies, computer crime, fraud, abuse). Identify and select controls for personnel, facilities, data, communications systems, and applications appropriate to specific risks. Identify risks to personnel, facilities, data, communications systems, and applications. Implement configuration management routines (e.g., service releases, back ups, system imaging).	[2.023] Microsoft Digital Literacy: Computer Security and Privacy Computer Security and Privacy–Entire Course

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			Implement controls to prevent loss of integrity of data and other information resources. Implement organizational policies and procedures for security, privacy, and risk management. Implement procedures used to recover information from failures and security breaches (e.g., malware, viral infection). Repair computer hardware and solve supportive software problems.	
Install hardware in a computer system.		Business Skills and Knowledge Computer Problem Solving Management Information Systems Network Design Networking Concepts		
Install software programs.		Computer Applications	**Information Technology:**	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Information Technology Network Design Networking Concepts	Remove, upgrade, store, and install computer hardware and supportive software.	
Explain the purpose of anti-X software.	English: 9.3, 9.5, 10.3, 10.5	Business Skills and Knowledge Computer Problem Solving Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Remove, upgrade, store, and install computer hardware and supportive software. Troubleshoot advanced hardware and supportive software problems.	
Identify problems associated with computer hardware, operating systems, and application software.	English: 9.5, 10.5	Business Skills and Knowledge Computer Applications Computer Problem Solving	**Information Technology:** Adhere to privacy, safety and security policies and legislation (e.g., acceptable use policy, Web page policies, student photo policies, computer crime, fraud,	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Word Processing	abuse).	
Describe risk-mitigation techniques.	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Computer Applications Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design	**Information Technology:** Analyze security, privacy, and risk management dilemmas. Apply ergonomic techniques to information technology tasks to avoid injury. Design and implement a security plan for an information system, including communications systems. Design and implement security, privacy, and risk management policies and procedures for	[2.023] Microsoft Digital Literacy: Computer Security and Privacy Computer Security and Privacy–Entire Course

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Networking Concepts Word Processing	information technology. Develop and implement data retention and destruction schedules. Develop and implement disaster prevention and recovery policies and procedures.	
Identify security risks inherent to computer hardware and software.	English: 9.5, 10.5 Mathematics: COM.1	Business Skills and Knowledge Computer Applications Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Word Processing	**Information Technology:** Adhere to privacy, safety and security policies and legislation (e.g., acceptable use policy, Web page policies, student photo policies, computer crime, fraud, abuse). Analyze security, privacy, and risk management dilemmas. Design and implement a security plan for an information system, including communications systems. Design and implement security, privacy, and risk management policies and procedures for	[2.023] Microsoft Digital Literacy: Computer Security and Privacy Computer Security and Privacy– Entire Course

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			information technology. Develop and implement data retention and destruction schedules. Develop and implement disaster prevention and recovery policies and procedures. Identify and select controls for personnel, facilities, data, communications systems, and applications appropriate to specific risks.	
Describe security best practices for businesses.	English: 9.5, 9.8, 10.5, 10.8 History and Social Science: VUS.14, WHII.14	Business Law Business Skills and Knowledge Computer Applications Computer Problem Solving Cyber Security Introduction to Information Technology	**Information Technology:** Adhere to privacy, safety and security policies and legislation (e.g., acceptable use policy, Web page policies, student photo policies, computer crime, fraud, abuse). Analyze security, privacy, and risk management dilemmas. Apply ergonomic techniques to information technology tasks to	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Management Information Systems

Network Design

Networking Concepts

Word Processing | avoid injury.

Explain the risks and dangers of sharing personal information.

Identify risks to personnel, facilities, data, communications systems, and applications.

Implement configuration management routines (e.g., service releases, back ups, system imaging).

Implement controls to prevent loss of integrity of data and other information resources.

Implement procedures used to recover information from failures and security breaches (e.g., malware, viral infection). | |
| Describe the importance of data backup media and strategies. | English: 9.5, 10.5

Mathematics: COM.1 | Business Procedures

Business Skills and Knowledge

Computer Applications | **Information Technology:** Design and implement a security plan for an information system, including communications systems. | |

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Word Processing	Design and implement security, privacy, and risk management policies and procedures for information technology. Develop and implement data retention and destruction schedules. Implement configuration management routines (e.g., service releases, back ups, system imaging). Implement organizational policies and procedures for security, privacy, and risk management. Implement procedures used to recover information from failures and security breaches (e.g., malware, viral infection).	
Back up files.		Business Procedures Business Skills and Knowledge Computer Applications	**Information Technology:** Develop and implement data retention and destruction schedules. Develop and implement disaster	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Word Processing	prevention and recovery policies and procedures. Identify and select controls for personnel, facilities, data, communications systems, and applications appropriate to specific risks. Implement configuration management routines (e.g., service releases, back ups, system imaging). Implement controls to prevent loss of integrity of data and other information resources. Implement procedures used to recover information from failures and security breaches (e.g., malware, viral infection).	
Evaluate remote connection troubleshooting.		Business Procedures Business Skills and Knowledge Computer Applications	**Information Technology:** Troubleshoot advanced hardware and supportive software problems.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts		
Exploring Network Fundamentals				
Investigate networks and their evolution.	English: 9.5, 9.8, 10.5, 10.8 History and Social Science: VUS.14, WHII.14	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design	**Information Technology:** Describe server virtualization and its impact on organizations. Identify and use basic networking resources. Identify components and characteristics of public networks (e.g., public telephone, cable, satellite, wireless) and their functions. Identify, analyze, and evaluate	[2.007] Microsoft Digital Literacy: Computer Basics—Lesson 2 Common Computer Terminology Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Networking Concepts	emerging communications technologies for use in organizations. Recognize the impact of the convergence of telephony, data, and video communications on networks.	
Explain networking concepts and different network structures.	English: 9.5, 10.5 History and Social Science: VUS.14, WHII.14	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Compare and contrast possible technology solutions for an organization. Describe server functions, including specialized servers (e.g., Web, DHCP, DNS, mail, proxy servers), and identify hardware and software requirements, such as RAID. Describe server virtualization and its impact on organizations. Identify and use basic networking resources. Identify components and characteristics of public networks	Microsoft Imagine Academy Resources [2.007] Microsoft Digital Literacy: Computer Basics—Lesson 2 Common Computer Terminology Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			(e.g., public telephone, cable, satellite, wireless) and their functions. Identify, analyze, and evaluate emerging communications technologies for use in organizations. Recognize the impact of the convergence of telephony, data, and video communications on networks.	
Compare peer-to-peer and client–server networks.	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design	**Information Technology:** Distinguish among network environments (e.g., peer-to-peer, client-server, thin client, n-tier, Internetworks, intranets, extranets).	[2.007] Microsoft Digital Literacy: Computer Basics—Lesson 2 Common Computer Terminology Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Networking Concepts		
Describe the differences between analog and digital technologies.	English: 9.5, 10.5 Science: PH.4	Business Procedures Business Skills and Knowledge Coding and Programming Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Compare and contrast possible technology solutions for an organization. Evaluate, select, and deploy a variety of network architectures and protocols. Identify and use basic networking resources. Identify components and characteristics of public networks (e.g., public telephone, cable, satellite, wireless) and their functions. Identify, analyze, and evaluate emerging communications technologies for use in organizations.	
Exploring Internet Fundamentals				
Identify the necessary elements that are required to connect to the Internet.	English: 9.5, 10.5 History and Social Science:	Business Procedures Business Skills and Knowledge	**Communication:** Design and publish an effective web page.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	VUS.14, WHII.14	Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Website Design	**Information Technology:** Analyze web server solutions and platforms. Compare and contrast the features of web development software. Connect web servers to application servers for interoperability. Describe and use various Internet protocols. Design, develop, test, implement, update, and evaluate web solutions. Identify the information technology solutions to meet organization needs.	
Describe the concept of IP addresses and the Domain Name System (DNS).	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Computer Problem Solving	**Information Technology:** Describe and use various Internet protocols. Research and analyze hosting and domain name solutions.	[2.013] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 2 The World Wide Web Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Website Design		
Explain the delivery methods of ISPs.	English: 9.5, 10.5 History and Social Science: VUS.14, WHII.14	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Describe and use various Internet protocols.	[2.013] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 2 The World Wide Web Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Website Design		
Compare the types and features of various web browsers.	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Website Design	**Information Technology:** Analyze web server solutions and platforms. Compare and contrast the features of web development software. Install and configure web development software and plug-ins. Plan, set up, and configure a web server.	[2.013] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 2 The World Wide Web Click "View Course Topics" to see all lessons.
Explain file transfer mechanisms.	English: 9.5	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security	**Information Technology:** Publish files on local and remote systems.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Information Technology Management Information Systems Network Design Networking Concepts Website Design		
Exhibit principles of digital citizenship.	English: 9.5, 9.8, 10.5, 10.8 History and Social Science: VUS.14, WHII.14	Business Procedures Business Skills and Knowledge Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Communication:** Apply the rules of digital communication etiquette. Identify techniques to protect confidential messages that are transmitted digitally. **Information Technology:** Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking, threats, phishing). Demonstrate legal and ethical behaviors when using information	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Social Media Campaign Website Design	technologies.	
Identify criteria for conducting searches on the Internet.	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts Website Design	**Communication:** Discuss rules of safe and appropriate conduct when using the Internet and email. **Information Technology:** Analyze the effectiveness of online information resources to support collaborative tasks, research, publications, communications, and increased productivity. Gather, evaluate, use, cite, and disseminate information from technology sources. Use a wide variety of information technology resources to retrieve information. Use search procedures appropriate to type of information, nature of source, and nature of query.	[2.013] Microsoft Digital Literacy: Internet and the World Wide Web—Lesson 2 The World Wide Web Click "View Course Topics" to see all lessons.

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
Assess the effect and value of available firewalls and intrusion detection systems (IDS).	English: 9.5, 10.5	Business Procedures Business Skills and Knowledge Computer Applications Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Communication:** Discuss and identify ways to keep business data secure from theft and destruction. Discuss the risks of identity theft through blogs, websites, and other digital means. **Information Technology:** Design hardware and software network security solutions (e.g., VPN, SSL, firewall).	
Exploring Programming				
Explain the purpose and functions of computer programming.	English: 9.3, 9.5, 10.3, 10.5 Mathematics: COM.1, COM.2, COM.3, COM.7, COM.8, COM.10, COM.11, COM.13, COM.14, COM.17, COM.18	Business Procedures Business Skills and Knowledge Coding and Programming Computer Problem Solving	**Information Technology:** Develop both procedural and object-oriented programs. Differentiate between source and object code. Identify and define object-oriented	[2.017] Microsoft Digital Literacy: Productivity Programs—Lesson 1 [Introduction to Productivity Programs](#)

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	programming terminology. Identify and explain programming structures.	
Identify the types of programming languages.	English: 9.3, 9.5, 10.3, 10.5	Business Procedures Business Skills and Knowledge Coding and Programming Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Choose the appropriate language or application development tool for specific tasks. Code a program solution in more than one programming language.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
Explain the steps in a program life cycle.	English: 9.3, 9.5, 10.3, 10.5 Mathematics: COM.1, COM.2, COM.3, COM.4, COM.6, COM.17, COM.18	Business Procedures Business Skills and Knowledge Coding and Programming Computer Problem Solving Cyber Security Introduction to Information Technology Management Information Systems Network Design Networking Concepts	**Information Technology:** Design, develop, test, and implement programs.	
Design a simple program for a specific application.	English: 9.6, 9.7, 10.3, 10.5, 10.6, 10.7 Mathematics: COM.1, COM.2, COM.3, COM.4, COM.6, COM.10, COM.11, COM.17, COM.18	Business Communication Business Procedures Business Skills and Knowledge Coding and Programming Cyber Security	**Information Technology:** Apply design principles to programming tasks. Choose the appropriate language or application development tool for specific tasks. Code a program solution in more than one programming language.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Database Design & Applications Introduction to Business Communication Introduction to Information Technology Management Information Systems	Code common tasks (e.g., creating, adding, deleting, sorting, and updating records). Create a project to solve a business problem integrating mobile platforms. Design, develop, test, and implement programs. Develop both procedural and object-oriented programs.	
Create a simple computer program.	Mathematics: COM.1, COM.2, COM.3, COM.4, COM.6, COM.10, COM.11, COM.17, COM.18	Business Communication Business Procedures Business Skills and Knowledge Coding and Programming Cyber Security Database Design & Applications Introduction to Business Communication	**Information Technology:** Apply design principles to programming tasks. Choose the appropriate language or application development tool for specific tasks. Code a program solution in more than one programming language. Demonstrate the ability to code using object-oriented programming.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Information Technology Management Information Systems	Design, develop, test, and implement programs. Develop both procedural and object-oriented programs.	
Execute a simple program.	Mathematics: COM.2, COM.17, COM.18	Business Communication Business Procedures Business Skills and Knowledge Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Information Technology Management Information Systems	**Information Technology:** Test, debug, and document code.	
Document a simple program.	English: 9.6, 9.7, 10.6, 10.7	Business Communication	**Information Technology:** Test, debug, and document code.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
	Mathematics: COM.2, COM.3	Business Procedures Business Skills and Knowledge Coding and Programming Cyber Security Database Design & Applications Introduction to Business Communication Introduction to Information Technology Management Information Systems		
Exploring Web Page Design				
Investigate design elements of professionally developed websites.	English: 9.5, 10.5	Business Communication Business Procedures Business Skills and Knowledge Coding and Programming Cyber Security	**Information Technology:** Install and configure web development software and plug-ins. Test, implement, and evaluate the website. Troubleshoot advanced server and	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Database Design & Applications E-Business Introduction to Business Communication Introduction to Information Technology Management Information Systems Website Design	site dilemmas.	
Analyze the navigation of a website for ease of use.	English: 9.5, 10.5	Business Skills and Knowledge Coding and Programming Cyber Security E-Business Website Design	**Information Technology:** Design and create websites incorporating navigation and linking.	
Create a website.	English: 9.1, 9.2, 9.6, 9.7, 10.1, 10.2, 10.6, 10.7 Mathematics: COM.11, COM.12	Business Skills and Knowledge Coding and Programming	**Information Technology:** Design and create web pages incorporating various types of media (e.g., text, image, video,	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Cyber Security E-Business Website Design	and audio). Design and create websites incorporating navigation and linking.	
Investigate publishing a website.	English: 9.1, 9.2, 9.5, 10.1, 10.2, 10.5	Business Skills and Knowledge Coding and Programming Cyber Security E-Business Website Design	**Information Technology:** Publish files on local and remote systems. Troubleshoot advanced server and site dilemmas.	
Exploring Graphics and Interactive Media				
Identify hardware required for multimedia and entertainment presentations.		3D Animation American Enterprise Project Broadcast Journalism Business Financial Plan Business Plan Business Skills and Knowledge	**Information Technology:** Analyze multimedia delivery tools and their impact on business functions.	[2.021] Microsoft Digital Literacy: Productivity Programs—Lesson 5 Introduction to Presentation Programs

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Coding and Programming		
		Computer Game & Simulation Programming		
		Digital Video Production		
		E-Business		
		Electronic Career Portfolio		
		Future Business Leader		
		Graphic Design		
		Introduction to Business Presentation		
		Job Interview		
		Local Chapter Annual Business Report (Hamden L. Forkner Award)		
		Mobile Application Development		
		Partnership with Business Project		

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Public Service Announcement Publication Design Sales Presentation Social Media Campaign Sports and Entertainment Management Website Design		
Identify software programs associated with graphics and interactive media.	English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7	3D Animation American Enterprise Project Broadcast Journalism Business Financial Plan Business Plan Business Skills and Knowledge Coding and Programming Computer Game & Simulation Programming	**Information Technology:** Identify and select appropriate multimedia file formats and properties (e.g., plug-ins, codecs, compression). Select and apply multimedia software appropriate for specific tasks. Use multimedia software to create media rich projects.	[2.021] Microsoft Digital Literacy: Productivity Programs—Lesson 5 Introduction to Presentation Programs

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Digital Video Production		
		E-Business		
		Electronic Career Portfolio		
		Future Business Leader		
		Graphic Design		
		Introduction to Business Presentation		
		Job Interview		
		Local Chapter Annual Business Report (Hamden L. Forkner Award)		
		Mobile Application Development		
		Partnership with Business Project		
		Public Service Announcement		
		Publication Design		

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Sales Presentation Social Media Campaign Website Design		
Explore the components of multimedia design and their applications.	English: 9.5, 9.8, 10.5, 10.8	3D Animation American Enterprise Project Broadcast Journalism Business Financial Plan Business Plan Business Skills and Knowledge Coding and Programming Computer Game & Simulation Programming Digital Video Production E-Business Electronic Career Portfolio	**Information Technology:** Explore emerging multimedia software. Identify and select appropriate multimedia file formats and properties (e.g., plug-ins, codecs, compression). Select and apply multimedia software appropriate for specific tasks. Select and integrate multimedia software products appropriate for various computer platforms.	[2.021] Microsoft Digital Literacy: Productivity Programs—Lesson 5 Introduction to Presentation Programs

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Future Business Leader		
		Graphic Design		
		Introduction to Business Presentation		
		Job Interview		
		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		
Explore digital technology as it relates to game design and	English: 9.5, 9.8, 10.5, 10.8	3D Animation	**Information Technology:** Explore emerging multimedia	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
development.		Business Skills and Knowledge Coding and Programming Computer Game & Simulation Programming Cyber Security Digital Video Production E-Business Introduction to Information Technology Mobile Application Development Website Design	software. Select and apply multimedia software appropriate for specific tasks. Select and integrate multimedia software products appropriate for various computer platforms. Use multimedia software to create media rich projects.	
Create an interactive multimedia presentation.	English: 9.6, 9.7, 10.6, 10.7 Mathematics: COM.11, COM.12	3D Animation American Enterprise Project Broadcast Journalism Business Financial Plan Business Plan	**Information Technology:** Create multimedia content and prepare it for delivery (e.g., compression, resolution). Create multimedia projects collaboratively. Select and apply multimedia	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Business Skills and Knowledge Coding and Programming Computer Game & Simulation Programming Digital Video Production E-Business Electronic Career Portfolio Future Business Leader Graphic Design Introduction to Business Presentation Introduction to Information Technology Job Interview Local Chapter Annual Business Report (Hamden L. Forkner	software appropriate for specific tasks. Select and integrate multimedia software products appropriate for various computer platforms. Use multimedia software to create media rich projects.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Award)		
		Mobile Application Development		
		Partnership with Business Project		
		Public Service Announcement		
		Publication Design		
		Sales Presentation		
		Social Media Campaign		
		Website Design		
Preparing for Industry Certification				
Describe the process and requirements for obtaining industry certifications related to the IT Fundamentals course.	English: 9.6, 9.7, 10.6, 10.7	Business Skills and Knowledge Coding and Programming Computer Game & Simulation Programming Cyber Security Electronic Career Portfolio		

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Introduction to Information Technology Job Interview Management Information Systems Mobile Application Development		
Identify testing skills/strategies for a certification examination.	English: 9.5, 10.5	Business Skills and Knowledge Electronic Career Portfolio Job Interview		
Demonstrate ability to successfully complete selected practice examinations.	English: 9.5, 10.5	Business Skills and Knowledge Electronic Career Portfolio Job Interview		
Complete an industry certification examination representative of skills learned in this course.		Business Skills and Knowledge Computer Applications Database Design & Applications Electronic Career Portfolio Job Interview		

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Spreadsheet Applications Word Processing		
Developing Career Exploration and Employability Skills				
Complete self-assessments to help determine career development goals.	English: 9.8, 10.8	Business Skills and Knowledge Electronic Career Portfolio Introduction to Business Job Interview	**Career Development:** Assess and analyze personal talents, values, and interests as they may relate to a future career, based on the completion of standardized career interest and personality indicator assessments. Assess and analyze strengths and weaknesses relative to a variety of career options. Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development. Compare personal skills and aptitudes with various career options.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			Correlate personal characteristics with the requirements of specific jobs within career clusters. Correlate personal, physical, and mental characteristics with various career clusters.	
Investigate careers, educational requirements, and certifications in the IT career pathways.	English: 9.5, 9.8, 10.5, 10.8	Business Skills and Knowledge Electronic Career Portfolio Introduction to Business Job Interview	**Career Development:** Analyze a specific career cluster, using a variety of research tools (e.g., college career centers/counselors, professional and trade associations, career fairs, informational interviews, print media, and the Internet). Analyze important relocation issues to be considered in making career or job choices. Assess personal skills (e.g., communication and human relations skills and work ethic) as they relate to obtaining employment in another country. Describe the impact of the global economy on jobs and careers.	[2.035] Microsoft Digital Literacy: Digital Lifestyles—Lesson 6 Digital Technology and Career Opportunities

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			Use a variety of research tools (e.g., computer-assisted programs, newspapers, books, professional and trade associations, informational interviews, job shadowing, career fairs, and the Internet) in the career exploration process. Utilize career resources to develop a career information database that includes international career opportunities. **Information Technology:** Describe the impact of technological change on information technology positions and the resulting need for lifelong learning and retraining. Identify positions and career paths in the field of information technology and explore careers in information technology (e.g., field trips, guest speakers, job shadowing).	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
			Identify the benefits of industry certifications and higher education pathways for various information technology fields.	
Demonstrate project-management skills.	English: 9.5, 9.6, 9.7, 10.5, 10.6, 10.7	Business Skills and Knowledge Electronic Career Portfolio Emerging Business Issues Entrepreneurship Global Business Hospitality Introduction to Business Job Interview Management Decision Making Management Information Systems Network Design Sports and Entertainment	**Management:** Develop personal management skills to function effectively and efficiently in a business environment. Recognize and demonstrate the knowledge-management skills needed to make decisions.	

Task	SOL Correlations	FBLA Competitive Events and Activities Areas (Note: Event topics change from year to year. Refer to the current Virginia FBLA State Handbook to ensure correlations.)	NBEA Achievement Standards	Microsoft Imagine Academy Resources
		Management		
Create manual and online employment-related correspondence.	English: 9.6, 9.7, 10.6, 10.7	Business Skills and Knowledge

Electronic Career Portfolio

Introduction to Business

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships | **Career Development:** Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.

Prepare paper and electronic resumes and cover letters. | |
| Create an electronic and/or hard-copy portfolio. | English: 9.6, 9.7, 10.6, 10.7 | Business Skills and Knowledge

Electronic Career Portfolio

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships | **Career Development:** Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.

Use evolving technologies to enhance the career portfolio. | |