

**Competency Task List – Secondary Component**  
**Administrative Assistant & Secretarial Science, General CIP 52.0401**  
**High School Graduation Years 2025, 2026, 2027**

**100 Reserved**

**200 Computer and Internet**

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|--|--|----------------------------|
| 201  | Identify different types of devices and how they relate to networks (wired vs. wireless).                                |  |                            |
| 202  | Differentiate between operating systems and applications software.   |  |                            |
| 203  | Identify the functions of computer hardware, software, apps, and peripheral devices in the Information Processing Cycle. |  |                            |
| 204  | Utilize the internet and network resources.  |  |                            |
| 205  | Assess, interpret, and manipulate intranet and internet research.  |  |                            |
| 206  | Import and export data using multiple applications.  |  |                            |
| 207  | Identify various video/audio conferencing platforms and how they can be used for meetings and collaboration.             |  |                            |

**300 Document Processing Software**

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|--|--|----------------------------|
| 301  | Utilize templates to prepare documents.          |  |                            |
|      | RESERVED (302)                                   |  |                            |
| 303  | Enhance documents with graphics.                 |  |                            |
|      | RESERVED (304-305)                               |  |                            |
| 306  | Use the mail merge function to create documents. |  |                            |
|      | RESERVED (307)                                   |  |                            |
| 308  | Create, edit, and format documents.              |  |                            |

**400 Spreadsheet Software**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 401  | Create, edit, and format spreadsheets.                                    |  |                            |
|      | RESERVED (402)  |  |                            |
| 403  | Integrate worksheet applications through pasting, linking, and embedding. |  |                            |
| 404  | Create, format, and modify charts using spreadsheet software.             |  |                            |
| 405  | Create formulas and use standard functions using spreadsheet software.    |  |                            |
|      | RESERVED (406)  |  |                            |
| 407  | Manipulate multiple worksheets and workbooks.                             |  |                            |
|      | RESERVED (408)  |  |                            |
| 409  | Summarize complex data facts, including pivot-tables and look-up tables.  |  |                            |

**500 Database Software**

| Item | Task                                     | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|--|--|----------------------------|
| 501  | Enter data and update databases.         |  |                            |
| 502  | Create databases.                        |  |                            |
| 503  | Query databases.                         |  |                            |
| 504  | Develop relationships to create queries. |  |                            |
| 505  | Create reports and forms/combo boxes.    |  |                            |
|      | RESERVED (506)                           |  |                            |

**600 Presentation Software**

| Item | Task                                    | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 601  | Create, edit, and format presentations. |  |                            |
| 602  | Enhance a presentation with features.   |  |                            |
|      | RESERVED (603)                          |  |                            |

**700 Desktop Publishing Software**

| Item | Task                                    | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 701  | Create, edit, and format publications.  |  |                            |
| 702  | Enhance a publication with features.    |  |                            |
| 703  | Apply design principles to page layout. |  |                            |

**800 Communications and Collaboration**

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|--|--|----------------------------|
| 801  | Utilize electronics communications software.             |  |                            |
| 802  | Apply electronics and phone communications etiquette.    |  |                            |
| 803  | Use scheduling and contact management software.          |  |                            |
| 804  | Utilize electronic collaboration tools.                  |  |                            |
| 805  | Distinguish and utilize different types of social media. |  |                            |

**900 Office Skills**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 901  | Build keyboarding speed and accuracy.                                 |  |                            |
| 902  | Use copier, fax, and scanner features.                                |  |                            |
| 903  | File and manage records and materials.                                |  |                            |
| 904  | Process incoming and outgoing mail, including shipments.              |  |                            |
| 905  | Use interpersonal communication skills in a diverse work environment. |  |                            |
|      | RESERVED (906-907)  |  |                            |
| 908  | Plan travel arrangements and events.                                  |  |                            |
| 909  | Create and maintain a budget.   |  |                            |
| 910  | Proofread and revise text.  |  |                            |
| 911  | Use interactive presentation devices.                                 |  |                            |
| 912  | Utilize office reference manuals/materials.                           |  |                            |
| 913  | Integrate various office software.                                    |  |                            |

**1000 Office Management**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 1001 | Plan and manage office activities, e.g., agendas, minutes, meetings, and workshops.           |  |                            |
| 1002 | Describe the roles and responsibilities of an office manager within the organizational chart. |  |                            |
| 1003 | Use workplace ergonomics and follow workplace-safety practices.                               |  |                            |
| 1004 | Utilize time management skills by setting priorities and performing multiple tasks.           |  |                            |
| 1005 | Create, maintain, implement, and follow policy/procedure manual.                              |  |                            |

**1100 Business Math**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 1101 | Perform calculations using addition, subtraction, multiplication, and division. |  |                            |
| 1102 | Convert decimals, percents, and fractions to their equivalent parts.            |  |                            |
| 1103 | Maintain business checking and savings accounts.                                |  |                            |
| 1104 | Calculate discounts, markups, and sales tax.                                    |  |                            |

**1200 Accounting**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
| 1201 | Apply the accounting equation and classify accounts.                    |  |                            |
| 1202 | Analyze transactions effecting assets, liabilities, and owner's equity. |  |                            |
| 1203 | Analyze transactions into debit and credit parts.                       |  |                            |
| 1204 | Post to general ledger.   |  |                            |
| 1205 | Reconcile bank statements and establish and replenish petty cash fund.  |  |                            |
| 1206 | Prepare worksheet and adjusting entries.                                |  |                            |
| 1207 | Prepare balance sheet and income statement.                             |  |                            |
| 1208 | Record adjusting and closing entries.                                   |  |                            |
| 1209 | Prepare timesheets payroll records.                                     |  |                            |
| 1210 | Prepare payroll accounting taxes and reports.                           |  |                            |
| 1211 | Identify types of accounting software.                                  |  |                            |

**1300 Business Law and Ethics**

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|--|--|----------------------------|
|      | RESERVED (1301)  |  |                            |
| 1302 | Explain crimes often associated with business and organizations, e.g., embezzlement, extortion, computer crimes. |  |                            |
| 1303 | Identify proper use of business technology and property.   |  |                            |
| 1304 | Explain the importance of confidentiality in the workplace.  |  |                            |
| 1305 | Compare types of contracts, including related accountability.  |  |                            |
| 1306 | Identify laws/acts pertaining to business.   |  |                            |
| 1307 | Display professionalism and workplace integrity.   |  |                            |

**1400 Office Procedures and Customer Service Communications**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---|--|----------------------------|
|      | RESERVED (1401)   |  |                            |
| 1402 | Demonstrate customer service skills.  |  |                            |
|      | RESERVED (1403)   |  |                            |
| 1404 | Use face-to-face and remote communication with internal and external customers. |  |                            |
| 1405 | Develop a rapport with customers.   |  |                            |

**1500 Reserved**

<sup>1</sup> Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_