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 [1]	Secondary Course Crosswalk
201	Identify different types of devices and how they relate to networks (wired vs. wireless).		BUS1
202	Differentiate between operating systems and applications software.		BUS1
203	Identify the functions of computer hardware, software, apps, and peripheral devices in the Information Processing Cycle.		BUS1
204	Utilize the internet and network resources.		BUS1
205	Assess, interpret, and manipulate intranet and internet research.		BUS1
206	Import and export data using multiple applications.		BUS1
207	Identify various video/audio conferencing platforms and how they can be used for meetings and collaboration.		BUS1

300 Document Processing Software

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
301	Utilize templates to prepare documents.		BUS1
	RESERVED (302)		
303	Enhance documents with graphics.		BUS1
	RESERVED (304-305)		
306	Use the mail merge function to create documents.		BUS1
	RESERVED (307)		
308	Create, edit, and format documents.		BUS1

400 Spreadsheet Software

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
401	Create, edit, and format spreadsheets.		BUS2
	RESERVED (402)		
403	Integrate worksheet applications through pasting, linking, and embedding.		BUS2
404	Create, format, and modify charts using spreadsheet software.		BUS2
405	Create formulas and use standard functions using spreadsheet software.		BUS2
	RESERVED (406)		
407	Manipulate multiple worksheets and workbooks.		BUS2
	RESERVED (408)		
409	Summarize complex data facts, including pivot-tables and look-up tables.		BUS2

500 Database Software

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
501	Enter data and update databases.		BUS1

502	Create databases.		BUS1
503	Query databases.		BUS1
504	Develop relationships to create queries.		BUS1
505	Create reports and forms/combo boxes.		BUS1
	RESERVED (506)		

600 Presentation Software

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
601	Create, edit, and format presentations.		BUS2
602	Enhance a presentation with features.		BUS2
	RESERVED (603)		

700 Desktop Publishing Software

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
701	Create, edit, and format publications.		BUS1
702	Enhance a publication with features.		BUS1
703	Apply design principles to page layout.		BUS1

800 Communications and Collaboration

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
801	Utilize electronics communications software.		BUS1
802	Apply electronics and phone communications etiquette.		BUS1
803	Use scheduling and contact management software.		BUS1
804	Utilize electronic collaboration tools.		BUS1
805	Distinguish and utilize different types of social media.		BUS1

900 Office Skills

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
901	Build keyboarding speed and accuracy.		BUS1

902	Use copier, fax, and scanner features.		BUS1
903	File and manage records and materials.		BUS1
904	Process incoming and outgoing mail, including shipments.		BUS1
905	Use interpersonal communication skills in a diverse work environment.		BUS1
	RESERVED (906-907)		
908	Plan travel arrangements and events.		BUS2
909	Create and maintain a budget.		BUS2
910	Proofread and revise text.		BUS1
911	Use interactive presentation devices.		BUS2
912	Utilize office reference manuals/materials.		BUS1
913	Integrate various office software.		BUS1

1000 Office Management

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
1001	Plan and manage office activities, e.g., agendas, minutes, meetings, and workshops.		BUS2
1002	Describe the roles and responsibilities of an office manager within the organizational chart.		BUS1
1003	Use workplace ergonomics and follow workplace safety practices.		BUS1
1004	Utilize time management skills by setting priorities and performing multiple tasks.		BUS1
1005	Create, maintain, implement, and follow policy/procedure manual.		BUS2

1100 Business Math

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk

1101	Perform calculations using addition, subtraction, multiplication, and division.		BUS1
1102	Convert decimals, percents, and fractions to their equivalent parts.		BUS1
1103	Maintain business checking and savings accounts.		BUS1
1104	Calculate discounts, markups, and sales tax.		BUS1

1200 Accounting

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
1201	Apply the accounting equation and classify accounts.		BUS2
1202	Analyze transactions effecting assets, liabilities, and owner's equity.		BUS2
1203	Analyze transactions into debit and credit parts.		BUS2
1204	Post to general ledger.		BUS2
1205	Reconcile bank statements and establish and replenish petty cash fund.		BUS2
1206	Prepare worksheet and adjusting entries.		BUS2
1207	Prepare balance sheet and income statement.		BUS2
1208	Record adjusting and closing entries.		BUS2
1209	Prepare timesheets payroll records.		BUS2
1210	Prepare payroll accounting taxes and reports.		BUS2
1211	Identify types of accounting software.		BUS2

1300 Business Law and Ethics

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
	RESERVED (1301)		
1302	Explain crimes often associated with business and organizations, e.g., embezzlement, extortion, computer crimes.		BUS2
1303	Identify proper use of business technology and property.		BUS2
1304	Explain the importance of confidentiality in the workplace.		BUS2
1305	Compare types of contracts, including related accountability.		BUS2
1306	Identify laws/acts pertaining to business.		BUS2
1307	Display professionalism and workplace integrity.		BUS2

1400 Office Procedures and Customer Service Communications

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
	RESERVED (1401)		
1402	Demonstrate customer service skills.		BUS1
	RESERVED (1403)		
1404	Use face-to-face and remote communication with internal and external customers.		BUS1
1405	Develop a rapport with customers.		BUS1

1500 Reserved

[1] Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____