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).		
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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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 [1]	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

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

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____