

Unit/Standard Number	 pennsylvania DEPARTMENT OF EDUCATION	<u>High School Graduation Years 2010, 2011 and 2012</u>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	Administrative Assistant & Secretarial Science, General CIP 52.0401 Task Grid		
	Secondary Competency Task List		
100	ORIENTATION		
101	Follow school rules and policies.		
102	Follow classroom rules and regulations.		
103	Describe safety concerns in an office environment.		
200	COMPUTER AND INTERNET		
201	Identify different types of computers, the information processing cycle, and how individual computers relate to networks.		
202	Distinguish between systems and applications software.		
203	Identify the functions of computer hardware, software, and peripheral devices in the Information Processing Cycle.		
204	Utilize the Internet for credible information.		
205	Utilize the Internet and other electronic resources safely, legally, and ethically.		
206	Identify the factors that go into a decision on how to purchase or select computers and software.		
207	Assess, interpret, and manipulate Internet research.		
300	DOCUMENT PROCESSING SOFTWARE		
301	Create, edit, and format documents efficiently.		
302	Apply proofreader's marks and revise text.		
303	Enhance document with visual content.		
304	Create forms and tables for efficient data display.		
305	Generate form letters, mailing labels, and envelopes using Mail Merge.		
306	Use master documents, indexes, outlines, and table of contents.		
307	Import and Export data into other applications.		
400	SPREADSHEET SOFTWARE		
401	Create, edit, and format spreadsheets efficiently.		
402	Demonstrate advanced features to make enhanced user-friendly spreadsheets.		
403	Define and demonstrate the integration of worksheet applications through pasting, linking, and embedding.		
404	Create, format, and modify charts.		
405	Create spreadsheets using data validation, range names, specific functions, worksheet protection, and look-up tables.		

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406	Manipulate multiple worksheets and workbooks.	
407	Summarizing data for analysis.	
500	DATABASES	
501	Enter and update databases.	
502	Create databases.	
503	Query databases.	
504	Maintain databases.	
505	Create reports, forms and combo boxes.	
506	Import and Export data into other applications.	
600	PRESENTATIONS	
601	Create, edit, and format presentations efficiently.	
602	Enhance a Presentation with advanced features.	
603	Deliver a Presentation.	
700	DESKTOP PUBLISHING	
701	Create, edit, and format publications efficiently.	
702	Enhance a publication with advanced features.	
800	COMMUNICATIONS SOFTWARE	
801	Utilize electronic communications software.	
802	Apply proper electronics communications etiquette.	
803	Use scheduling and contact management software.	
900	OFFICE SKILLS	
901	Build keyboarding speed and accuracy.	
902	Use copier, fax and scanner systems.	
903	Use proper telephone procedures.	
904	File and manage records and materials.	
905	Process business documents.	

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906	Process incoming and outgoing mail.	
907	Identify, proofread, and correct all errors.	
908	Demonstrate proper interpersonal communication skills.	
909	Package and ship materials and verify and receive shipments.	
910	Develop time management skills.	
911	Compile data and compose document.	
912	Assist with travel arrangements and event planning.	
1000	OFFICE MANAGEMENT	
1001	Plan and manage office activities.	
1002	Describe the roles and responsibilities of an office manager.	
1003	Demonstrate proper workplace ergonomics.	
1004	Set priorities and perform multiple tasks.	
1005	Recognize the issues involved in meeting the needs of a diverse, international, and global workforce.	
1100	BUSINESS MATH	
1101	Perform basic calculations including addition, subtraction, multiplication and division.	
1102	Convert decimals to percentages and percentages to decimals.	
1103	Properly write a check and check stub.	
1200	ACCOUNTING	
1201	Understand the accounting equation and classify accounts.	
1202	Analyze transactions affecting 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 payroll records.	
1210	Prepare payroll accounting taxes and reports.	
1211	Create a budget.	