Pennsylvania
DEPARTMENT OF EDUCATION

Administrative Assistant and Secretarial Science, General, Classification of Instructional Program (CIP) 52.0401
Units of Instruction and Task Grid Linked to Pennsylvania Core Standards

Secondary Competency Task List with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.0
100. ORIENTATION.				
101. Follow school rules and policies. 102. Follow classroom rules and regulations. 103. Describe safety concerns in an office environment.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	

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	geographic area.	relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS GRADES 9-10 Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS GRADES 11-12 Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING**	**Standard CC.3.6.9-10.E Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH GRADES 9-10-11-12 Standard CC.3.6.9-10.F Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H. Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	

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		GRADES 9-10-11-12 **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.		
200. COMPUTER AND INTERNET.				
201. Identify different types of computers, and how individual computers relate to networks. 202. Differentiate between operating systems and applications software. 203. Identify the functions of computer hardware, software, and peripheral devices in the Information Processing Cycle. 204. Utilize the Internet and network resources safely, legally, and ethically. 205. Assess, interpret, and manipulate Internet research.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** 1-2-3-4-5-6-7-8 **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation,	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most	

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300. DOCUMENT PROCESSING SOFTWARE.				
301. Utilize templates to prepare business documents (e.g. invoices, fax cover sheets, time sheets). 302. Create, edit, and format business correspondences and technical documents efficiently (e.g. letters, memos, agendas, minutes, press release reports, and itineraries). 303. Enhance documents with graphics. 304. Create and format tables. 305. Create and format forms. 306. Generate form letters, mailing labels, and envelopes using mail merge. 307. Import and export data into other applications.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core**	**KEY IDEAS/DETAILS GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new	

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400. SPREADSHEET SOFTWARE.				
401. Create, edit, and format spreadsheets. 402. Enhance spreadsheets with graphics. 403. Define and demonstrate the integration of worksheet applications through pasting, linking, and embedding. 404. Create, format, and modify charts. 405. Create formulas and use standard functions. 406. Create spreadsheets using range names, worksheet protection, and look up tables. 407. Manipulate multiple worksheets and workbooks. 408. Import and export data into other applications.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** 1-2-3-4-5-6-7-8 **NOTE: Please refer to the**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc.	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by	

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500. DATABASES.				
501. Enter data and update databases. 502. Create databases. 503. Query databases. 504. Understand and develop relationships to create queries. 505. Create reports, forms and combo boxes. 506. Import and export data into other applications.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** A. **Administrative Support Career Pathway** (Choose Standards) 1-2-3 B. **Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 C. **General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B Determine the central ideas or conclusions of a text; etc. Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D Standard CC.3.6.11-12.D** Develop and strengthen	

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600. PRESENTATIONS.				
601. Create, edit, and format presentations. 602. Enhance a presentation with advanced features. 603.Deliver a well-planned professional business presentation.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E**	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D**	

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	1-2-3-4-5-6-7-8 **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data,	**Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &**	

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		analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	**Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
700. DESKTOP PUBLISHING.				
701. Enhance a publication with advanced features. 702. Understand design principles related to page layout.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** A. **Administrative Support Career Pathway** (Choose Standards) 1-2-3 B. **Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 C. **General Management Career Pathway** **1-2-3-4-5-6-7-8**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D**	

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	NOTE: **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H**	**Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12**	

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		Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	**Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
800. COMMUNICATIONS SOFTWARE.				
801. Utilize electronics communications software. 802. Apply proper electronics communications etiquette. 803. Use scheduling and contact management software.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** A. **Administrative Support Career Pathway** (Choose Standards) 1-2-3 B. **Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 C. **General Management Career**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12** **Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent	

Secondary Competency Task List with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.0
	Pathway **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a	writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research.	

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		problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	**RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
900. OFFICE SKILLS.				
901. Build keyboarding speed and accuracy. 902. Use copier, fax, projectors and scanners. 903. File and manage records and materials. 904. Process incoming and outgoing mail. 905. Demonstrate proper interpersonal communication skills in a diverse work environment. 906. Package and ship materials and verify and receive shipments. 907. Compile data and compose documents. 909. Create and maintain a budget. 910. Apply proofreader's marks and revise text utilizing correct grammar, punctuation and spelling in all business communications.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards)	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12**	

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	1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G**	**Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from	

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		Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
1000. OFFICE MANAGEMENT.				
1001. Plan and manage office activities (e.g. meetings, workshops, travel arrangements). 1002. Describe the roles and responsibilities of an office manager. 1003. Demonstrate proper workplace ergonomics. 1004. Develop time management skills by settling priorities and perform multiple tasks.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** A. **Administrative Support Career Pathway** (Choose Standards) 1-2-3 B. **Business Information Management Career**	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE GRADES 9-10-11-12**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF**	

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	Pathway (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12**	**WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing ... …appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.**	

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1100. BUSINESS MATH.				
1101. Perform calculations using addition, subtraction, multiplication and division. 1102. Convert decimals, per cents and fractions to their equivalent parts. 1103. Properly maintain business checking and savings accounts. 1104. Calculate discounts and sales tax.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3 **B. Business Information**	**KEY IDEAS/DETAILS GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE**	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc. **PRODUCTION &**	

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	Management Career Pathway (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS**	**DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation.	

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		GRADES 11-12 **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	**Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
1200. ACCOUNTING.				
1201. Understand 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 payroll records.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway** (Choose Standards) 1-2-3	**KEY IDEAS/DETAILS GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc.	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc.	**Standard CC.2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard CC.2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multistep problems. **Standard CC.2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on

Administrative Assistant and Secretarial Science, General, Classification of Instructional Program (CIP) 52.0401
Units of Instruction and Task Grid Linked To Pennsylvania Core Standards

Secondary Competency Task List with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.0
1210. Prepare payroll accounting taxes and reports.	**B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc.	**PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format	measurement when reporting quantities. **Standard CC.2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **Standard CC.2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard CC.2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multistep problems. **Standard CC.2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard CC.2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **Standard CC.2.4.HS.B.5** Make inferences and justify conclusions based on sample surveys, experiments, and observational studies. **Standard CC.2.2.HS.D.3** Extend the knowledge of arithmetic operations and apply to polynomials. **Standard CC.2.2.HS.D.8** Apply inverse operations to

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		INTEGRATE KNOWLEDGE & IDEAS GRADES 11-12 Standard CC.3.5.11-12. G Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING GRADES 9-10-11-12 Standard CC.3.5.9-10.J Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	for citation. **Standard CC.3.6.9-10.H. Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING GRADES 9-10-11-12 Standard CC.3.5.9-10.I & Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	solve equations or formulas for a given variable. **Standard CC.2.2.HS.D.9** Use reasoning to solve equations and justify the solution method. **Standard CC.2.1.HS.F.3** - Apply quantitative reasoning to choose and interpret units and scales in formulas, graphs and data displays.
1300. BUSINESS LAW AND ETHICS.				
1301. Learn business law and business ethics vocabulary. 1302. Explain crimes often associated with business and organizations (e.g. embezzlement, extortion, computer crimes). 1303. Identify improper use of business technology and property (e.g. computers, personal digital assistants, cell phones, telephones). 1304. Explain the importance of confidentiality in the workplace. 1305. Compare types of contracts, including related accountability.	**CLUSTER Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S) A. Administrative Support Career Pathway** (Choose Standards) 1-2-3	**KEY IDEAS/DETAILS GRADES 9-10-11-12 Standard CC.3.5.9-10. A Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C Standard CC.3.5.11-12.C** Follow precisely a complex multistep procedure, etc.	**TEXT TYPES AND PURPOSE GRADES 9-10-11-12 Standard CC.3.6.9-10.A Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B Standard CC.3.6.11-12.B** Write informative or explanatory texts, including the narration of technical processes, etc.	

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	B. Business Information Management Career Pathway (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** 1-2-3-4-5-6-7-8 **NOTE: Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	**CRAFT & STRUCTURE GRADES 9-10-11-12 Standard CC.3.5.9-10. D Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS GRADES 9-10 Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from other sources, etc.	**PRODUCTION & DISTRIBUTION OF WRITING GRADES 9-10-11-12 Standard CC.3.6.9-10.C Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH GRADES 9-10-11-12 Standard CC.3.6.9-10.F Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative print and digital sources, following a standard format	

Secondary Competency Task List with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.0
		INTEGRATE KNOWLEDGE & IDEAS **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	
1400. OFFICE PROCEDURES AND CUSTOMER SERVICE COMMUNICATIONS.				
1401. Demonstrate proper electronics and telephone communications etiquette and procedures. 1402. Describe the advantages of customer service in building a loyal customer base. 1403. Describe how data is collected to improve customer service. 1404. Demonstrate the use of effective face to face communication with customers. 1405. Identify the ways a customer service representative can develop a rapport with customers.	**CLUSTER** **Business Management and Administration** (Choose Standards) 1-2-3-4-5-6 **PATHWAY(S)** **A. Administrative Support Career Pathway**	**KEY IDEAS/DETAILS** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. A** **Standard CC.3.5.11-12 A** Cite specific textual evidence, etc. **Standard CC.3.5.9-10 B** **Standard CC.3.5.11-12. B** Determine the central ideas or conclusions of a text; etc. **Standard CC.3.5.9-10.C** **Standard CC.3.5.11-12.C**	**TEXT TYPES AND PURPOSE** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.A** **Standard CC.3.6.11-12.A** Write arguments focused on discipline specific content. **Standard CC.3.6.9-10.B** **Standard CC.3.6.11-12.B** Write informative or explanatory texts, including	

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	(Choose Standards) 1-2-3 **B. Business Information Management Career Pathway** (Choose Standards) 1-2-3-4-5 **C. General Management Career Pathway** **1-2-3-4-5-6-7-8** **NOTE:** **Please refer to the Common Career Technical Core Standards Booklet if you wish to add more Pathways for your local geographic area.**	Follow precisely a complex multistep procedure, etc. **CRAFT & STRUCTURE** **GRADES 9-10-11-12** **Standard CC.3.5.9-10. D** **Standard CC.3.5.11-12.D** Determine the meaning of symbols, key terms, and other domain specific words. **Standard CC.3.5.9-10.E** **Standard CC.3.5.11-12.E** Analyze the structure of the relationships among concepts in a text, etc. **Standard CC.3.5.9-10.F** **Standard CC.3.5.11-12.F** Analyze the author's purpose in providing an explanation, describing a procedure... Analyze the structure of the relationships among concepts in a text. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 9-10** **Standard CC.3.5.9-10.G** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart). **Standard CC.3.5.9-10. H** Assess the reasoning in a text to support the author's claim for solving a technical problem. **Standard CC.3.5.9-10. I** Compare and contrast findings presented in a text to those from	the narration of technical processes, etc. **PRODUCTION & DISTRIBUTION OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.C** **Standard CC.3.6.11-12 C** Produce clear and coherent writing, appropriate to task, purpose, and audience. **Standard CC.3.6.9-10 D** **Standard CC.3.6.11-12.D** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. **Standard CC.3.6.9-10.E** **Standard CC.3.6.11-12.E**. Use technology, including the Internet, to produce, publish, and update individual or shared writing products. **RESEARCH** **GRADES 9-10-11-12** **Standard CC.3.6.9-10.F** **Standard CC.3.6.11-12.F** Conduct short and more sustained research to answer a question or solve a problem. **Standard CC.3.6.9-10.G**. **Standard CC.3.6.11-12.G** Gather relevant information from multiple authoritative	

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		other sources, etc. **INTEGRATE KNOWLEDGE & IDEAS** **GRADES 11-12** **Standard CC.3.5.11-12. G** Integrate and evaluate multiple sources of information presented in diverse formats... to solve a problem. **Standard CC.3.5.11-12. H** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible. **Standard CC.3.5.11-12. I** Synthesize information from a range of sources into a coherent understanding. **RANGE OF READING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.J** **Standard CC.3.5.11-12.J** By the end of grades 9- 10, AND 11-12, read and comprehend technical texts independently and proficiently.	print and digital sources, following a standard format for citation. **Standard CC.3.6.9-10.H.** **Standard CC.3.6.11-12.H.** Draw evidence from informational texts to support analysis, reflection, and research. **RANGE OF WRITING** **GRADES 9-10-11-12** **Standard CC.3.5.9-10.I &** **Standard CC.3.5.11-12.I.** Write routinely over extended time frames and shorter time frames for a range of tasks, purposes and audiences...etc.	