



Job Ready Assessment Blueprint

Administrative Assisting



Test Code: 4001 / Version: 01

“Measuring What Matters”

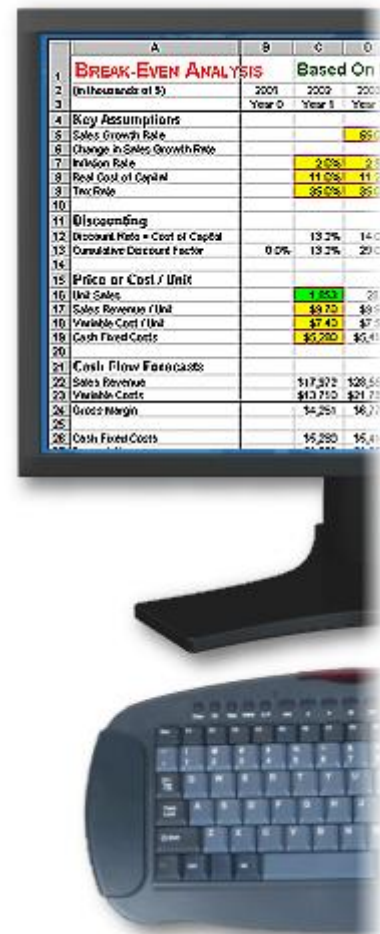
Specific Competencies and Skills Tested in this Assessment:

Computer Applications

- Exhibit understanding of basic computer terminology
- Identify basic computer operating practices (start-up, rebooting, saving)
- Demonstrate understanding of the Internet/World Wide Web for research and information
- Display familiarity with formatting techniques and practices
- Identify computer editing techniques
- Identify procedures and methods to enhance security
- Merge mailing lists and forms
- Design newsletters, announcements, and brochures
- Create, edit, and print graphics and charts
- Create, edit, and print spreadsheets
- Create, edit, and print database information
- Create, edit, and print presentation information
- Create, edit, and print letters, envelopes, reports, and memos
- Create, edit, and print simple tables and business forms
- Create, edit, and print financial documents

Working in an Office Environment

- Exhibit effective written and verbal skills (proofreading, grammar)
- Prioritize and delegate tasks in a team environment
- Demonstrate financial and ethical awareness
- Exhibit effective personal and office safety
- Establish professional networking methods



Specific Competencies and Skills continued:**Records Management**

- File by basic filing methods
- Manage electronic document files
- Devise and manage follow-up systems (retrieval, tickler)
- Follow procedures to purge or archive files
- Manage records to ensure privacy and security

Office Procedures

- Interact professionally with the public
- Utilize telephone etiquette and take accurate messages, including cell phones, pagers, and other communication devices
- Maintain appointment calendars
- Make travel arrangements/itineraries (online reservations)
- Coordinate meetings, projects, and conferences, including teleconferencing and web meetings (get material ready)
- Compose standard business correspondence
- Transcribe business documents
- Understand the use of email and instant messaging
- Use appropriate reference and training materials
- Prepare meeting agendas and minutes
- Use and maintain office equipment, including copier, fax, and scanner
- Assemble and maintain policy and procedure manuals
- Order and maintain office supply inventory
- Process incoming and outgoing mail

**Accounting and Computational Skills**

- Make change and manage petty cash
- Identify basic accounting terminology
- Use basic accounting software
- Prepare journal/ledger entries
- Prepare payroll data

Specific Competencies and Skills continued:

- Journal accounts receivable and accounts payable
- Prepare bank deposits and reconcile bank statements
- Perform math computations (interest, percents, discounts, averages, ratios)

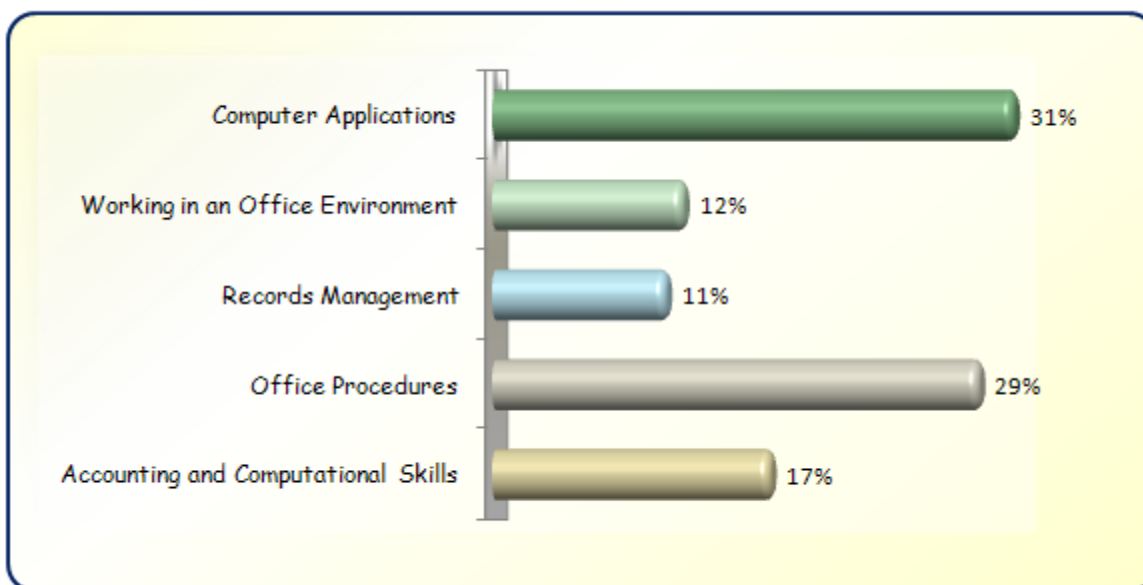


Written Assessment:

Administration Time: 3 hours

Number of Questions: 194

Areas Covered:



Sample Questions:

CPU refers to the

- A. controlled processing unit
- B. central processing unit
- C. combined processing unit
- D. central program unit

A transposition error could result from

- A. a misplaced decimal point
- B. rearranged digits in a number
- C. a journal entry posted twice
- D. a column of figures incorrectly added

When discarding a record that contains confidential information, the administrative assistant should

- A. throw the record in the office trash
- B. shred the record in its entirety
- C. strike through the information
- D. throw the record in the CEO's trash

To find a synonym, use a

- A. thesaurus
- B. security filter
- C. text editor
- D. spell-checker

What is the interest on \$1,200 at 12 percent for 90 days, figured on the basis of 360 days to the year?

- A. \$36.00
- B. \$63.00
- C. \$144.00
- D. \$1,080.00



Performance Assessment:

Administration Time: 3 hours

Number of Jobs: 5

Areas Covered:

14% Business Writing

Memo parts and placement, keyboarding skills, appearance of memo, and time to complete Job 1.

35% Document Processing

Work log priorities - signed and dated, letters - merge and signatures, appearance and accuracy, envelope preparation, budget preparation, accuracy of budget, course selections, chart selections - chart preparation and accuracy, assignments placed in order, and time to complete Job 2.

22% Preparing a Spreadsheet

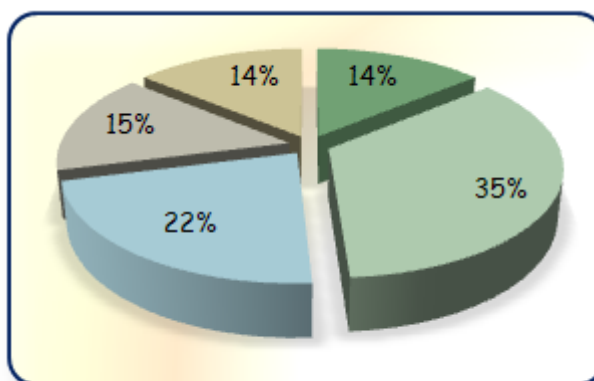
Maintain headings centered, column headings centered or justified, use of currency format, use of boldfacing, keyboarding skills, use of formulas, overall appearance of spreadsheet, and time to complete Job 3.

15% Creating a Chart

Chart - form used and format, accuracy and completeness of data, and time to complete Job 4.

14% Create a Flyer

Vertical alignment, page border, flyer and bulleted text, and time to complete Job 5.



Sample Job: Preparing a Spreadsheet

Maximum Time: 40 minutes

Participant Activity: The test participant will be given specific data and will create a spreadsheet.



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!

