

Professional Technical Studies

PATHWAY: Administration & Information Support

CLUSTER: Business, Management, & Administration

Information Processing

- Uses software commands to merge text
- Secures document notarization
- Uses commands to retrieve data and create reports from database
- Creates components to analyze spreadsheet data
- Uses appropriate software to generate information reports
- Reviews software packages to select the best choice

Management of Records & Files

- Establishes document priorities to interpret file hierarchy
- Employs computer skills to manage electronic files
- Retains, transfers, and discards files as necessary

Organizational Skills

- Lists appointments and itineraries to maintain calendars
- Sets priorities and schedules work to organize workload
- Understands basic financial laws, policies, and regulations
- Assembles materials to prepare for meetings
- Takes notes and handles materials to support a meeting
- Determines equipment, supplies, and training needed to maintain data systems

Communication Skills

- Uses writing and organizational skills to construct reports, graphs, and tables
- Uses technology to design and develop multimedia materials
- Uses description of audience and purpose to prepare written documents

Financial Skills

- Records transactions to manage cash-fund accounts
- Tallies receipts and proofs work to prepare bank deposits
- Practices good bookkeeping guidelines to reconcile bank statements
- Operates appropriate financial software to generate usable data