



**CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM
PENNSYLVANIA DEPARTMENT OF EDUCATION
SECONDARY PROGRAM PROFILE
FOR SCHOOL YEAR 2013-2014**

DATE : 8/12/2013

School Number School Name, Address and Phone

6193 Greater Altoona CTC, 1500 4th Avenue Altoona, PA 16602-3616 Phone: (814) 946-8450

CIP Code	Status	Date Submitted
52.0401 Administrative Assistant and Secretarial Science, General	Re-Approved	7/16/2009
CIP Cluster	Program Type	Date Approved
Business, Management & Administration	Program of Study	12/15/2010
Program Area	Registered Apprenticeship	Start School Year
Business Education	No	2010-2011

Program Information:

High Priority Occupations / Labor Market Data / Occupational Advisory Committee

CIP 52.0401 Administrative Assistant & Secretarial Science, General. Secretaries and administrative assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. Work settings include schools, hospitals, corporate settings, government agencies, etc. This program will provide at least two letters of support from local employers who agree that the program prepares graduates to be qualified employees and the program meets their needs, as well as the needs of the community. Median salary in the Southern Alleghenies WIB is \$27,600 with projected annual openings of 1450 across the state. The spring OAC meeting was held on April 5, 2013. OAC membership includes: Katrina Gentsch, GACTC Instructor; Dr. Donna Miller, GACTC Asst. Director; Kevin Gentsch, Owner, Evolving Technologies; Kate Kline, Executive Secretary, McLanahan Corporation; Leanne Sidney, GACTC Adult & Continuing Education Coordinator; Becky Reighard, GACTC Administrative Assistant; Karen Sybert, GACTC Instructor; Bridget Williamson, Document Coding Technician, NPC; Dawn Focht, Executive Secretary, Reliance Bank; Kathy Butler, GACTC Retention/Job Placement Specialist; Jason Miller, Financial Advisor, Miller & Associates; Ana Sotelo-Bowers, GACTC Student

Occupational Analysis Data / Student Technical Competencies:

This program offers the curriculum framework as prescribed by the program of study for the CIP code of 52.0401.

Accountability Targets:

This is a three-year program which prepares students for entry-level employment as secretaries and administrative assistants. Students will be expected to perform at the proficient level on PSSA assessments and end of program NOCTI assessments (NOCTI: Administrative Assistant Test Code 4001).

Equipment and Technology:

Classroom/lab: Computers, printers, QuickbooksPro V. 2013, Microsoft Office 2013.

Number of Prospective Students:

5

Support Services:



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Special Education students who have applied to the GACTC are selected on the same criteria as those within the Regular Education realm which is based upon good grades, acceptable attendance, and appropriate behavior. For students with special needs, the support coordinators are able to scrutinize IEPs so that appropriate program selection accentuates student strengths and career interest avenues. The support coordinators support both teachers and students throughout the school year to ensure that specially-designed instruction modifications are being used in the regular education setting to facilitate student success within their vocational education experience.

Career & Technical Student Organizations:

Students in the Administrative Office Specialist program are affiliated with DECA CTSO and have an active Chapter.

Advisory Committees

Local Advisory Committee: The Greater Altoona Career & Technology Center complies with all mandates of the state, federal, and accreditation bodies to maintain a Local Advisory Committee composed of representatives of education, industry, business, joint apprenticeship councils, labor, and management. The purpose of the committee, which has been in existence for nearly four decades, is to advise the school board and the administration concerning the general philosophy, objectives, and program needs of the school. The Local Advisory Committee of the Greater Altoona Career & Technology Center meets twice yearly.

Professional Advisory Committee: The Professional Advisory Committee, consisting of the Superintendent of Record along with superintendents of the other seven member school districts, meet on a monthly basis to work with the Executive Director on educational matters concerning the center. The committee plays an integral part in the development of the Center's Strategic Plan. All Superintendents of the participating school districts serve on this committee. The Committee is authorized to form its own structure and schedule for meetings and to prepare whatever reports on recommendations it deems necessary for review by the Joint Operating Committee. The Chief School Administrator and the Executive Director serve as ex-officio members of all committees established by the Joint Operating Committee.

Joint Operating Committee: The JOC, a 20-member body comprised of representatives from each of the eight sponsoring school districts, meets the fourth Monday of each month. For an institution governed by a Joint Operating Committee, the most obvious stakeholders are the eight sponsoring school districts. It is imperative that the director and school administration work in harmony with the Joint Operating Committee representing the eight school districts that make up the aggregated board. This institution is the only focal point where these eight school districts come to work together in the best interest of a substantial representation of their student population.

Sponsor Information:

Sponsor Number	Sponsor Name
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Student Industry Certifications:

Industry Certification	Certification Provider
Internet and Computing Core Certification (IC3)	Certiport
Microsoft Office Specialist - Microsoft Access (2000, XP, 2003, 2007, 2010)	Certiport
Microsoft Office Specialist - Microsoft Excel (2000, XP, 2003, 2007, 2010)	Certiport
Microsoft Office Specialist - Microsoft Outlook (2000, XP, 2003, 2007, 2010)	Certiport
Microsoft Office Specialist - Microsoft Powerpoint (2000, XP, 2003, 2007, 2010)	Certiport



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Industry Certification	Certification Provider
Microsoft Office Specialist - Microsoft Word (2000, XP, 2003, 2007, 2010)	Certiport

Teacher Industry Certifications:

Industry Certification	Certification Provider
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