

Criteria/Description	Credentialing/ Artifacts	Proposed Credits
<p>TECHNICAL COMPETENCY: Score Advanced on the NOCTI Administrative Assisting Written and Performance Test Written: <ul style="list-style-type: none"> • Computer Applications • Working in an Office Environment • Records Management • Office Procedures • Accounting and Computational Skills Performance: <ul style="list-style-type: none"> • Business Writing – Memo Preparation • Document Processing • Preparing a Spreadsheet • Creating a Chart • Create a Flyer </p> <p>INDUSTRY CREDENTIALS: Earn at least one of the following Industry Credentials</p> <ul style="list-style-type: none"> • OSHA • Microsoft Office Specialist (MOS)/Microsoft Office Master • Internet and Computing Core Certification (IC3) • International Computer Driver License (ICDL) 	<p>Third Party Assessment: National Occupational Competency Testing Instrument</p> <p>NOCTI Test Name: Administrative Assisting</p> <p>Students scoring advanced receive a Pennsylvania Skills Certificate from the Pennsylvania Department of Education</p> <p>Third Party Provider: CareerSafe Certiport</p> <p>Certiport International Computer Driver License-US</p>	20
<p>SCHOOL TO WORK:</p> <ul style="list-style-type: none"> • Documentation of a minimum of 200 hours of employment experience in the field. 	<p>Portfolio Verification of Employment Employee Evaluations</p>	3