

Industry Credentials, Concentration Sequences, and Career Clusters

Office Administration (6621, 6622)

Industry Credentials:

These apply only to 36-week courses.

- A*S*K Fundamental Business Concepts Assessment
- Administrative Assisting Assessment
- Administrative Services Assessment
- Cloud Essentials Certification Examination
- College and Work Readiness Assessment (CWRA+)
- Communication Skills for Business Examination
- General Management Assessment
- Human Resources Management Assessment
- IC3 Digital Literacy Certification Examination
- Microsoft 365 Fundamentals Examination
- Microsoft Certified Azure Fundamentals Examination
- Microsoft Dynamics 365 Fundamentals Examination
- Microsoft Office Specialist (MOS) Examinations
- National Career Readiness Certificate Assessment
- Workplace Readiness Skills for the Commonwealth Examination

Concentration Sequences:

*A combination of this course and those below, equivalent to two 36-week courses, is a **concentration sequence**. A **program completer** is a student who has met the requirements for a CTE concentration sequence and all other requirements for high school graduation or an approved alternative education program. Students wishing to complete a specialization may take additional courses based on their career pathways.*

- Accounting (6320/36 weeks)
- Accounting, Advanced (6321/36 weeks)
- Business Law (6131/36 weeks)
- Business Law (6132/18 weeks)
- Business Management (6135/36 weeks)
- Business Management (6136/18 weeks)
- Computer Information Systems (6612/36 weeks)
- Computer Information Systems (6614/18 weeks)
- Computer Information Systems, Advanced (6613/36 weeks)

- Computer Information Systems, Advanced (6615/18 weeks)
- Computer Network Software Operations (6650/36 weeks)
- Computer Network Software Operations, Advanced (6651/36 weeks)
- Cybersecurity Software Operations (6304/36 weeks)
- Database Design and Management (Oracle) (6660/36 weeks)
- Design, Multimedia, and Web Technologies (6630/36 weeks)
- Design, Multimedia, and Web Technologies (6632/18 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6631/36 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6633/18 weeks)
- Digital Applications (6611/36 weeks)
- Digital Applications (6617/18 weeks)
- Information Technology Fundamentals (6670/36 weeks)
- International Baccalaureate Business Management (IB6135/36 weeks)
- International Baccalaureate Information Technology in a Global Society (IB6613/36 weeks)
- Java Programming (Oracle) (6661/36 weeks)
- Legal Administration (6735/36 weeks)
- Legal Administration (6736/18 weeks)
- Medical Administration (6730/36 weeks)
- Medical Administration (6731/18 weeks)
- Office Specialist I--Preparation (6740/36 weeks)
- Office Specialist II--Preparation (6741/36 weeks)
- Office Specialist III--Preparation (6742/36 weeks)
- Principles of Business and Marketing (6116/18 weeks)
- Principles of Business and Marketing (6115/36 weeks)
- Programming (6640/36 weeks)
- Programming, Advanced (6641/36 weeks)

Career Clusters, Career Pathways, and Occupations:

- Arts, Audio/Video Technology and Communications
 - Printing Technology
 - Production, Planning, Expediting Clerk
- Business Management and Administration
 - Administrative Support
 - Administrative Assistant
 - Customer Service Representative
 - Data Entry Specialist
 - Dispatcher
 - Executive Assistant
 - Office Manager
 - Paralegal
 - Project Manager
 - Receptionist
 - Business Information Management

- Administrative Assistant
- Customer Service Representative
- Data Entry Specialist
- Desktop Publisher
- Front Office Assistant
- Legal Assistant
- Office Manager
- Project Manager
- Receptionist
- Word Processor
- General Management
 - Administrative Assistant
 - Administrative Services Manager
 - Bill and Account Collector
 - Billing Manager
 - Credit Manager
 - Facilities Manager
 - General Manager
 - Office Manager
 - Operations Manager
 - Purchasing Manager
 - Records Processing Assistant
- Human Resources Management
 - Administrative Assistant
 - Compensation and Benefits Manager
 - Compliance Officer
 - EEO Specialist
 - Human Resources Administrative Assistant
 - Human Resources Manager
 - Occupational Analyst
 - Office Manager
 - Public Relations Manager
 - Training and Development Manager
- Operations Management
 - Administrative Services Manager
 - Billing Manager
 - Chief Operating Officer
 - Customer Services Representative
 - Department Manager
 - Entrepreneur
 - Facilities Manager
 - General Manager
 - Operations Manager
 - Purchasing Manager
 - Sales Manager
 - Shipping and Receiving Clerk

- Information Technology
 - Information Support and Services
 - Administrative Assistant
 - Applications Integrator
 - Computer Support Specialist
 - Customer Service Representative
 - Data Entry Specialist
 - Database Administrator
 - Executive Assistant
 - Front Office Assistant
 - Information Systems Security Developer
 - Information Systems Security Manager
 - Paralegal
 - Receptionist
 - Records Processing Assistant
 - Technical Writer
 - Word Processor
 - Transportation, Distribution and Logistics
 - Health, Safety and Environmental Management
 - Health, Safety, and Environment Manager
 - Sales and Service
 - Billing Clerk
 - Customer Service Representative (CSR)
 - Dispatcher
 - Office Manager
 - Parts Salesperson
 - Statement Clerk