Industry Credentials, Concentration Sequences, and Career Clusters

Office Administration (6621)

Industry Credentials:

These apply only to 36-week courses

- A*S*K Fundamental Business Concepts Assessment
- Administrative Services Assessment
- Business Office Specialist Examination
- Cloud Essentials+ Certification Examination
- College and Work Readiness Assessment (CWRA+)
- Communication Skills for Business: Professional Communication Examination
- General Management Assessment
- Human Resources Management Assessment
- IC3 Digital Literacy Certification Examinations: GS6 Level 1 (Basic)
- IC3 Digital Literacy Certification Examinations: GS6 Level 2 (Intermediate)
- IC3 Digital Literacy Certification Examinations: GS6 Level 3 (Advanced)
- Microsoft Certified Fundamentals Examinations: 365 Fundamentals
- Microsoft Certified Fundamentals Examinations: Azure AI Fundamentals
- Microsoft Certified Fundamentals Examinations: Azure Data Fundamentals
- Microsoft Certified Fundamentals Examinations: Azure Fundamentals
- Microsoft Certified Fundamentals Examinations: Power Platform Fundamentals
- Microsoft Office Specialist (MOS) Examinations
- National Career Readiness Certificate Assessment
- PMI Project Management Ready Certification
- 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

- Accounting, Advanced
- Business Law (18 Weeks)
- Business Law (36 Weeks)
- Business Management (18 Weeks)
- Business Management (36 Weeks)
- Computer Information Systems (18 Weeks)
- Computer Information Systems (36 Weeks)
- Computer Information Systems, Advanced (18 Weeks)
- Computer Information Systems, Advanced (36 Weeks)
- Computer Network Software Operations
- Computer Network Software Operations, Advanced
- Cybersecurity Operations
- Database Design and Management (Oracle)
- Design, Multimedia, and Web Technologies (18 Weeks)
- Design, Multimedia, and Web Technologies (36 Weeks)
- Design, Multimedia, and Web Technologies, Advanced (18 Weeks)
- Design, Multimedia, and Web Technologies, Advanced (36 Weeks)
- Digital Applications (18 Weeks)
- Digital Applications (36 Weeks)
- Information Technology Fundamentals
- International Baccalaureate Business Management
- International Baccalaureate Information Technology in a Global Society
- Java Programming (Oracle)
- Legal Administration (18 Weeks)
- Legal Administration (36 Weeks)
- Medical Administration (18 Weeks)
- Medical Administration (36 Weeks)
- Office Specialist III-Preparation
- Office Specialist II-Preparation
- Office Specialist I-Preparation
- Principles of Business and Marketing (18 Weeks)
- Principles of Business and Marketing (36 Weeks)
- Programming
- Programming, Advanced

Career Clusters, Career Pathways, and Occupations:

- Arts, A/V Technology and Communications

- Printing Technology
    - Production, Planning, Expediting Clerk
- Business Management and Administration
    - Administrative Support
        - Administrative Assistant
        - Dispatcher
        - Executive Assistant
        - Office Manager
        - Paralegal
        - Receptionist
    - General Management
        - Administrative Services Manager
        - Facilities Manager
        - General Manager
        - Office Manager
        - Operations Manager
        - Purchasing Manager
    - Health, Safety and Environmental Management
        - Health, Safety, and Environment Manager
    - Human Resources Management
        - Administrative Assistant
        - Compliance Officer
        - EEO Specialist
        - Human Resources Manager
        - Occupational Analyst
    - Operations Management
        - Billing Manager
        - Facilities Manager
        - General Manager
        - Purchasing Manager
        - Shipping and Receiving Clerk
- Information Technology
    - Information Support and Services
        - Administrative Assistant
        - Applications Integrator
        - Computer User Support Specialist
        - Data Entry Specialist
        - Front Office Assistant

- Transportation, Distribution and Logistics
  - Sales and Service
    - Billing Clerk
    - Dispatcher
    - Office Manager
    - Parts Sales Representative
    - Statement Clerk
    - Customer Service Representative