Industry Credentials, Concentration Sequences, and Career Clusters

Medical Administration   (6730)

Industry Credentials:

These apply only to 36-week courses

- A*S*K Fundamental Business Concepts Assessment
- AAPC Medical Coding Examinations
- Administrative Services Assessment
- Banking and Related Services Assessment
- Business Financial Management Assessment
- Certified Electronic Health Records Specialist (CEHRS) Examination
- Certified Medical Administrative Assistant (CMAA) Examination (NHA)
- College and Work Readiness Assessment (CWRA+)
- Communication Skills for Business: Professional Communication Examination
- Customer Service Examination
- Electronic Health Record Certification (EHRC) Examination
- Financial and Investment Planning Assessment
- General Management Assessment
- Health Informatics Assessment
- Human Resources Management Assessment
- IC3 Digital Literacy Certification Examinations
- Medical Administrative Assistant Certification (MAAC) Examination
- Medical Coder & Biller Certification (MCBC) Examination
- Medical Coding and Billing Specialist (MCBS) Examination
- 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
- National Certified Insurance and Coding Specialists (NCICS) Examination
- Nationally Registered Certified Administrative Health Assistant (NRCAHA) Examination

- Nationally Registered Certified Coding Specialist (NCCS) Examination
- 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)
- 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)
- Health Informatics
- Information Technology Fundamentals
- International Baccalaureate Business Management
- International Baccalaureate Information Technology in a Global Society
- Introduction to Health and Medical Sciences (18 Weeks)
- Introduction to Health and Medical Sciences (36 Weeks)
- Medical Terminology (18 Weeks)
- Medical Terminology (36 Weeks)
- Office Administration (18 Weeks)
- Office 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)

Career Clusters, Career Pathways, and Occupations:

- Business Management and Administration
    - Administrative Support
        - Executive Assistant
        - Front Office Assistant
        - Medical Transcriptionist
        - Office Manager
        - Receptionist
        - Records Processing Assistant
    - Business Information Management
        - Administrative Assistant
        - Communications Equipment Operator
        - Data Entry Specialist
        - Front Office Assistant
        - Medical Transcriptionist
        - Records Processing Assistant
- Health Science
    - Support Services
        - Administrative Assistant
        - Communications Equipment Operator
        - Data Entry Specialist
        - Front Office Assistant
        - Medical Transcriptionist
        - Records Processing Assistant
- Information Technology
    - Information Support and Services
        - Administrative Assistant
        - Communications Equipment Operator
        - Data Entry Specialist
        - Front Office Assistant
        - Medical Transcriptionist
        - Records Processing Assistant