

# Industry Credentials, Concentration Sequences, and Career Clusters

## Legal Administration (6735, 6736)

### Industry Credentials:

*These apply only to 36-week courses.*

- A\*S\*K Concepts of Entrepreneurship and Management Assessment
- A\*S\*K Concepts of Finance Assessment
- A\*S\*K Fundamental Business Concepts Assessment
- Administrative Assisting Assessment
- Administrative Services Assessment
- Banking and Related Services Assessment
- Business Financial Management Assessment
- College and Work Readiness Assessment (CWRA+)
- Communication Skills for Business Examination
- Financial and Investment Planning Assessment
- 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)
- 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)
- Office Administration (6622/18 weeks)
- Office Administration (6621/36 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)

### **Career Clusters, Career Pathways, and Occupations:**

- Business Management and Administration
  - Administrative Support
    - Administrative Assistant
    - Court Reporter
    - Legal Assistant
    - Office Manager
    - Paralegal
    - Records Processing Assistant
  - Business Information Management
    - Administrative Assistant
    - Customer Service Representative
    - Executive Assistant
    - Paralegal
    - Receptionist
    - Word Processor
- Government and Public Administration
  - Foreign Service
    - Diplomatic Courier
    - Foreign Service Worker
    - Interpreter/Translator
  - Governance
    - Legislative Aide
    - Legislator
    - Lobbyist

- National Security
  - Combat Specialty Officer
  - Military Enlisted Personnel
  - Military Intelligence Specialist
  - Military Officer
  - Special Forces Personnel
- Planning
  - Actuarial Analyst
  - Economic Development Coordinator
  - Economist
  - Interviewer
  - Urban and Regional Planner
- Public Management and Administration
  - Court Clerk
  - Eligibility Specialist
  - Government Accountant/Auditor
  - Mail Carrier
  - Postal Service Clerk
  - Postmaster/Mail Superintendent
- Regulation
  - Aviation Inspector
  - Compliance Officer
  - Environmental Compliance Inspector
  - Financial Analyst
  - Financial Manager
  - Private Detective, Investigator
  - Transit Vehicle Inspector
- Revenue and Taxation
  - Compliance Officer
  - Financial Analyst
  - Financial Manager
  - Real Estate Appraiser
  - Revenue Agent
- Information Technology
  - Information Support and Services
    - Administrative Assistant
    - Customer Service Representative
    - Executive Assistant
    - Paralegal
    - Receptionist
    - Word Processor
- Law, Public Safety, Corrections and Security
  - Legal Services
    - Administrative Assistant
    - Court Reporter
    - Customer Service Representative

- Legal Assistant
- Office Manager
- Paralegal
- Receptionist
- Records Processing Assistant