

# Industry Credentials, Concentration Sequences, and Career Clusters

## Legal Administration (6735)

### 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 Services Assessment
- Banking and Related Services Assessment
- Business Financial Management Assessment
- College and Work Readiness Assessment (CWRA+)
- Communication Skills for Business: Professional Communication Examination
- Financial and Investment Planning Assessment
- General Management Assessment
- Human Resources Management Assessment
- IC3 Digital Literacy Certification Examinations
- 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)
- 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
- 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
    - 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