

# Industry Credentials, Concentration Sequences, and Career Clusters

## Office Administration (6622)

### 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