

Industry Credentials, Concentration Sequences, and Career Clusters

Office Specialist II-Preparation (6741)

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
- Business Office Specialist Examination
- College and Work Readiness Assessment (CWRA+)
- 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: Access (Expert Level)
- Microsoft Office Specialist (MOS) Examinations: Access Associate
- Microsoft Office Specialist (MOS) Examinations: Excel (Associate Level)
- Microsoft Office Specialist (MOS) Examinations: Excel (Expert Level)
- Microsoft Office Specialist (MOS) Examinations: Outlook (Associate Level)
- Microsoft Office Specialist (MOS) Examinations: PowerPoint (Associate Level)
- Microsoft Office Specialist (MOS) Examinations: Word (Associate Level)
- Microsoft Office Specialist (MOS) Examinations: Word (Expert Level)
- 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
- 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)
- 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 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 Administration (18 Weeks)
- Office Administration (36 Weeks)
- Principles of Business and Marketing (18 Weeks)
- Principles of Business and Marketing (36 Weeks)

Career Clusters, Career Pathways, and Occupations:

- Arts, A/V Technology and Communications
 - Printing Technology

- Job Printer
- Business Management and Administration
 - Administrative Support
 - Administrative Assistant
 - Computer Operator
 - Customer Service Representative
 - Information Assistant
 - Receptionist
 - Records Processing Assistant