

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