

# Industry Credentials, Concentration Sequences, and Career Clusters

## Legal Administration (6736)

### 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