Industry Credentials, Concentration Sequences, and Career Clusters Medical Administration (6730, 6731)

Industry Credentials:

These apply only to 36-week courses.

- A*S*K Fundamental Business Concepts Assessment
- AAPC Medical Coding Examinations
- Administrative Assisting Assessment
- Administrative Services Assessment
- Banking and Related Services Assessment
- Billing Coding Specialist Certification (BCSC) Examination
- Business Financial Management Assessment
- Certified Electronic Health Record Specialist (CEHRS) Examination
- Certified Medical Administrative Assistant (CMAA) Examination
- College and Work Readiness Assessment (CWRA+)
- Communication Skills for Business Examination
- Electronic Health Record Certification (EHRC) Examination
- Financial and Investment Planning Assessment
- General Management Assessment
- Health Informatics Assessment
- Human Resources Management Assessment
- IC3 Digital Literacy Certification Examination
- Medical Administration Assistant Certification (MAAC) Examination
- Medical Coding and Billing Specialist (MCBS) 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
- National Certified Insurance and Coding Specialist (NCICS) Examination
- Nationally Registered Certified Administrative Health Assistant (NRCAHA) Examination
- Nationally Registered Certified Coding Specialist (NRCCS) Examination
- 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)
- Health Informatics (8338/36 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)
- Introduction to Health and Medical Sciences (8301/18 weeks)
- Introduction to Health and Medical Sciences (8302/36 weeks)
- Medical Terminology (8383/36 weeks)
- Medical Terminology (8384/18 weeks)
- Office Administration (6621/36 weeks)
- Office Administration (6622/18 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
    - Executive Assistant
    - Front Office Assistant
    - Medical Transcriptionist
    - Office Manager
    - Receptionist
    - Records Processing Assistant

- o Business Information Management
  - ▪ Administrative Assistant
  - ▪ Communications Equipment Operator
  - ▪ Data Entry Specialist
  - ▪ Front Office Assistant
  - ▪ Medical Transcriptionist
  - ▪ Records Processing Assistant
- ● Health Science
  - o Support Services
    - ▪ Administrative Assistant
    - ▪ Communications Equipment Operator
    - ▪ Data Entry Specialist
    - ▪ Front Office Assistant
    - ▪ Medical Transcriptionist
    - ▪ Records Processing Assistant
- ● Information Technology
  - o Information Support and Services
    - ▪ Administrative Assistant
    - ▪ Communications Equipment Operator
    - ▪ Data Entry Specialist
    - ▪ Front Office Assistant
    - ▪ Medical Transcriptionist
    - ▪ Records Processing Assistant