

# Career & Technical Education

CTE

**American  
Freedom  
International**  
ACADEMY  
Advance & Achieve



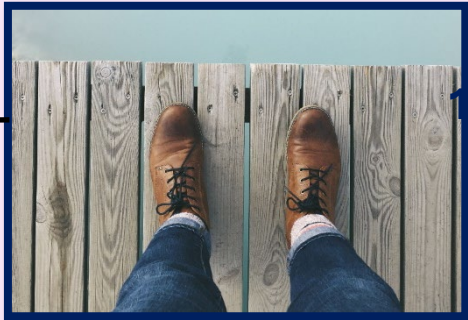
Pathway to SUCCESS!

# Career & Technical Education (CTE)

## Professional Immersion

To compete and be successful in today's global job market, students require specialized education and up-to-date skills training. Our CTE Career Ready Program puts international students on a clearly defined path to explore career options and acquire the technical knowledge and skills to work towards industry-recognized certification.

Our goal is to create life-changing opportunities for our intl. students to explore their interests and be well-prepared for their careers. We focus on providing high-quality courseware leading to certifications that offer the greatest potential for future success.



### Explore the Possibilities

We have the largest digital CTE library in North America offering over **290 courseware** in **12 career fields**, **43 career specialties**, and **72 career tracks**.



### Prepare & Study

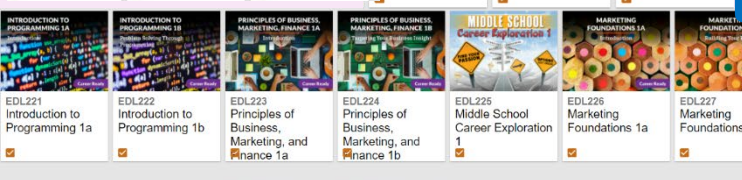
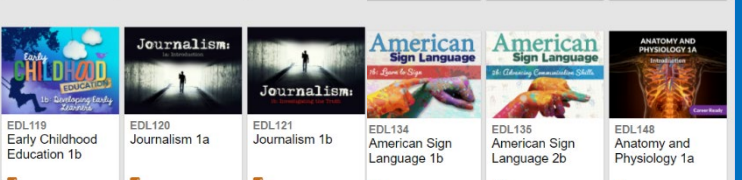
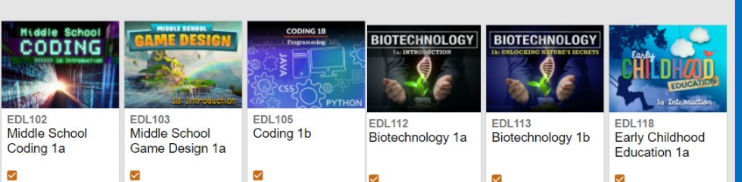
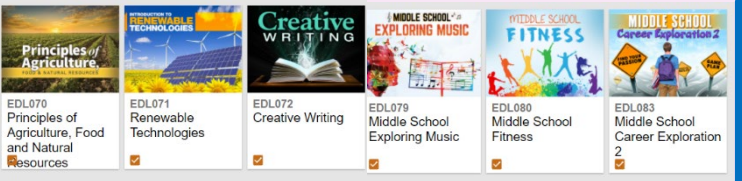
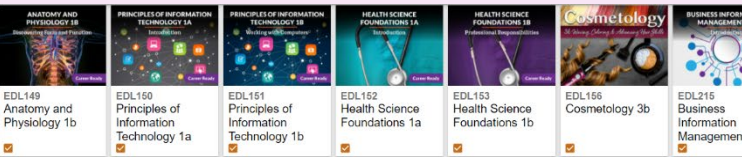
Course components offer lessons, activities, discussions, and assessments. These include engaging narratives, videos, slideshows, flashcards, podcasts, and literacy language translations. We prepare our international students for **102 industrial certifications**.



### Pursue

Our intl. students select concentrator courses and then can take industry-endorsed certification exams to pursue further education and/or **go straight into their career profession**.



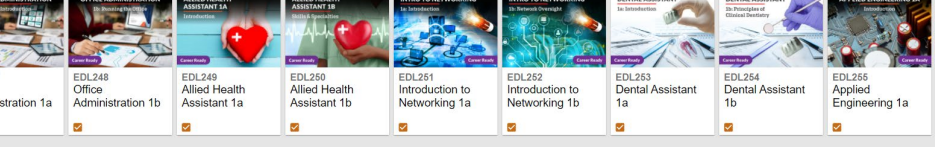
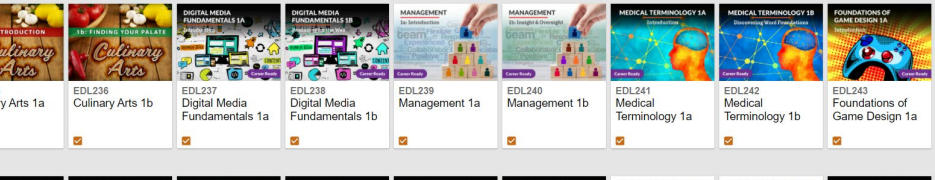
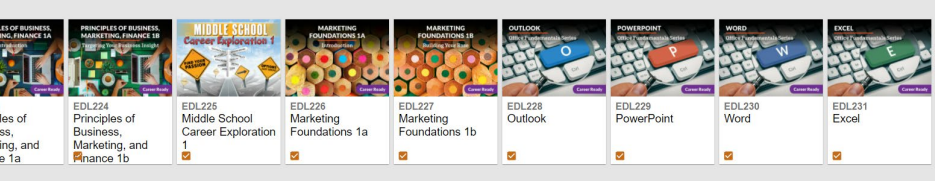
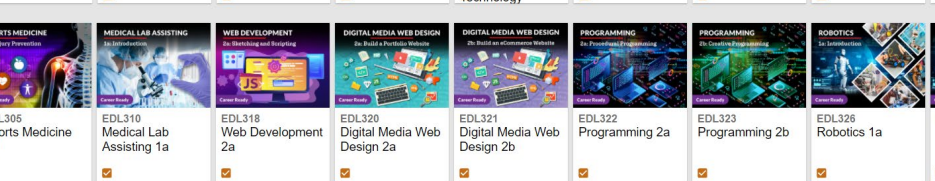
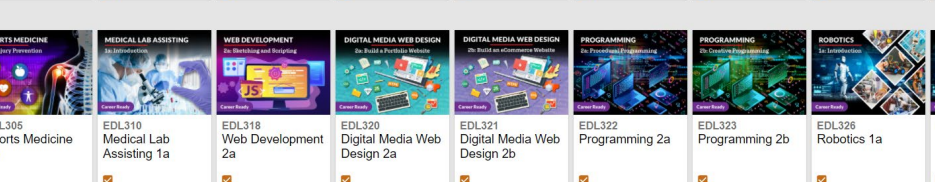
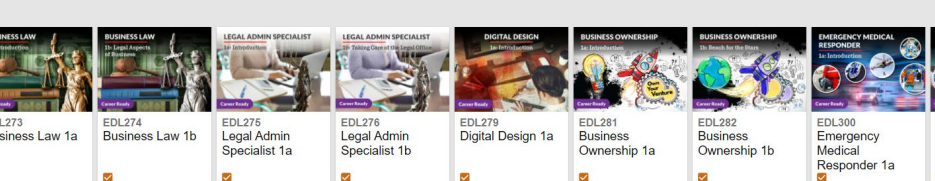


**Average time to complete each course up to the final test:**

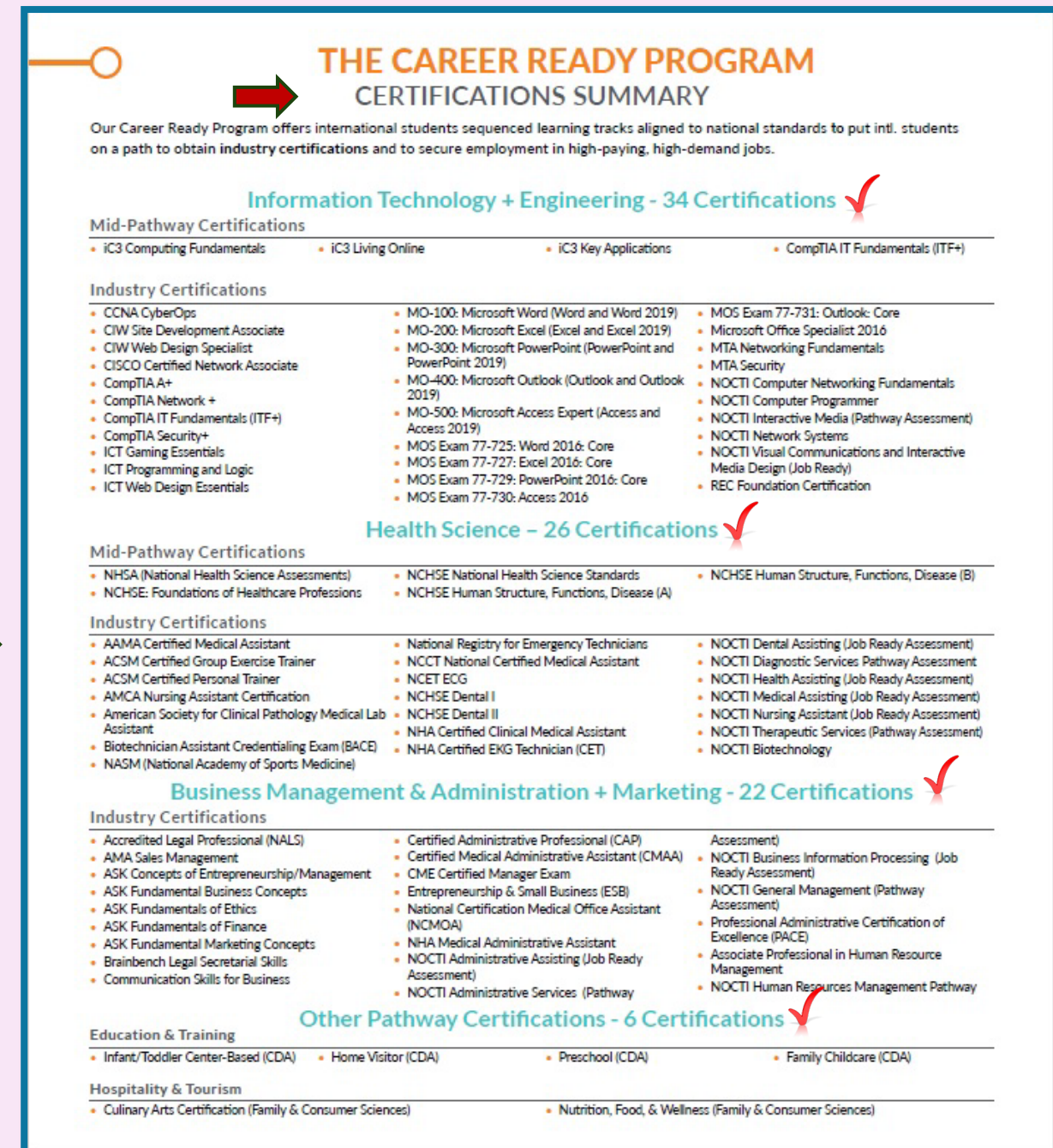
**Courses with 8 units  
-> 60 - 80 Hours  
(1 – 2 Months)**

**Courses with 10 units  
-> 90 - 110 Hours  
(2 – 3 months)**

**Courses with 12 units  
-> 110 - 130 Hours  
(3 – 4 months)**







- Culinary Arts Certification (Family & Consumer Sciences)
- Nutrition, Food, & Wellness (Family & Consumer Sciences)

# Award-Winning Curriculum for Lucrative Career Fields

Our **Career Ready Program's** award-winning curriculum is flexible and customizable to work continuously in any instructional model. Courses include a comprehensive set of materials and built-in tools to support a variety of learning needs and can take the place of printed textbooks.

## Award-Winning Curriculum

//CODiE//  
2021 SIIA CODiE WINNER

Best Elective Curriculum Solution



COOL TOOL  
WINNER 2021

Best Career Planning Solution



2021 Cool Tool Finalist  
Professional Development  
Learning Solution

//CODiE//  
2022 SIIA CODiE WINNER

CODiE 2022 Best Elective  
Curriculum Solution

//CODiE//  
2021 SIIA CODiE WINNER

CODiE 2021 Best Elective  
Curriculum Solution



2021 Cool Tool Winner  
Career Planning Solution  
CTE, Exploration & Career



2022 Cool Tool Finalist  
Best Career Planning Solution



2021 Supes' Choice  
Award Finalist

Translations into 64  
languages

We offer North America's largest digital library of CTE courses to our intl. students. The **Career Ready Program** puts intl. students on a clearly defined, national-standard aligned path to explore career options in **12 career fields**:

1. Advanced Manufacturing



2. Agriculture



3. Arts, Entertainment, & Design



4. Digital Technology



5. Education



6. Energy & Natural Resources



7. Finance Services



8. Health & Human Services



9. Hospitality & Events



10. Management & Entrepreneurship



11. Marketing & Sales



12. Public Service & Safety





# Career Field: **Advanced Manufacturing**

The Advanced Manufacturing Career Cluster blends innovative technologies and practices to enhance design and production. It covers areas such as engineering, research and development, automation, equipment maintenance, safety protocols, and quality control. Advanced Manufacturing aims to increase efficiency and reduce waste, ensure safety, and produce high-quality goods, driving the industry's growth and adapting to modern demands.



## **2 Certifications:**

**NOCTI Manufacturing Technology**

**REC Foundation Certificate**

## **Career Possibilities:**

- ✓ Assembler
- ✓ Automated Manufacturing Technician
- ✓ Calibration Technician
- ✓ Electrical Installer and Repairer
- ✓ Electromechanical Equipment Assembler
- ✓ Extruding and Drawing Machine Setter/Set-up Operator
- ✓ Operator
- ✓ Foundry Worker
- ✓ Grinding, Lapping, and Buffing Machine Operator
- ✓ Hand Packer and Packager
- ✓ Hoist and Winch Operator
- ✓ Instrument Maker
- ✓ Large Printing Press Machine Setter and Set-Up Operator
- ✓ Manufacturing Technician
- ✓ Machine Operator
- ✓ Medical Appliance Maker
- ✓ Micro and Nano Fabrication Technicians
- ✓ Milling Machine Setter and Set-up Operator
- ✓ Millwright
- ✓ Pattern and Model Maker
- ✓ Precision Layout Worker
- ✓ Robotics Specialist
- ✓ Sheet Metal Worker
- ✓ Solderer and Brazier
- ✓ Toll and Die Maker
- ✓ Welder



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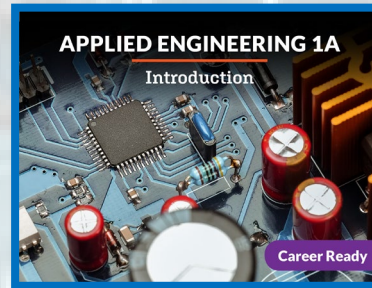
# Advanced Manufacturing

## Specialty: Production & Automation

**Career:** **Manufacturing Technician**

A manufacturing technician operates and maintains machinery and equipment, troubleshoots technical issues, and ensures the efficient production of goods in a manufacturing environment.

**Recommended  
Course  
Track** →



**NOCTI Manufacturing Technology**





# Advanced Manufacturing

## Specialty: Robotics

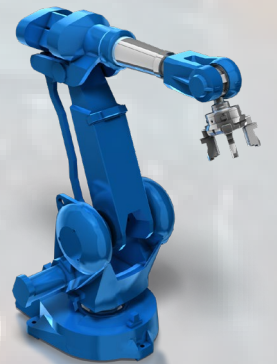
**Career:** **Robotics Specialist**

A robotics specialist designs, builds, and maintains robotic systems to automate and enhance manufacturing processes, ensuring efficiency, safety, and quality in production.

**Recommended  
Course  
Track** →



**REC Foundation Certificate**





# Career Field: Agriculture



The Agriculture Career field concentrates on the scientific advancement, cultivation, processing, and distribution of agricultural products, employing advanced technologies and sustainable practices to optimize global food systems, as well as other plant and animal-based industries like regenerative agriculture, sustainable logging, and fisheries. This cluster significantly overlaps with the Energy and Natural Resources Cluster, highlighting a symbiotic relationship that emphasizes stewardship and resilient communities.



## 1 Certification:

**NOCTI Horticulture- Landscaping**

## Career Possibilities:

- ✓ Agricultural Chemical Dealer
- ✓ Agricultural Products Buyer/Distributor
- ✓ Agricultural Technician
- ✓ Animal Assistance
- ✓ Bank/Loan Officer
- ✓ Dairy Herd Supervisor
- ✓ Entrepreneur
- ✓ Farm Manager
- ✓ Farmer-Rancher-Feedlot
- ✓ Operator
- ✓ Feed-Supply Store Manager
- ✓ Field Representative for: Bank, Insurance Company or Government Program
- ✓ Livestock Manager
- ✓ Landscaping Technician
- ✓ Sales Manager
- ✓ Salesperson



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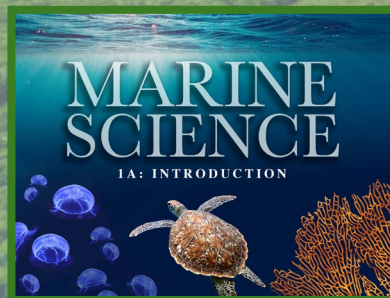
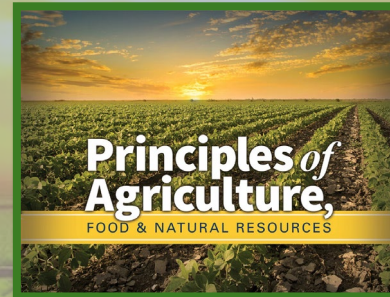
# Agriculture

## Specialty: **Animal Science**

**Career:** **Animal Assistant**

An animal assistant cares for animals in various settings, including veterinary clinics, zoos, and shelters, by providing basic care, feeding, and assisting with medical procedures.

**Recommended  
Course  
Track**





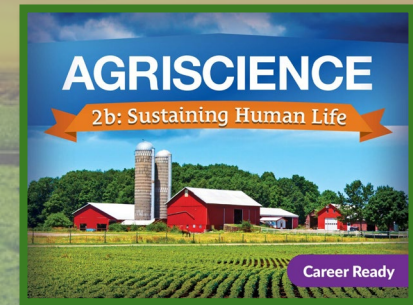
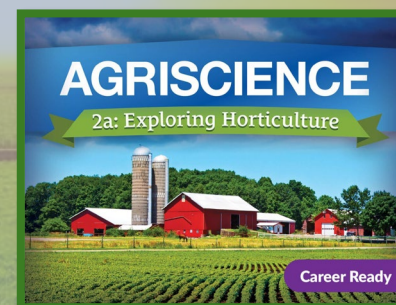
# Agriculture

## Specialty: Plant Systems

**Career:** Landscaping Technician

A landscaping technician designs, installs, and maintains outdoor spaces, including gardens, lawns, and other green areas, ensuring they are aesthetically pleasing and healthy through tasks like planting, pruning, fertilizing, and irrigation.

**Recommended  
Course  
Track**



**NOCTI Horticulture- Landscaping**





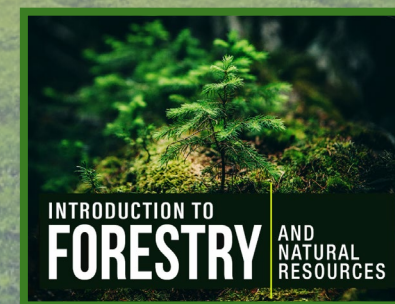
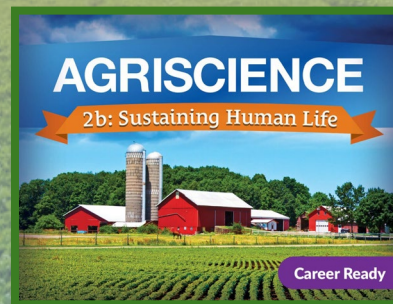
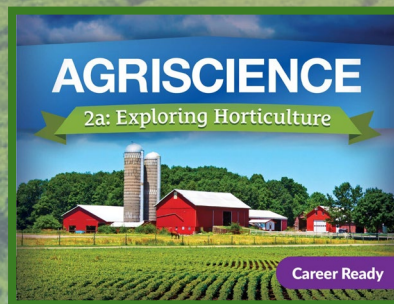
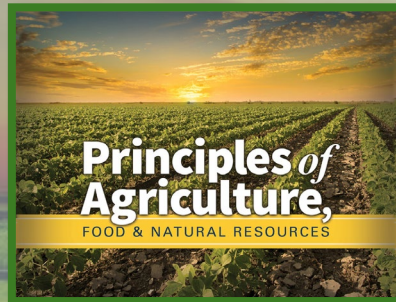
# Agriculture

## Specialty: Plant Systems

**Career:** **Agricultural Technician**

An agricultural technician supports agricultural scientists by conducting experiments, collecting data, and using advanced technologies to improve crop and livestock production and sustainability practices.

**Recommended  
Course  
Track**



**NOCTI Horticulture- Landscaping**





# Career Field: Art, Entertainment, & Design

The Arts, Entertainment & Design Career Cluster combines creative roles in visual and performing arts, film, journalism, fashion, interior design, and creative technologies. This cluster focuses on creating, producing, and sharing artistic and design work across multiple platforms, aiming to entertain, inform, beautify, and inspire.



## 10 Certifications:

NOCTI Interactive Media (Pathway Assessment)

NOCTI Visual Communications & Interactive  
Media Design (Job Ready)

CIW Site Development Associate

Comp TIA IT Fundamentals

CIW Site Development Associate

ICT Web Design  
Essentials

IC3 Key  
Applications

IC3 Computing  
Fundamentals

IC3 Key Living Online

## Career Possibilities:

- ✓ Animator
- ✓ Audio Systems Technician
- ✓ Audio-Video Designer and Engineer
- ✓ Audio-Video System Service
- ✓ Fashion designer
- ✓ Film/Theater Associate
- ✓ Game Designer
- ✓ Graphic Designer
- ✓ Interior Designer
- ✓ Journalist
- ✓ Photographer
- ✓ Technician
- ✓ Technician Computer Support
- ✓ Technician: Film, Video & DVD
- ✓ Videographer: Special Effects & Animation
- ✓ Video System Technician
- ✓ Web Designer
- ✓ Web Developer



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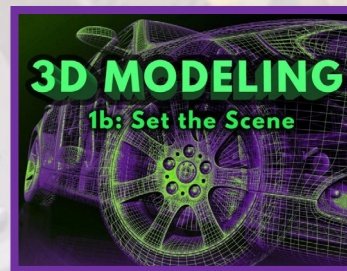
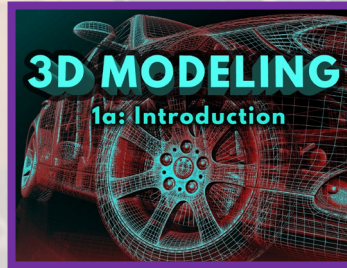
# Art, Entertainment, & Design

## Specialty: Design & Digital Arts

**Career:** Animator

An animator creates moving images using hand-drawn, computer-generated, or stop-motion techniques to bring stories and characters to life for films, television, and video games.

**Recommended  
Course  
Track**



**NOCTI Visual Communications & Interactive  
Media Design (Job Ready)**





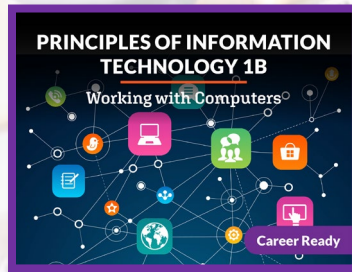
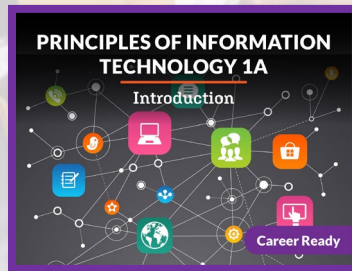
# Art, Entertainment, & Design

## Specialty: Design & Digital Arts

**Career:** **Graphic Designer**

A graphic designer creates visual content for various media, including print and digital, using typography, imagery, and layout techniques to communicate messages and concepts effectively.

**Recommended  
Course  
Track**



**NOCTI Visual Communications & Interactive  
Media Design (Job Ready)**





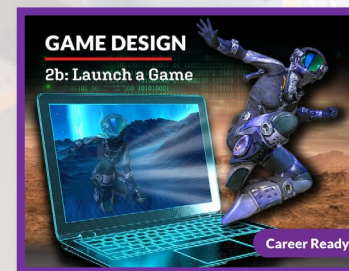
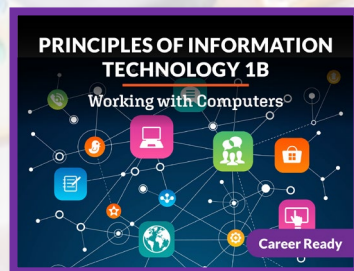
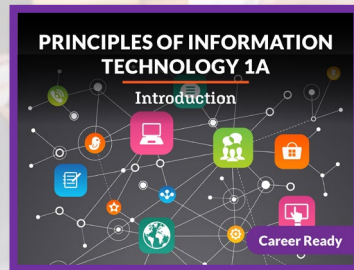
# Art, Entertainment, & Design

## Specialty: Design & Digital Arts

**Career:** **Game Designer**

A game designer develops concepts, mechanics, and storylines for video games, collaborating with artists and programmers to create engaging and interactive gameplay experiences.

**Recommended  
Course  
Track**



IC3 Computing Fundamentals

Comp TIA IT Fundamentals

IC3 Key Applications

IC3 Key Living Online





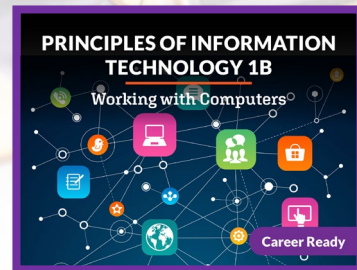
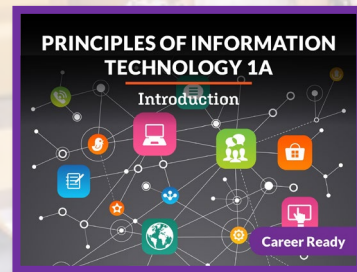
# Art, Entertainment, & Design

## Specialty: Design & Digital Arts

**Career:** **Web Designer**

A web designer creates visually appealing and user-friendly website layouts, focusing on the aesthetic aspects and user interface to enhance the overall user experience.

**Recommended  
Course  
Track**



IC3 Computing Fundamentals  
Comp TIA IT Fundamentals

IC3 Key Applications  
IC3 Key Living Online





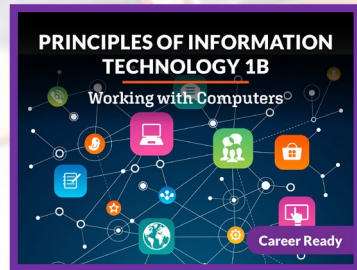
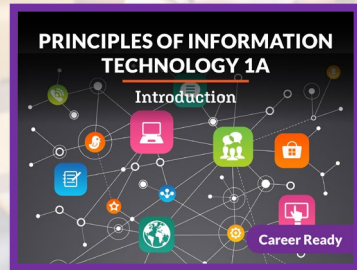
# Art, Entertainment, & Design

## Specialty: Design & Digital Arts

**Career:** **Web Developer**

A web developer builds and maintains websites and web applications, using coding languages and frameworks to ensure functionality, performance, and security.

**Recommended  
Course  
Track**



ICT Web Design Essentials

CIW Site Development Associate

IC3 Computing Fundamentals

Comp TIA IT Fundamentals

IC3 Key Applications

IC3 Key Living Online



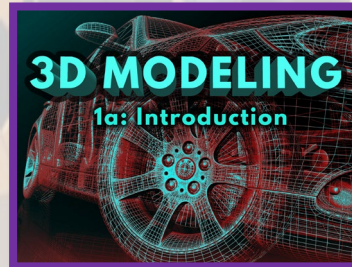


# Art, Entertainment, & Design

## Specialty: Interiors

**Career:** Interior Designer

An interior designer plans and decorates indoor spaces to create aesthetically pleasing and functional environments, considering factors like layout, color schemes, and furniture.



**Recommended  
Course  
Track**





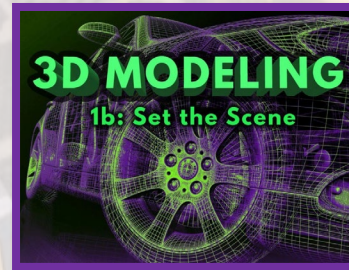
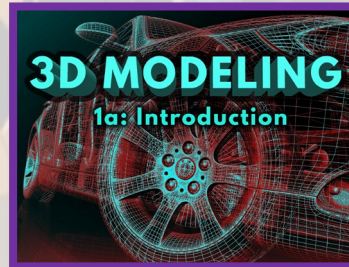
# Art, Entertainment, & Design

## Specialty: Fashion

**Career:** Fashion Designer

A fashion designer creates original clothing, accessories, and footwear by sketching designs, selecting fabrics, and overseeing the production process to bring their visions to life.

Recommended  
Course  
Track





# Art, Entertainment, & Design

## Specialty: Film & Broadcasting

**Career:** **Photographer**

A photographer captures images using cameras and other equipment, focusing on composition, lighting, and subject matter to produce visually compelling photographs for various purposes.

**Recommended  
Course  
Track**



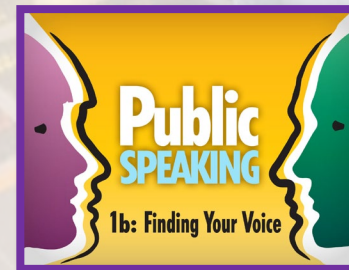
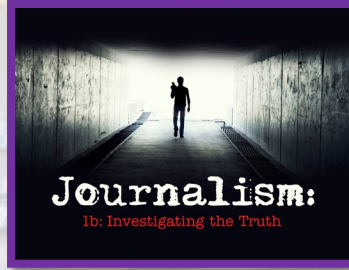
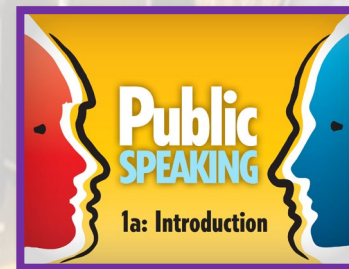


# Art, Entertainment, & Design

## Specialty: Film & Broadcasting

Career: **Journalist**

A journalist researches, writes, and reports news stories and articles for newspapers, magazines, television, and online platforms, aiming to inform and engage the public.



Recommended  
Course  
Track





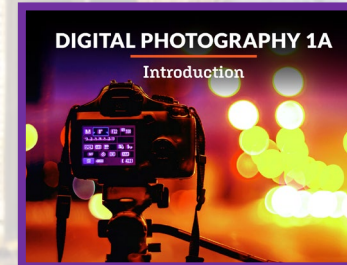
# Art, Entertainment, & Design

## Specialty: Performance Arts

**Career:** Film/Theater Associate

A film/theater associate assists in the production of films and theater performances, handling tasks such as set design, costume creation, and technical support to ensure smooth operations.

**Recommended  
Course  
Track**





# Career Field: Digital Technology



From coding to cybersecurity and game design, our digital technology courses help prepare students to navigate and lead in the constantly evolving tech landscape.

## 21 Certifications:

**CIW Site Development Associate**

**NOCTI Computer Networking Fundamentals  
(Job Ready Assessment)**

**NOCTI Visual Communications and  
Interactive Media Design (Job Ready)**

**NOCTI Interactive Media  
(Pathway Assessment)**

**NOCTI Computer Programmer  
(Job Ready Assessment)**

**iC3 Key Applications**

**CompTIA IT Fundamentals**

**iC3 Living Online**

**iC3 Computing Fundamentals**

**ICT Programming and Logic**

**CompTIA Security+**

**ICT Web Design Essentials**

**CCNA Cyber Ops**

**NOCTI Network Systems  
(Pathway Assessment)**

**CompTIA Network +**

**CompTIA A+**

**MO-210 Microsoft Excel (365) MO-210 Microsoft Power Point (365)**

**MO-210 Microsoft Word (365) MO-210 Microsoft Access Expert 2019)**

**MO-210 Microsoft Outlook (2019)**

## Career Possibilities:

- ✓ Communication Analyst
- ✓ Cybersecurity Specialist
- ✓ Data Communication Analyst
- ✓ Game Designer
- ✓ Information Systems Administrator
- ✓ Information Systems Operator
- ✓ Information Technology Engineer
- ✓ Microsoft Office Specialist
- ✓ Network Administrator
- ✓ Network System Specialist
- ✓ Network Architect
- ✓ Network Engineer
- ✓ Network Manager
- ✓ Network Operations Analyst
- ✓ Network Security Analyst
- ✓ Network Specialist
- ✓ Network Technician
- ✓ Network Transport Administrator
- ✓ PC Support Specialist
- ✓ Systems Administrator
- ✓ Systems Engineer
- ✓ Systems Support Leader
- ✓ Technical Support Specialist
- ✓ Telecommunication Network Technician
- ✓ User Support Specialist
- ✓ Programmer
- ✓ Web Designer
- ✓ Web Developer



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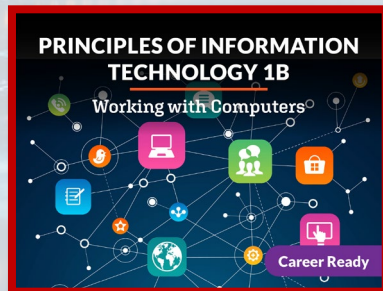
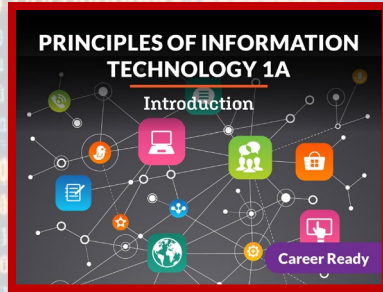
# Digital Technology

## Specialty: Network System & Cybersecurity

**Career:** **Cybersecurity Specialist**

A cybersecurity specialist protects computer systems and networks from cyber threats by implementing security measures, monitoring for vulnerabilities, and responding to security incidents.

**Recommended  
Course  
Track**



CompTIA IT Fundamentals

iC3 Computing Fundamentals

iC3 Key Applications

iC3 Living Online

CCNA Cyber Ops

CompTIA Security+





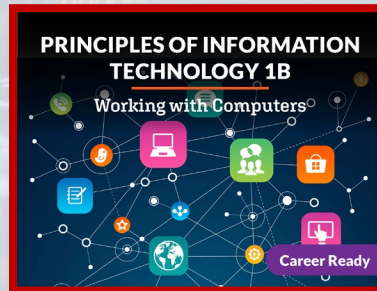
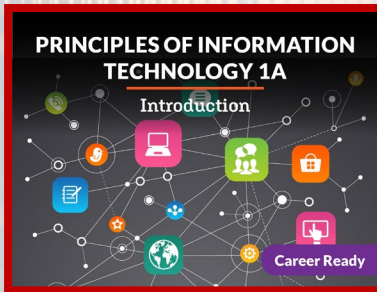
# Digital Technology

## Specialty: Network System & Cybersecurity

Career: **Network Systems Specialist**

A network systems specialist designs, installs, and maintains an organization's network infrastructure, ensuring reliable connectivity and optimal performance of computer networks.

Recommended  
Course  
Track



CompTIA IT Fundamentals

iC3 Computing Fundamentals

NOCTI Computer Networking Fundamentals (Job Ready Assessment)

iC3 Key Applications

iC3 Living Online

CompTIA Network +

CompTIA A+

NOCTI Network Systems

(Pathway Assessment)





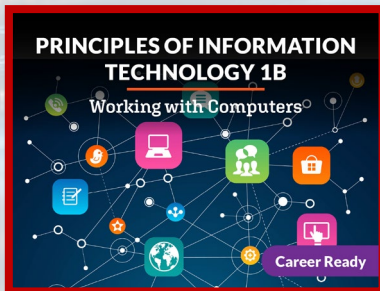
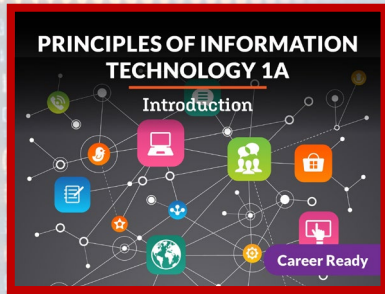
# Digital Technology

## Specialty: Software Solutions

**Career:** **Programmer**

A programmer writes and tests code that enables software applications and systems to function properly, often specializing in specific programming languages or development environments.

**Recommended  
Course  
Track**



CompTIA IT Fundamentals

iC3 Key Applications

NOCTI Computer Programmer

ICT Programming and Logic

iC3 Computing Fundamentals

iC3 Living Online

(Job Ready Assessment)





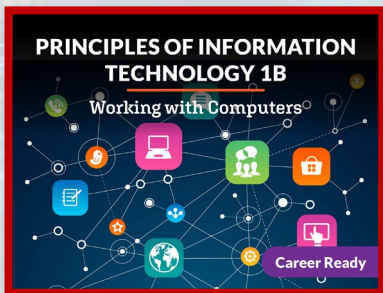
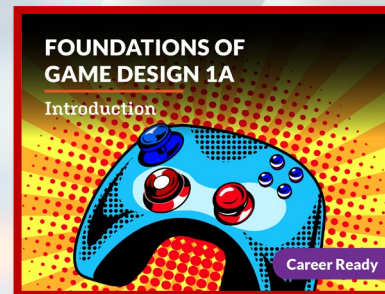
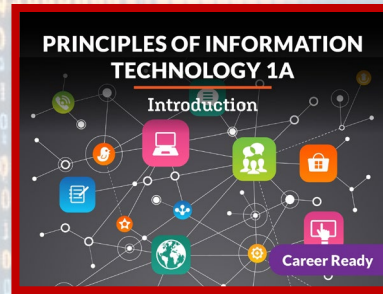
# Digital Technology

## Specialty: Software Solutions

**Career:** **Game Designer**

A game designer develops concepts, mechanics, and storylines for video games, collaborating with artists and programmers to create engaging and interactive gameplay experiences.

**Recommended  
Course  
Track**



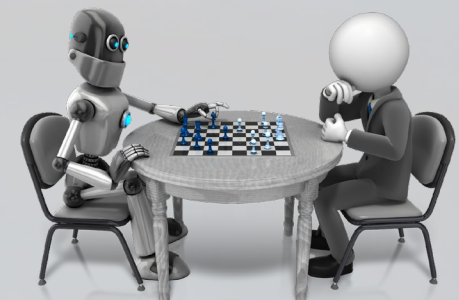
CompTIA IT Fundamentals

iC3 Computing Fundamentals

iC3 Key Applications

iC3 Living Online

NOCTI Visual Communications and  
Interactive Media Design (Job Ready)





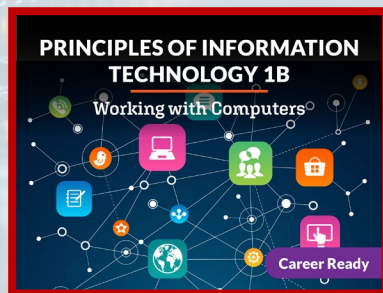
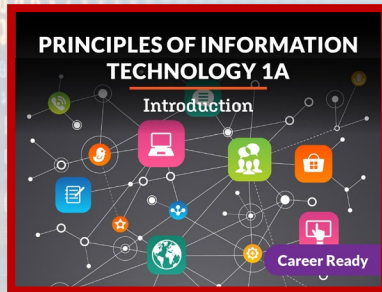
# Digital Technology

## Specialty: Web & Cloud

**Career:** **Web Designer**

A web designer creates visually appealing and user-friendly website layouts, focusing on the aesthetic aspects and user interface to enhance the overall user experience.

**Recommended  
Course  
Track** →



CompTIA IT Fundamentals

iC3 Computing Fundamentals

iC3 Key Applications

iC3 Living Online

ICT Web Design Essentials

CIW Site Development Associate

NOCTI Interactive Media

(Pathway Assessment)





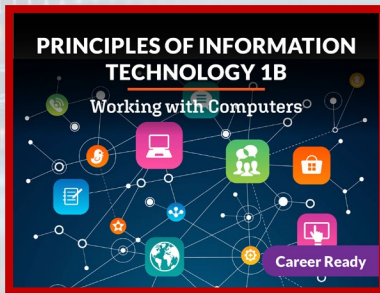
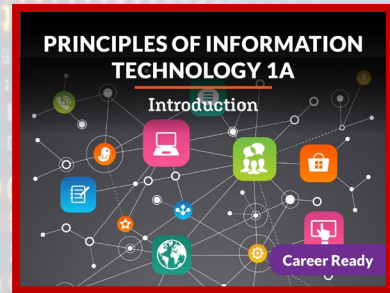
# Digital Technology

## Specialty: Web & Cloud

**Career:** **Web Developer**

A web developer builds and maintains websites and web applications, using coding languages and frameworks to ensure functionality, performance, and security.

**Recommended  
Course  
Track**



CompTIA IT Fundamentals

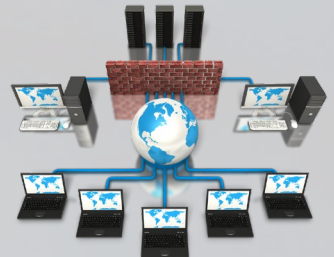
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iC3 Key Applications

iC3 Living Online

ICT Web Design Essentials

CIW Site Development Associate





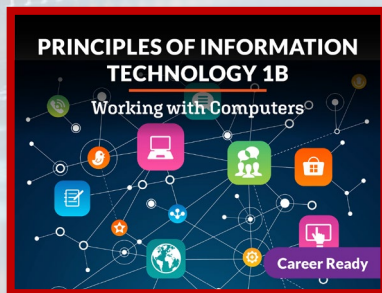
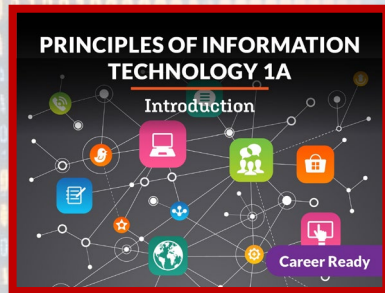
# Digital Technology

## Specialty: IT Support & Services

**Career:** **Microsoft Office Specialist**

A Microsoft Office Specialist is proficient in Microsoft Office applications, providing training, support, and expertise to optimize productivity and efficiency in various business environments.

**Recommended  
Course  
Track**



CompTIA IT Fundamentals

iC3 Computing Fundamentals

MO-210 Microsoft Excel (365)

iC3 Key Applications

iC3 Living Online

MO-210 Microsoft Word (365)

MO-210 Microsoft Access Expert 2019)

MO-210 Microsoft Power Point (365)

MO-210 Microsoft Outlook (2019)





# Career Field: Education



The Education Career Cluster spans careers aimed at fostering learning from early childhood to adulthood, covering areas like teaching, instructional design, counseling services, community engagement, learner support, and educator training. This cluster emphasizes quality educational standards and lifelong learning, preparing individuals for success through all life stages by nurturing knowledge, skills, and critical thinking, encouraging personal growth in a constantly evolving world.



## 7 Certifications:

**Broad Field Family and Consumer Sciences**  
**NOCTI Early Childhood Development & Service**  
**Child Development Associate (CDA):**  
**Center-Based Infant-Toddler**  
**Center-Based Preschool**  
**Family Child Care**  
**Home Visitor**  
**ServSafe Manager**

## Career Possibilities:

- ✓ Administrator
- ✓ Assessment Specialist
- ✓ Assistant Director Childcare Facilities
- ✓ Career Tech Administrator
- ✓ Child Care Assistant/Worker
- ✓ College Dean
- ✓ College President
- ✓ Curriculum Developer
- ✓ Day Care Worker
- ✓ Director Childcare facilities
- ✓ Early Childhood Associate
- ✓ Education Researcher
- ✓ Educator for Parents
- ✓ Elementary School Counselor
- ✓ Nanny
- ✓ Instructional Media Designer
- ✓ Preschool Teacher
- ✓ Principal
- ✓ Superintendent
- ✓ Supervisor and Instructional Coordinator
- ✓ Teacher Assistant
- ✓ Test and Measurement Special



11



# Education

## Specialty: Early Childhood Development

### Career: Day Care Worker

A day care worker is someone who provides care and supervision for children, typically during the daytime while parents are working. They are responsible for ensuring the children's basic needs are met, engaging them in age-appropriate activities, and fostering their social, emotional, and intellectual development.

Recommended  
Course  
Track



Child Development Associate (CDA):  
Center-Based Infant-Toddler  
Center-Based Preschool  
Family Child Care  
Home Visitor





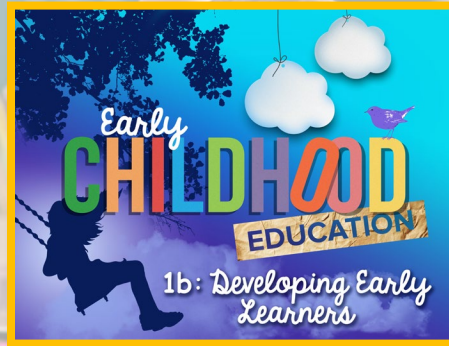
# Education

## Specialty: Early Childhood Development

**Career:** **Early Childhood Associate**

An early childhood associate supports the education and development of young children, working alongside educators to create enriching learning experiences and environments.

**Recommended  
Course  
Track**



**Child Development Associate (CDA):**  
Center-Based Infant-Toddler  
Center-Based Preschool  
Family Child Care  
Home Visitor

**ServSafe Manager**





# Education

## Specialty: Early Childhood Development

**Career:** **Childcare Worker**

A childcare worker looks after children's needs by providing a safe and nurturing environment, engaging them in educational and recreational activities, and supporting their overall development.

**Recommended  
Course  
Track**



**Broad Field Family and Consumer Sciences**

**NOCTI Early Childhood Development & Service**

**ServSafe Manager**





# Career Field: Energy & Natural Resources



The Energy & Natural Resources Career Cluster spans careers in traditional and renewable energy generation, utilities, environmental preservation and conservation, ecological research, and resource extraction. These industries focus on efficient and responsible resource management, aiming to minimize environmental impacts and meet global energy needs. An interconnected relationship exists with the Agriculture Cluster as practices in energy and resource management are directly influenced by agricultural production.

## Career Possibilities:

- ✓ Conservation Director
- ✓ Ecologist Specialist
- ✓ Environment Analyst/Technician
- ✓ Environment Specialist/ Consultant
- ✓ Forester
- ✓ Geoscientist
- ✓ Plant Operations
- ✓ Renewable Energy
- ✓ Research Ecology
- ✓ Solar Engineer
- ✓ Urban Planner
- ✓ Wildlife Biology



12



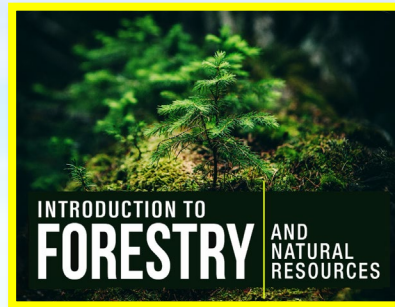
# Energy & Natural Resources

## Specialty: Conservation & Parks

**Career:** Ecological Specialist

An ecological specialist studies ecosystems and biodiversity, conducting research and implementing conservation efforts to preserve and restore natural habitats and wildlife populations.

**Recommended  
Course  
Track** →





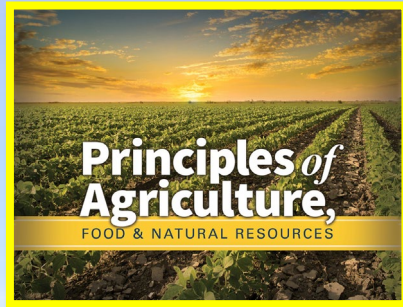
# Energy & Natural Resources

## Specialty: Conservation & Parks

**Career:** **Environmental Specialist**

An environmental specialist analyzes and addresses environmental issues by developing strategies and policies to protect natural resources and ensure compliance with environmental regulations.

**Recommended  
Course  
Track** →





# Career Field: Finance



The Financial Services Career Cluster encompasses careers in managing and advising financial transactions, including banking, lending, corporate finance, debt management, accounting, insurance, and real estate. These careers contribute to economic stability and growth by supporting the financial health of individuals and organizations.



## 6 Certifications:

**Intuit Certified Bookkeeping Professional**

**NOCTI Personal Finance Foundations  
(Foundational)**

**NOCTI Business Information Processing  
(Job Ready Assessment)**

**NOCTI Accounting Basics (Job Ready)**

**NOCTI Concepts of Finance**

**ASK Concepts of Finance**

## Career Possibilities:

- ✓ Abstractor
- ✓ Account Clerk
- ✓ Actuary
- ✓ Bank Clerk
- ✓ Bill and Account Collector
- ✓ Commodities Representative
- ✓ Controller
- ✓ Credit Analyst
- ✓ Debt Counselor
- ✓ Economics
- ✓ Finance Planner
- ✓ Foreign Exchange Manager
- ✓ Fundraiser
- ✓ Insurance Broker
- ✓ Internal Auditor
- ✓ Loan Officer
- ✓ Non-Profit Manager
- ✓ Tax Examiner Title Researcher & Examiner
- ✓ Treasurer
- ✓ Trust Officer
- ✓ Underwriter



# 16



# Finance

## Specialty: Banking & Credit

### Career: **Personal Finance**

A personal finance advisor helps individuals manage their money by providing guidance on budgeting, investing, retirement planning, and financial goal-setting to ensure long-term financial stability and growth.

**Recommended  
Course  
Track**



**NOCTI Personal Finance Foundations  
(Foundational)**





# Finance

## Specialty: Banking & Credit

**Career:** Bank Clerk

A bank clerk handles routine financial transactions and customer inquiries in a bank, ensuring efficient and accurate processing of deposits, withdrawals, and other banking services.

**Recommended  
Course  
Track**



**NOCTI Business Information Processing  
(Job Ready Assessment)**





# Finance

## Specialty: Financial Strategies & Investments

### Career: **Accounting Clerk**

An accounting clerk performs routine financial tasks such as maintaining financial records, processing transactions, and assisting with accounts payable and receivable.

**Recommended  
Course  
Track** →



ASK Concepts of Finance

NOCTI Accounting Basics (Job Ready)

NOCTI Concepts of Finance

Intuit Certified Bookkeeping Professional





# Career Field: Health & Human Services

Our Health Sciences courses are perfect for those looking for a rewarding and challenging career in the high-demand healthcare sector.



## 27 Certifications:

NOCTI Biotechnology      NOCTI Diagnostic Services  
NCHSE Dental Science I      NOCTI Health Assisting  
NCHSE Dental Science II      NOCTI Nursing Assistant  
NOCTI Dental Assisting      NOCTI Medical Assisting  
NCCT National Certified Medical Assistant  
AMCA Nursing Assistant Certification

AMCA Nursing Assistant Certification      NOCTI Therapeutic Services  
ACSM Certified Group Exercise Instructor      NCHSE Human Structure – Function  
ACSM Certified Personal Trainer      & Diseases  
AAMA Certified Medical Assistant (CMA)      ServeSafe Manager  
NHA Certified Clinical Medical Assistant (CCMA)  
NASM Certified Personal Trainer (CPT)  
NHA Certified Patient Care Technician (CPCT)  
National EMS Education Standards  
NREMT Psychomotor Examination  
Biotechnician Assistant Credentialing Exam (BACE) – Written Portion  
National Health Career Association Certified EKG Technician (CET)  
National Center for Competency Testing National Certified ECG  
Technician (NCET ECG)      NOCTI Family & Community Services  
NCHSE Foundations of Healthcare Professions

## Career Possibilities:

- ✓ Anesthesiologist Assistant
- ✓ Athletic Trainer
- ✓ Audiologist
- ✓ Biotechnician
- ✓ Certified Nursing Assistant
- ✓ Chiropractor
- ✓ Clinical Medical Assistant
- ✓ Counselor
- ✓ Cosmetologist
- ✓ Data Entry Coordinator
- ✓ Dental Assistant/Hygienist
- ✓ Dental Lab Technician
- ✓ Dentist Assistant
- ✓ Dietician
- ✓ Dietary Aid
- ✓ Emergency Medical Responder
- ✓ EMT/Paramedic
- ✓ EKG/ECG Technician
- ✓ Exercise Physiologist
- ✓ Fitness Trainer
- ✓ Home Health Aide
- ✓ Licensed Practical Nurse
- ✓ Massage Therapist
- ✓ Medical Lab Assistant
- ✓ Nurse Practitioner
- ✓ Orthotist/Prosthetist
- ✓ Occupational Therapist
- ✓ Optometrist
- ✓ Pharmacist/Pharmacy Technician
- ✓ Physical Therapist/Assistant
- ✓ Radiologic Technician
- ✓ Registered Nurse
- ✓ Respiratory Therapist
- ✓ Surgical Technician
- ✓ Social Service Specialist
- ✓ Physician Assistant
- ✓ Recreational Therapist
- ✓ Social Worker
- ✓ Speech Language Pathologist
- ✓ Veterinarian Assistant



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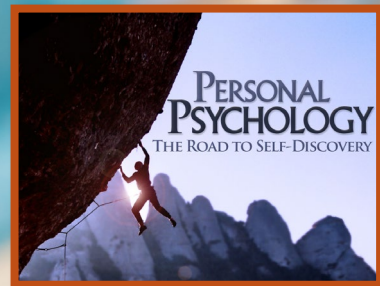
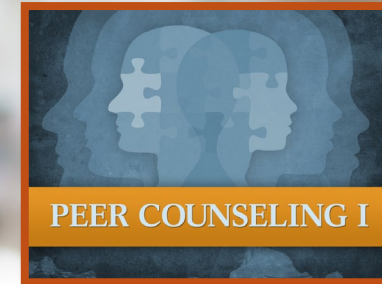
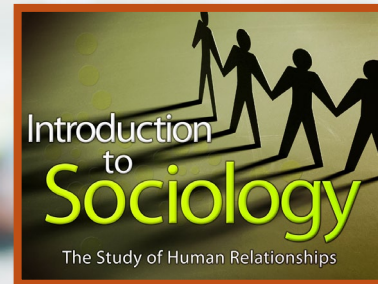
# Health & Human Services

## Specialty: Behavioral Health

**Career:** Counselor

A professional who offers guidance and support to individuals dealing with mental health challenges, assisting them in achieving emotional well-being and personal growth.

**Recommended  
Course  
Track**





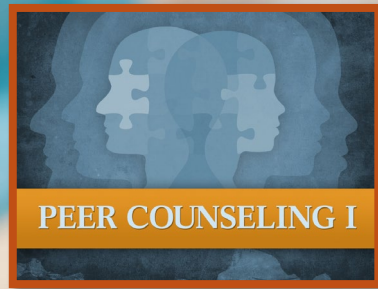
# Health & Human Services

## Specialty: Community & Social Services

**Career:** **Social Services Specialist**

A professional who assists individuals, families, and communities in accessing and navigating various social services and resources to enhance their well-being and address their social, emotional, and economic needs.

**Recommended  
Course  
Track**



**NOCTI Family & Community services**





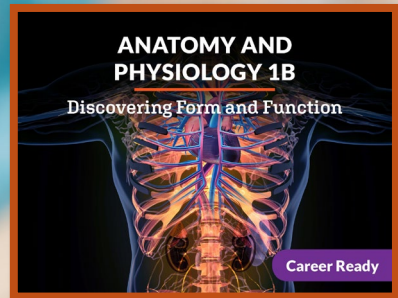
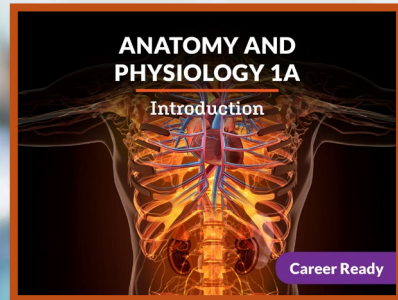
# Health & Human Services

## Specialty: Personal Care Services

**Career:** **Fitness Trainer**

A professional who develops and instructs individualized exercise programs to help clients achieve their fitness goals, improve their overall health and wellness, and adopt active lifestyles.

**Recommended  
Course  
Track** →



**ACSM Certified Personal Trainer**

**NASM Certified Personal Trainer (CPT)**

**ACSM Certified Group Exercise Instructor**



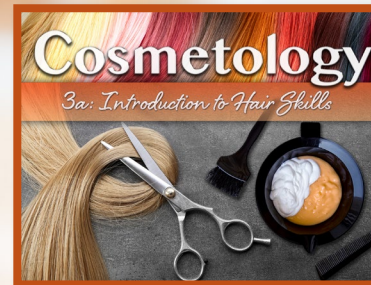
# Health & Human Services

## Specialty: Personal Care Services

Career: **Cosmetologist**

A professional who provides beauty services such as haircutting, coloring, styling, makeup application, skin care treatments, and nail care services.

Recommended  
Course  
Track





# Health & Human Services

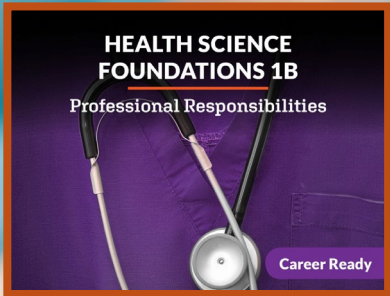
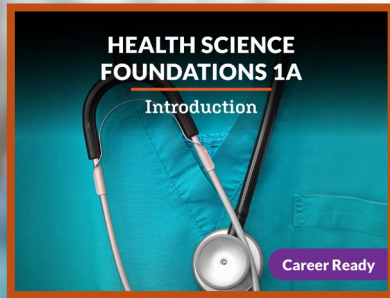
## Specialty: Biotechnology Research & Development

Career: **Biotechnician**

This cutting-edge occupation combines biology and chemistry with technology to create improvements in our lives and in the world around us through the manipulation of living things.

Option  
1

Recommended  
Course  
Track



NCHSE Foundations of Healthcare Professions

NOCTI Biotechnology

Biotechnician Assistant Credentialing Exam (BACE) – Written Portion





# Health & Human Services

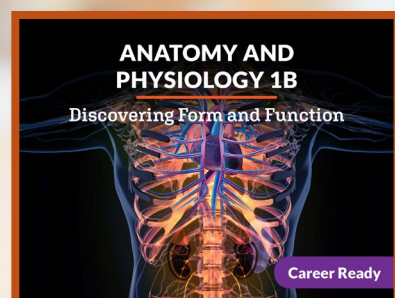
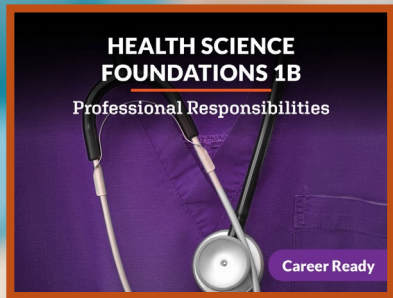
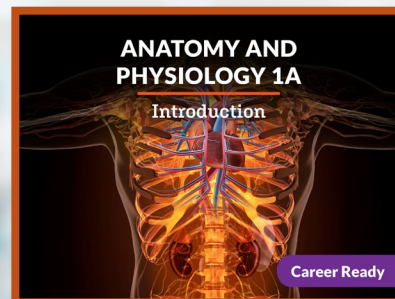
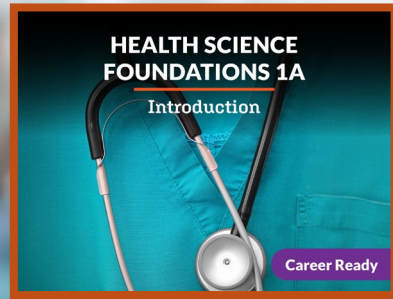
## Specialty: Biotechnology Research & Development

Career: **Biotechnician**

This cutting-edge occupation combines biology and chemistry with technology to create improvements in our lives and in the world around us through the manipulation of living things.

Option  
2

Recommended  
Course  
Track



NCHSE Human Structure – Function & Diseases

NCHSE Foundations of Healthcare Professions NOCTI Biotechnology

Biotechnician Assistant Credentialing Exam (BACE) – Written Portion





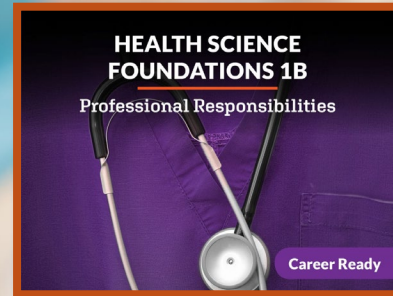
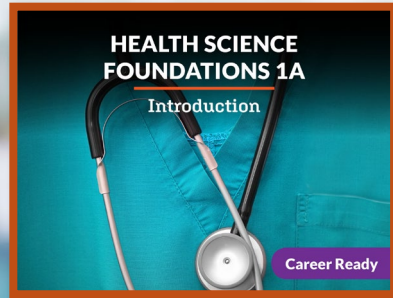
# Health & Human Services

## Specialty: Physical & Holistic Health

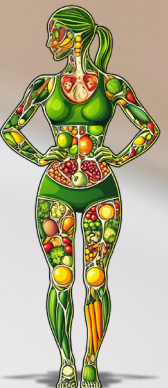
**Career:** Dietary Aide

A critical role in the healthcare and food service industries, focusing on assisting in meal preparation and ensuring proper nutrition for patients and residents.

**Recommended  
Course  
Track** →



**NCHSE Foundations of Healthcare Professions**  
**NOCTI Family & Community Services**  
**ServSafe Manager**





# Specialty: Physical & Holistic Health

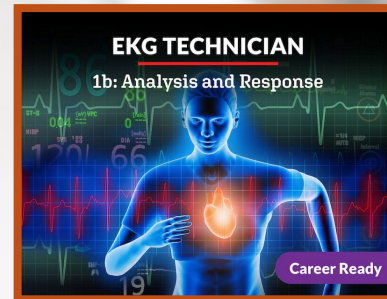
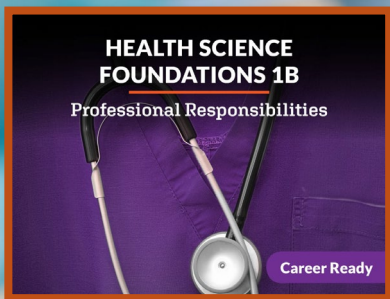
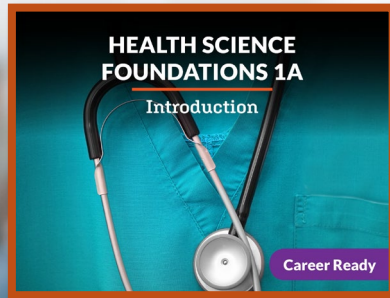
Career: **EKG/ECG Technician**

Due to an aging population and advances in medical technology, we will all utilize more medical tests in the future, making this a high-growth career.

Option

1

Recommended  
Course  
Track



NCHSE Foundations of Healthcare Professions      NOCTI Diagnostic Services  
National Health Career Association Certified EKG Technician (CET)  
National Center for Competency Testing National Certified ECG Technician (NCET ECG)





# Health & Human Services

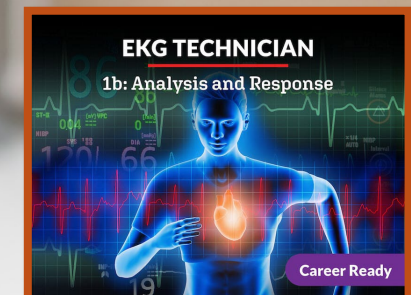
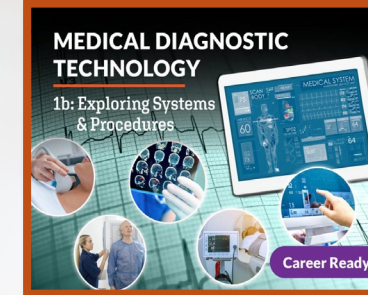
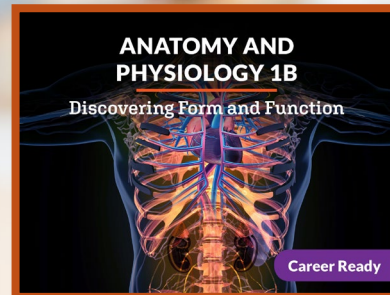
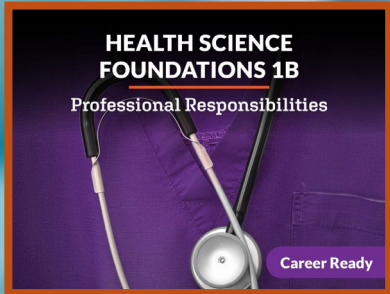
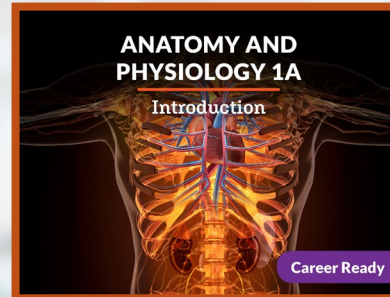
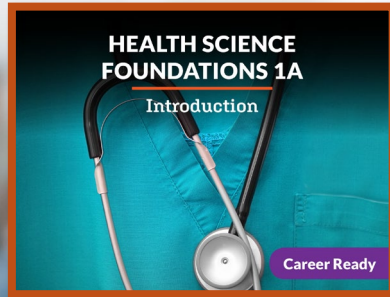
## Specialty: Physical & Holistic Health

Career: **EKG/ECG Technician**

Due to an aging population and advances in medical technology, we will all utilize more medical tests in the future, making this a high-growth career.

Option  
2

Recommended  
Course  
Track



NCHSE Foundations of Healthcare Professions    NOCTI Diagnostic Services  
National Health career Association Certified EKG Technician (CET)  
National Center for Competency Testing National Certified ECG Technician (NCET ECG)





# Health & Human Services

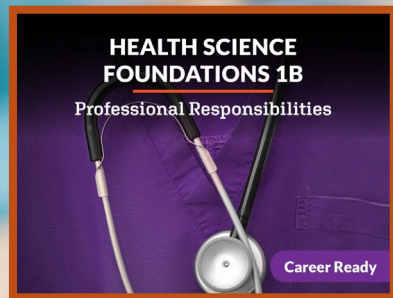
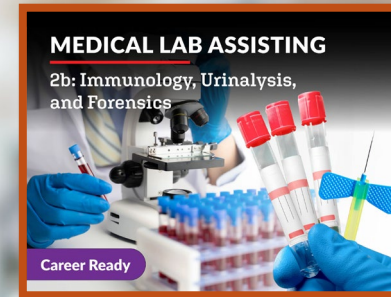
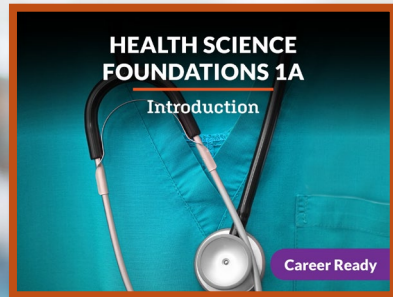
## Specialty: Physical & Holistic Health

**Career:** **Medical Lab Assistant**

The high growth outlook of this career is fueled by the aging baby-boomer population and increased demand for medical services.

**Option  
1**

**Recommended  
Course  
Track** →



**NOCTI Diagnostic Services**

**NCHSE Foundations of Healthcare Professions**





# Health & Human Services

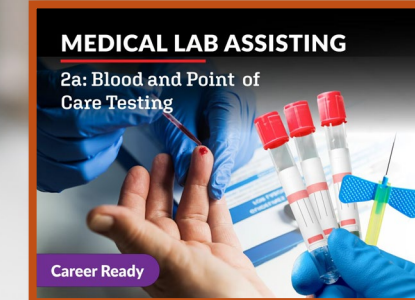
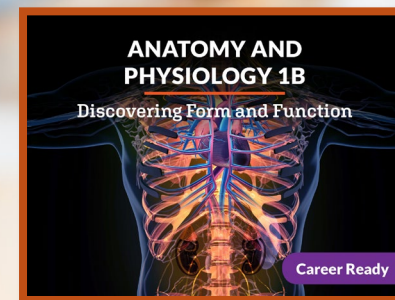
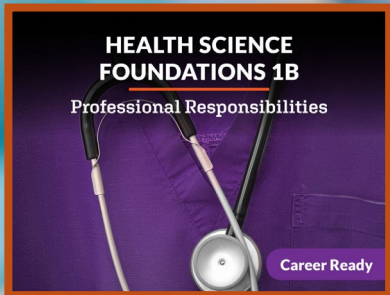
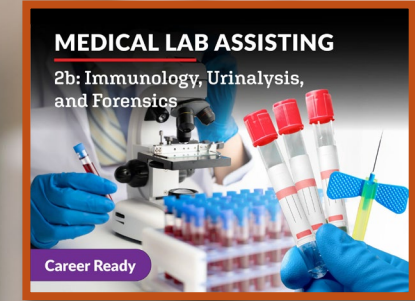
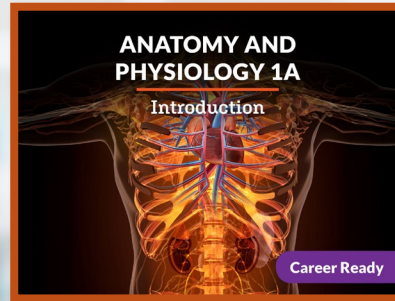
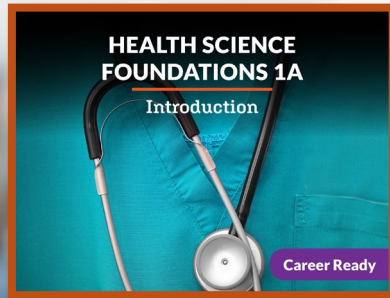
## Specialty: Physical & Holistic Health

**Career:** **Medical Lab Assistant**

The high growth outlook of this career is fueled by the aging baby-boomer population and increased demand for medical services.

**Option  
2**

**Recommended  
Course  
Track** →



**NOCTI Diagnostic Services**

**NCHSE Foundations of Healthcare Professions**





# Health & Human Services

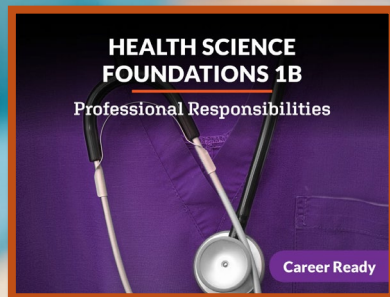
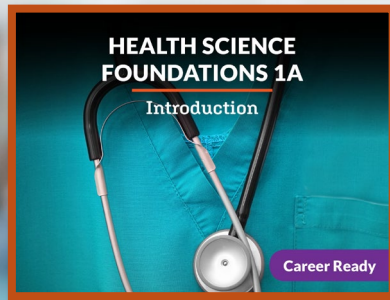
## Specialty: Physical & Holistic Health

**Career: Sports Medicine**

Both physical fitness and communication play an important role in this occupation, fueled by the emphasis on healthier lifestyles.

**Option  
1**

**Recommended  
Course  
Track**



**ACSM Certified Personal Trainer**

**NASM Certified Personal Trainer (CPT)**

**ACSM Certified Group Exercise Instructor**

**NCHSE Foundations of Healthcare Professions**



# Health & Human Services

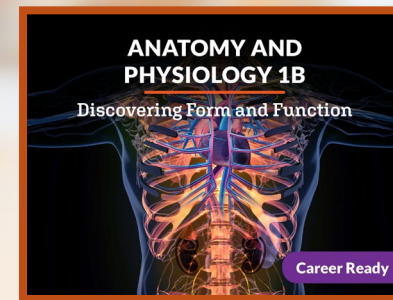
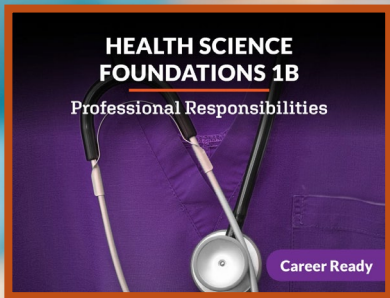
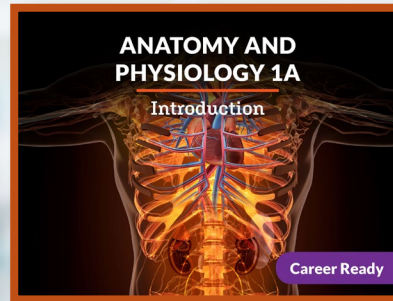
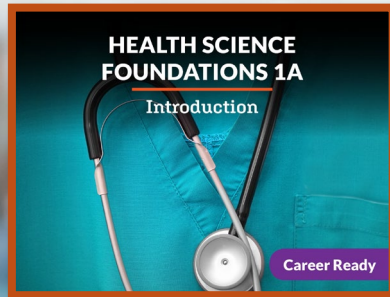
## Specialty: Physical & Holistic Health

**Career: Sports Medicine**

Both physical fitness and communication play an important role in this occupation, fueled by the emphasis on healthier lifestyles.

**Option  
2**

**Recommended  
Course  
Track**



**ACSM Certified Group Exercise Instructor**

**ACSM Certified Personal Trainer**

**NASM Certified Personal Trainer (CPT)**

**NCHSE Human Structure – Function & Diseases**

**NCHSE Foundations of Healthcare Professions**





# Health & Human Services

## Specialty: Physical & Holistic Health

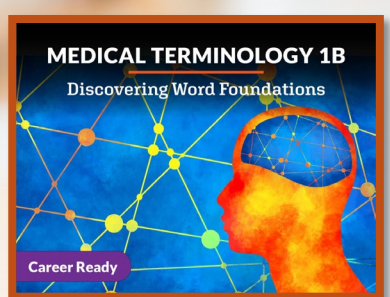
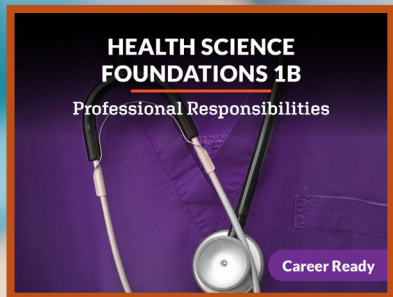
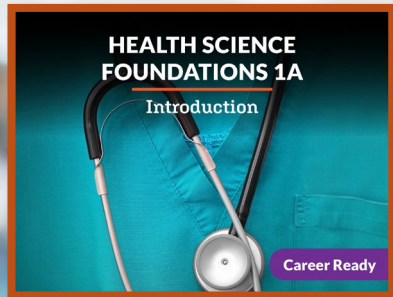
**Career:** **Emergency Medical Responder**

Having quick response times and providing lifesaving interventions are essential duties for this rewarding career.

**Option**

**1**

**Recommended  
Course  
Track** →



**National EMS Education Standards**

**NCHSE Foundations of Healthcare Professions**

**NREMT Psychomotor Examination**

**NOCTI Therapeutic Services**



# Health & Human Services

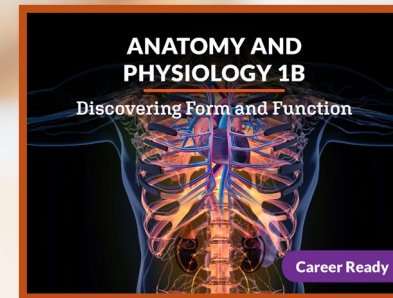
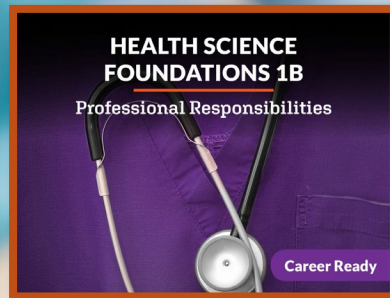
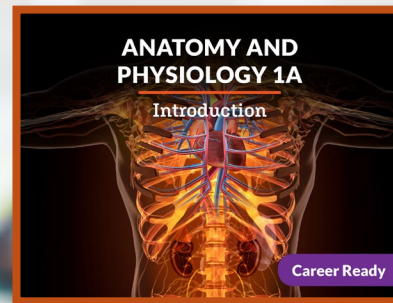
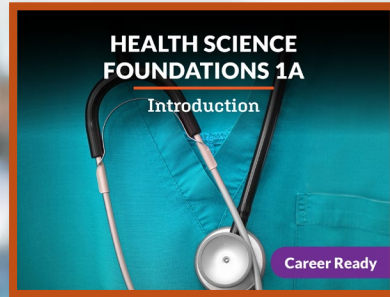
## Specialty: Physical & Holistic Health

**Career:** **Emergency Medical Responder**

Having quick response times and providing lifesaving interventions are essential duties for this rewarding career.

**Option  
2**

**Recommended  
Course  
Track** →



**National EMS Education Standards**

**NCHSE Human Structure – Function & Diseases**

**NCHSE Foundations of Healthcare Professions**

**NOCTI Therapeutic Services**

**NREMT Psychomotor Examination**



# Health & Human Services

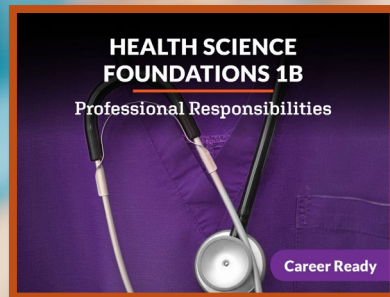
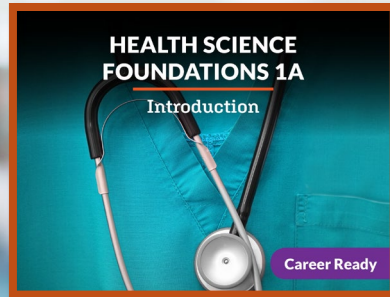
## Specialty: Physical & Holistic Health

**Career:** **Allied Health Assistant**

Working directly with patients and their families provides opportunities to make a difference in the lives of others. Over the next decade, there will be a high demand for careers in this field.

**Option  
1**

**Recommended  
Course  
Track** →



**NOCTI Health Assisting**

**NCHSE Foundations of Healthcare Professions**





# Health & Human Services

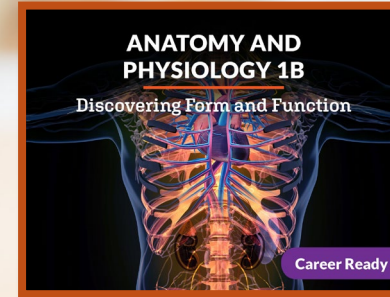
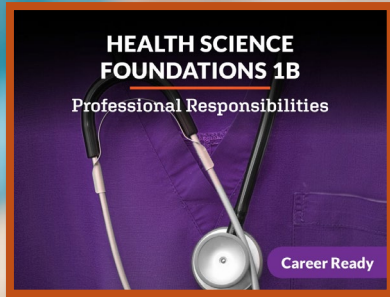
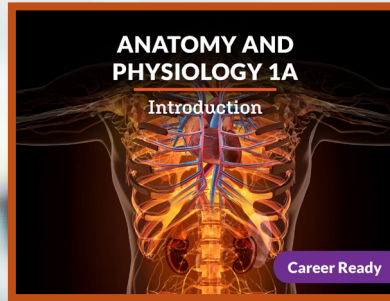
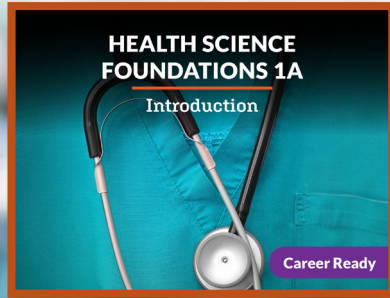
## Specialty: Physical & Holistic Health

Career: **Allied Health Assistant**

Working directly with patients and their families provides opportunities to make a difference in the lives of others. Over the next decade, there will be a high demand for careers in this field.

Option  
2

Recommended  
Course  
Track



NOCTI Health Assisting

NCHSE Foundations of Healthcare Professions





# Health & Human Services

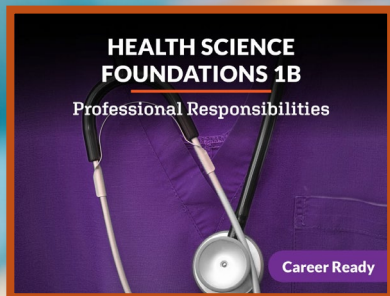
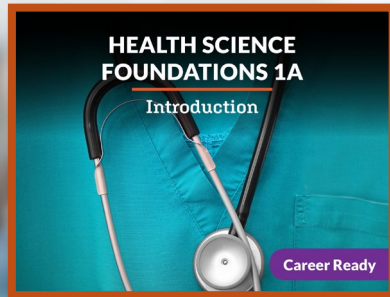
## Specialty: Physical & Holistic Health

**Career:** Dental Assistant

The rising demand for dental assistance is fueled by the link between oral and overall health.

**Option  
1**

**Recommended  
Course  
Track** →



**NCHSE Dental Science I**

**NCHSE Dental Science II**

**NOCTI Dental Assisting**

**NCHSE Foundations of Healthcare Professions**





# Health & Human Services

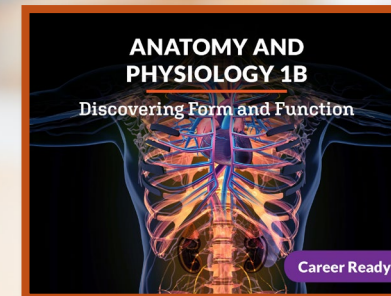
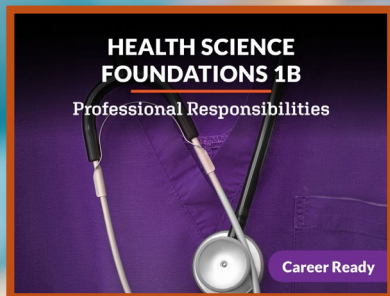
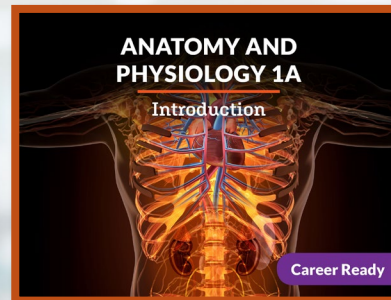
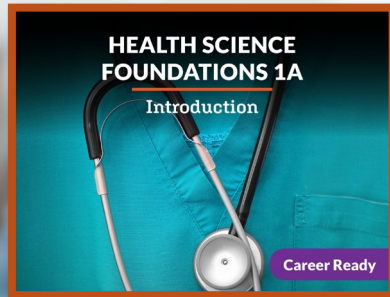
## Specialty: Physical & Holistic Health

**Career:** Dental Assistant

The rising demand for dental assistance is fueled by the link between oral and overall health.

Option  
2

Recommended  
Course  
Track



NCHSE Dental Science I   NOCTI Dental Assisting   NCHSE Human Structure – Function & Diseases  
NCHSE Dental Science II   NCHSE Foundations of Healthcare Professions





# Health & Human Services

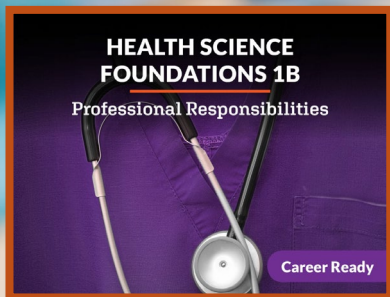
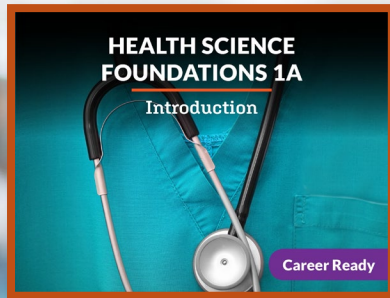
## Specialty: Physical & Holistic Health

**Career:** **Medical Assistant**

Medical Assistant is one of the fastest-growing occupations due to the aging population and increased demand for preventative medical services.

**Option  
1**

**Recommended  
Course  
Track** →



**NHA Certified Clinical Medical Assistant (CCMA)**  
**AAMA Certified Medical Assistant (CMA)**  
**NCHSE Foundations of Healthcare Professions**

**NOCTI Medical Assisting**

**NCCT National Certified Medical Assistant**





# Health & Human Services

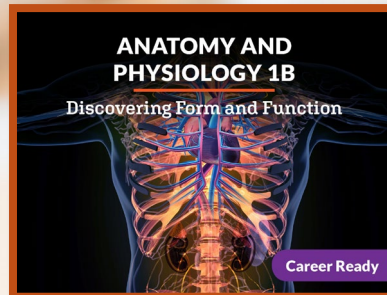
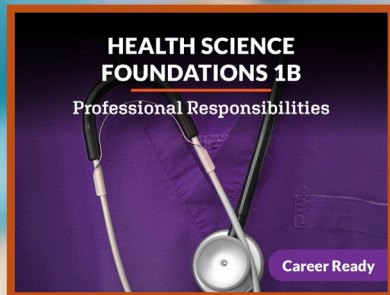
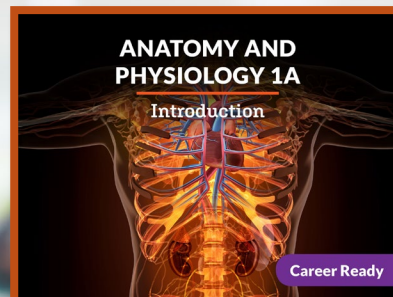
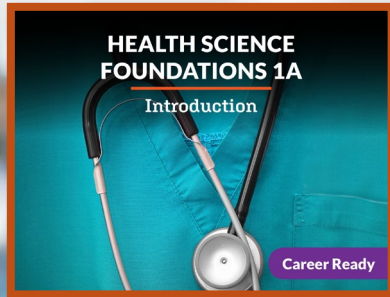
## Specialty: Physical & Holistic Health

Career: **Medical Assistant**

Medical Assistant is one of the fastest-growing occupations due to the aging population and increased demand for preventative medical services.

### Option 2

Recommended  
Course  
Track



**NHA Certified Clinical Medical Assistant (CCMA)**  
**AAMA Certified Medical Assistant (CMA)**  
**NCHSE Foundations of Healthcare Professions**

**NOCTI Medical Assisting**  
**NCHSE Human Structure – Function & Diseases**  
**NCCT National Certified Medical Assistant**





# Health & Human Services

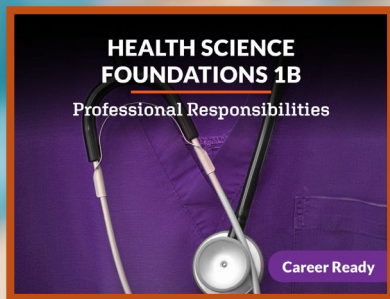
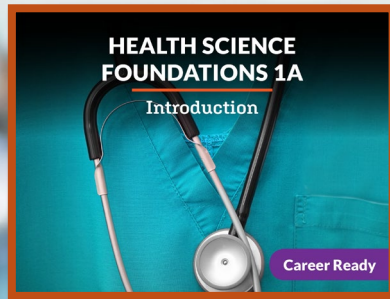
## Specialty: Physical & Holistic Health

**Career:** **Nursing Assistant**

Nursing Assistants provide care and help with daily living activities. This rewarding career is expected to experience a faster-than-average future job growth.

**Option  
1**

**Recommended  
Course  
Track** →



**NHA Certified Patient Care Technician (CPCT) NOCTI Nursing Assistant**

**NCHSE Foundations of Healthcare Professions AMCA Nursing Assistant Certification**



# Health & Human Services

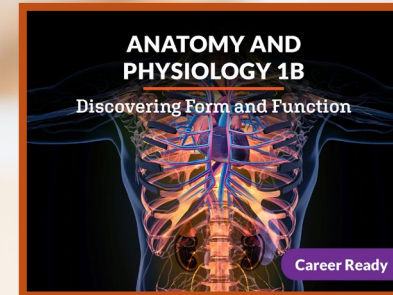
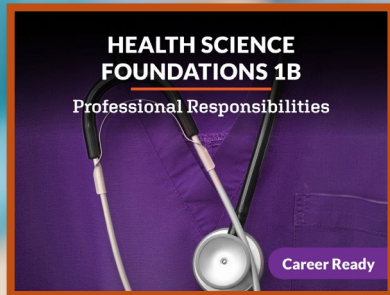
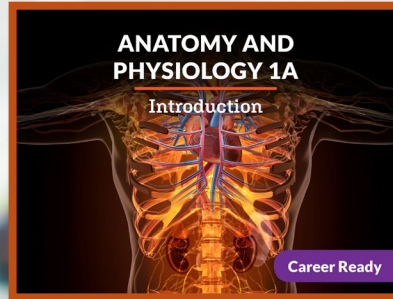
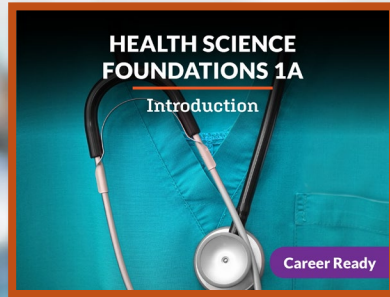
## Specialty: Physical & Holistic Health

**Career:** **Nursing Assistant**

Nursing Assistants provide care and help with daily living activities. This rewarding career is expected to experience a faster-than-average future job growth.

**Option  
2**

**Recommended  
Course  
Track** →



**AMCA Nursing Assistant Certification**

**NHA Certified Patient Care Technician (CPCT)**

**NCHSE Foundations of Healthcare Professions**

**NCHSE Human Structure – Function & Diseases**

**NOCTI Nursing Assistant**



# Health & Human Services

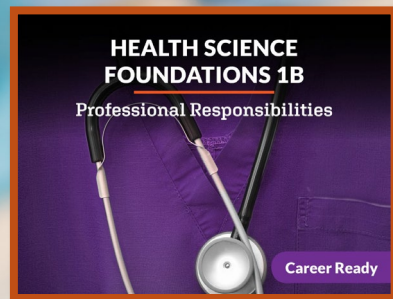
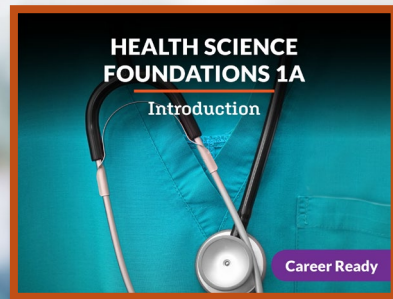
## Specialty: Health Data & Administration

**Career:** **Medical Assistant**

Medical Assistant is one of the fastest-growing occupations due to the aging population and increased demand for preventative medical services.

**Option  
1**

**Recommended  
Course  
Track**



**NOCTI Medical Assisting**  
**NCCT National Certified Medical Assistant**  
**NCHSE Foundations of Healthcare Professions**

**AAMA Certified Medical Assistant (CMA)**  
**NHA Certified Clinical Medical Assistant (CCMA)**





# Health & Human Services

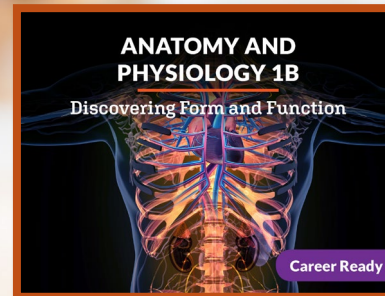
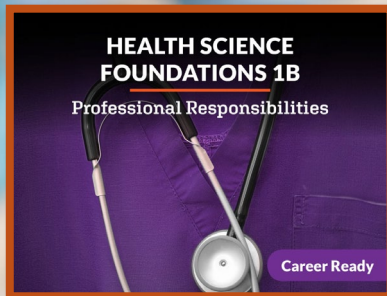
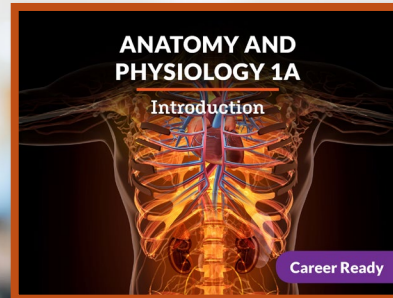
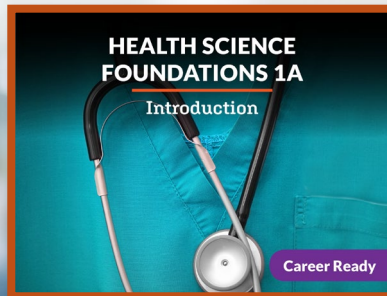
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**Career:** **Medical Assistant**

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**Option  
2**

**Recommended  
Course  
Track**



**NOCTI Medical Assisting**  
**NCCT National Certified Medical Assistant**  
**NCHSE Foundations of Healthcare Professions**

**AAMA Certified Medical Assistant (CMA)**  
**NHA Certified Clinical Medical Assistant (CCMA)**  
**NCHSE Human Structure – Function & Diseases**





# Career Field: Hospitality & Events



The Hospitality & Events Career Cluster encompasses a broad range of services and experiences related to food and beverage, lodging, travel, events, and conferences. This cluster focuses on delivering quality customer service, memorable experiences, and seamless logistics to cater to the needs and preferences of guests, travelers, and event participants. This sector is characterized by its diversity, including everything from luxury hotels and international travel to local dining, cultural events, and business conferences, aiming to enhance the overall experience of visitors and attendees.



## 5 Certifications:

AHLEI Hospitality & Tourism Specialist Credential (HTS)

NOCTI Hospitality Management Lodging

FCS Culinary Arts Certification

CIA ProChef Level 1

ServSafe Manager

## Career Possibilities:

### Management Level

- ✓ Caterer
- ✓ Catering & Banquets Manager
- ✓ Executive Chef
- ✓ Food & Beverage Manager
- ✓ General Manager
- ✓ Kitchen Manager
- ✓ Matre d'
- ✓ Restaurant owner
- ✓ Service Manager

### Skill Level

- ✓ Baker
- ✓ Bartender
- ✓ Brewer
- ✓ Pastry & Specialty Chefs
- ✓ Restaurant Server
- ✓ Wine Steward

### Entry Level

- ✓ Banquet Server
- ✓ Banquet Set-up Employee
- ✓ Bus Person
- ✓ Cocktail Server
- ✓ Counter server
- ✓ Host
- ✓ Kitchen Steward
- ✓ Line Cook
- ✓ Restaurant Server
- ✓ Room Service Attendant



# 17



# Hospitality & Events

## Specialty: Accommodations

**Career:** Front Desk Agent

A front desk agent assists guests with check-in and check-out procedures, handles reservations, and provides information and support to ensure a pleasant stay.

**Recommended  
Course  
Track**



**AHLEI Hospitality & Tourism Specialist Credential (HTS)**

**NOCTI Hospitality Management Lodging**





# Hospitality & Events

## Specialty: Accommodations

**Career:** **Hotel Manager**

A hotel manager oversees all operations of a hotel, ensuring high standards of service, managing staff, and maximizing guest satisfaction and profitability.

**Recommended  
Course  
Track** ➔



**AHLEI Hospitality & Tourism Specialist Credential (HTS)**

**NOCTI Hospitality Management Lodging**

**ServSafe Manager**





# Hospitality & Events

## Specialty: Conferences & Events

**Career:** Promoter

A promoter plans, markets, and organizes events, coordinating logistics and working with vendors to attract attendees and ensure successful outcomes.

**Recommended  
Course  
Track**





# Hospitality & Events

## Specialty: Culinary & Food Services

**Career:** Food & Beverage Manager – Chef or Head Cook

A chef or head cook directs kitchen operations, creating menus, managing kitchen staff, and ensuring the preparation of high-quality meals.

**Recommended  
Course  
Track**



**FCS Culinary Arts Certification**

**CIA ProChef Level 1**

**ServSafe Manager**





# Hospitality & Events

## Specialty: Culinary & Food Services

### Career:

#### **Kitchen Associates – Sous Chef**

A sous chef supports the head chef in culinary operations, overseeing kitchen staff, managing food preparation, and ensuring high-quality dishes.

**Recommended  
Course  
Track**



**FCS Culinary Arts Certification**

**CIA ProChef Level 1**

**ServSafe Manager**





# Career Field: **Management & Entrepreneurship**

Our popular business courses deliver an entrepreneurial edge with a project-based approach to solving real business challenges.



## **18 Certifications:**

**ASK Fundamentals of Ethics**

**CME Certified Manager Exam**

**American Standard Typing**

**Entrepreneurship & Small Business (ESB)**

**NOCTI Legal Services (Pathway Assessment)**

**NOCTI Human Resources Management Pathway**

**NOCTI Business Information Processing (Job Ready Assessment)**

**ASK Fundamental Business Concept**

**NOCTI General Management (Pathway Assessment)**

**ASK Entrepreneurship/Management**

**ASK Concepts of Entrepreneurship**

**NOCTI Administrative Services (Pathway Assessment)**

**Associate Professional in Human Resources – HR Certification Institute**

**NOCTI Administrative Assisting (Job Ready Assessment)**

**National Certification Medical Office Assistant (NCMOA)**

**NHA Certified Medical Administrative Assistant (CMAA)**

**ASK Concepts of Business Management**

**Brainbench Legal Secretarial Skills**

## **Career Possibilities:**

- ✓ **Account Executive**
- ✓ **Administration Specialist**
- ✓ **Business Analyst**
- ✓ **Business Consultant/Manager**
- ✓ **Business Development Manager**
- ✓ **Business Information Specialist**
- ✓ **Chief Executive**
- ✓ **Construction Manager**
- ✓ **Customer Service Manager**
- ✓ **Entrepreneur**
- ✓ **Human Resources Associate**
- ✓ **Legal Administration Specialist**
- ✓ **Manager**
- ✓ **Management Analyst**
- ✓ **Medical Office Administrative Specialist**
- ✓ **Operations Manager**
- ✓ **Project Manager**
- ✓ **Product Manager**
- ✓ **Sales Manager**
- ✓ **Sales Representative**
- ✓ **Start-Up Founder/CEO**
- ✓ **Public Relations Manager**



# 37



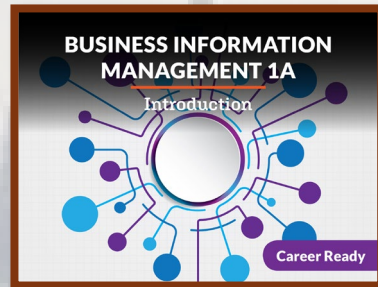
# Management & Entrepreneurship

## Specialty: **Business Information Management**

**Career:** **Business Information Specialist**

A business information specialist manages and analyzes data to support business decisions, ensuring that accurate and relevant information is available for strategic planning.

**Recommended  
Course  
Track**



**NOCTI Business Information Processing (Job Ready Assessment)**

**MO-210 Microsoft Access Expert 2019) ASK Fundamental Business Concept**

**MO-210 Microsoft Excel (365)**





# Management & Entrepreneurship

## Specialty: **Business Management & Operations**

**Career:** **Human Resources Associate**

A human resources associate supports HR functions, such as recruiting, onboarding, employee relations, and benefits administration, to maintain a productive and satisfied workforce.

**Option  
1**

**Recommended  
Course  
Track**



**NOCTI Human Resources Management Pathway**  
**Associate Professional in Human Resources – HR Certification Institute**  
**ASK Fundamental Business Concept**





# Management & Entrepreneurship

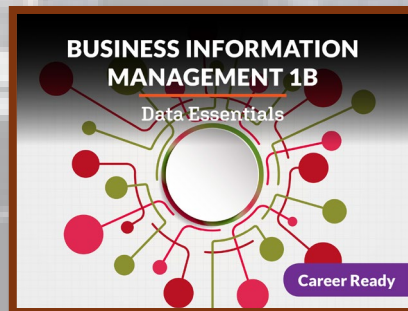
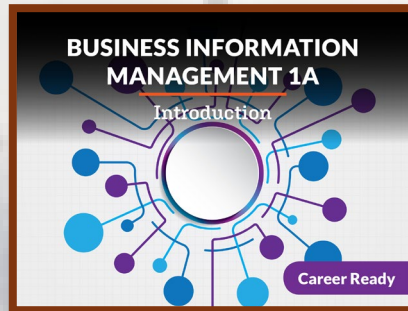
## Specialty: **Business Management & Operations**

**Career:** **Human Resources Associate**

A human resources associate supports HR functions, such as recruiting, onboarding, employee relations, and benefits administration, to maintain a productive and satisfied workforce.

**Option  
2**

**Recommended  
Course  
Track**



**NOCTI Human Resources Management Pathway**  
**Associate Professional in Human Resources – HR Certification Institute**  
**ASK Fundamental Business Concept**





# Management & Entrepreneurship

## Specialty: **Business Management & Operations**

**Career:** **Manager**

A manager oversees a team or department, setting goals, coordinating activities, and ensuring that operations align with the organization's objectives.

**Option  
1**

**Recommended  
Course  
Track**



**ASK Fundamental Business Concept**

**ASK Concepts of Business Management**

**NOCTI General Management (Pathway Assessment)**

**ASK Fundamentals of Ethics**





# Management & Entrepreneurship

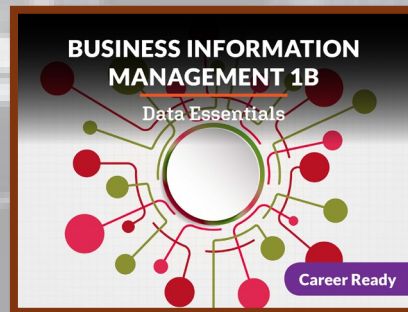
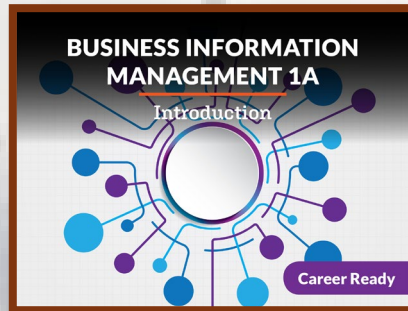
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**Career:** **Manager**

A manager oversees a team or department, setting goals, coordinating activities, and ensuring that operations align with the organization's objectives.

**Option  
2**

**Recommended  
Course  
Track**



**ASK Fundamental Business Concept**

**NOCTI General Management (Pathway Assessment)**

**ASK Concepts of Business Management**

**ASK Fundamentals of Ethics**





# Management & Entrepreneurship

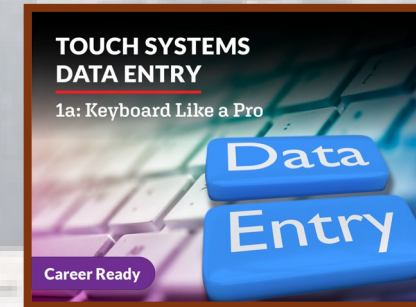
## Specialty: **Business Management & Operations**

**Career:** **Administration Specialist**

An administrative specialist performs various office tasks, such as organizing files, managing schedules, and assisting with communications, to support the efficient operation of an organization.

Option  
1

Recommended  
Course  
Track



**NOCTI Business Information Processing (Job Ready Assessment)**

**NOCTI Administrative Assisting (Job Ready Assessment)**

**NOCTI Administrative Services (Pathway Assessment)**

**American Standard Typing**

**ASK Fundamental Business Concept**





# Management & Entrepreneurship

## Specialty: **Business Management & Operations**

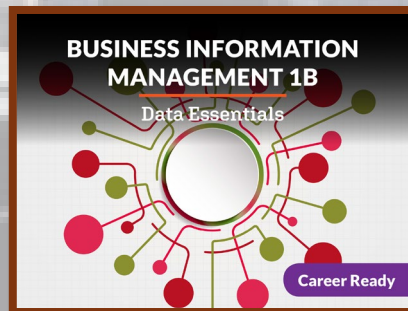
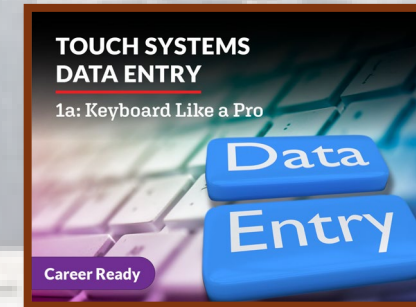
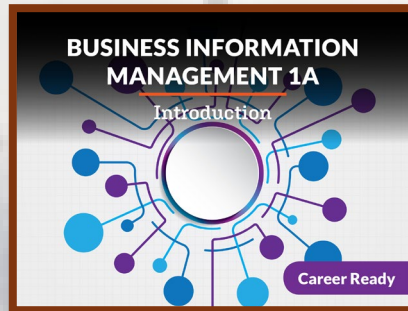
**Career:** **Administration Specialist**

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**Option**

**2**

**Recommended  
Course  
Track**



**NOCTI Administrative Assisting (Job Ready Assessment)**

**NOCTI Business Information Processing (Job Ready Assessment) American Standard Typing**

**NOCTI Administrative Services (Pathway Assessment)**

**ASK Fundamental Business Concept**





# Management & Entrepreneurship

## Specialty: **Business Management & Operations**

**Career:** **Medical Office Administrative Specialist**

A medical office administrative specialist manages administrative tasks in a healthcare setting, including patient scheduling, medical records management, and billing support.

**Option  
1**

**Recommended  
Course  
Track**



**National Certification Medical Office Assistant (NCMOA)**

**NOCTI Business Information Processing (Job Ready Assessment)**

**NOCTI Administrative Services (Pathway Assessment)**

**ASK Fundamental Business Concept**

**American Standard Typing**

**NHA Certified Medical Administrative Assistant (CMAA)**





# Management & Entrepreneurship

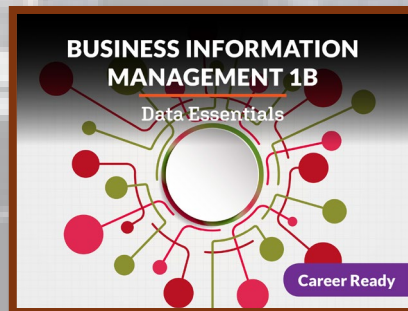
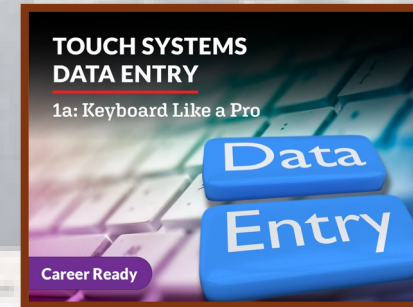
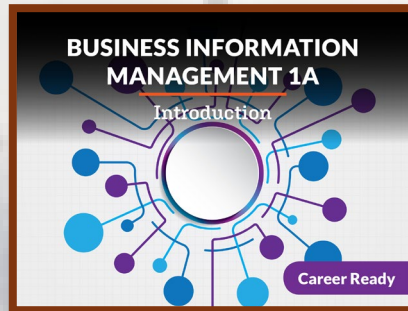
## Specialty: **Business Management & Operations**

**Career:** **Medical Office Administrative Specialist**

A medical office administrative specialist manages administrative tasks in a healthcare setting, including patient scheduling, medical records management, and billing support.

**Option  
2**

**Recommended  
Course  
Track**



**National Certification Medical Office Assistant (NCMOA)**

**NOCTI Business Information Processing (Job Ready Assessment)**

**NOCTI Administrative Services (Pathway Assessment)**

**ASK Fundamental Business Concept**

**American Standard Typing**

**NHA Certified Medical Administrative Assistant (CMAA)**





# Management & Entrepreneurship

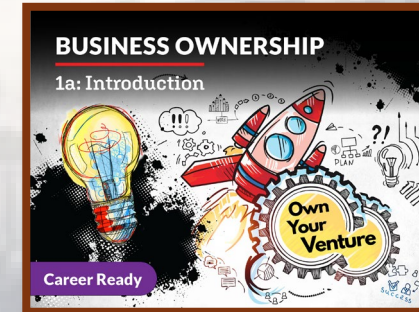
## Specialty: **Entrepreneurship & Small Business**

**Career:** **Entrepreneur**

An entrepreneur creates and manages a new business venture, taking on financial risks and responsibilities to innovate and bring new products or services to market.

**Option  
1**

**Recommended  
Course  
Track**



**Entrepreneurship & Small Business (ESB)**

**NOCTI General Management (Pathway Assessment)**

**ASK Fundamental Business Concept**

**ASK Concepts of Entrepreneurship**





# Management & Entrepreneurship

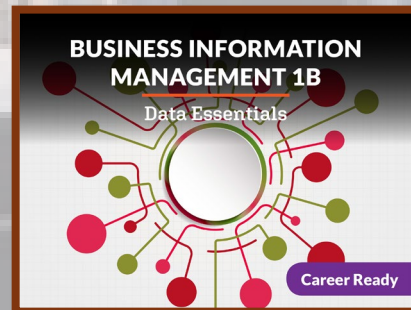
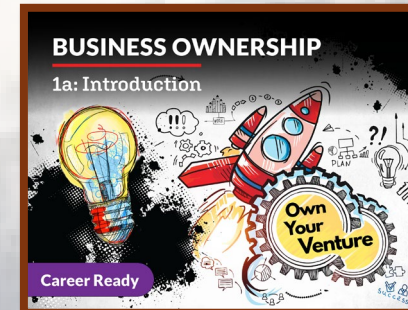
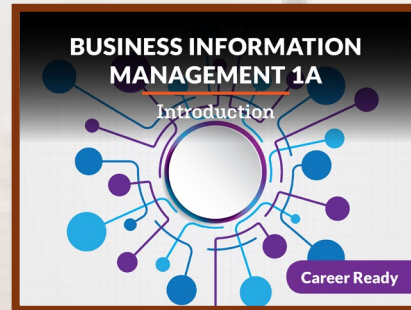
## Specialty: **Entrepreneurship & Small Business**

**Career:** Entrepreneur

An entrepreneur creates and manages a new business venture, taking on financial risks and responsibilities to innovate and bring new products or services to market.

Option  
2

Recommended  
Course  
Track →



Entrepreneurship & Small Business (ESB)

NOCTI General Management (Pathway Assessment)

ASK Fundamental Business Concept

ASK Concepts of Entrepreneurship





# Management & Entrepreneurship

## Specialty: **Regulation**

**Career:** **Legal Administrative Specialist**

A legal administrative specialist provides administrative support in a legal setting, managing documents, scheduling, and assisting lawyers with case preparation and client communications.

**Option  
1**

**Recommended  
Course  
Track**



**NOCTI Business Information Processing  
(Job Ready Assessment)**

**NOCTI Administrative Services  
(Pathway Assessment)**

**ASK Fundamental Business Concept**

**NOCTI Legal Services (Pathway Assessment)**

**Brainbench Legal Secretarial Skills**





# Management & Entrepreneurship

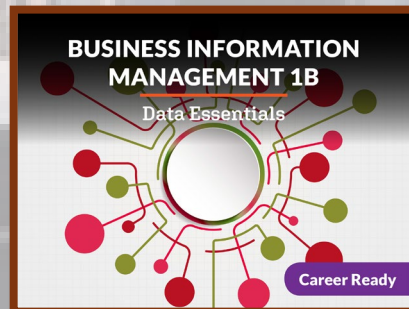
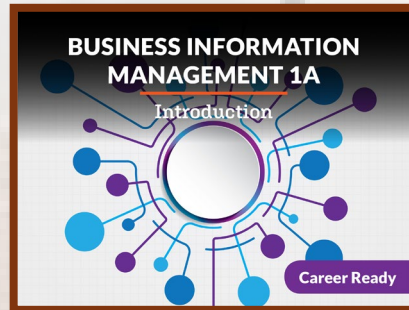
## Specialty: Regulation

**Career:** Legal Administrative Specialist

A legal administrative specialist provides administrative support in a legal setting, managing documents, scheduling, and assisting lawyers with case preparation and client communications.

Option  
2

Recommended  
Course  
Track



NOCTI Business Information Processing  
(Job Ready Assessment)

NOCTI Administrative Services  
(Pathway Assessment)

ASK Fundamental Business Concept

NOCTI Legal Services (Pathway Assessment)

Brainbench Legal Secretarial Skills





# Career Field: Marketing & Sales

The Marketing & Sales Career Cluster focuses on promoting products, understanding consumer needs, engaging with communities, and driving sales. It integrates digital marketing, data analysis, brand promotion, customer relationship management, human-centered design, and retail strategies to build strong customer connections and support business growth. This cluster is essential for creating value, ensuring public transparency, and achieving commercial success in a competitive marketplace.



## Career Possibilities:



20

## 5 Certifications:

ASK Fundamental Marketing Concepts

MBA Research Standard Marketing

AMA: Sales Management

REC Foundation Certificate

CIW Social Media Strategist

- ✓ Administrative Support Representative
- ✓ Analyst
- ✓ Brand Manager
- ✓ CRM Manager
- ✓ Customer Satisfaction Manager
- ✓ Customer Service Representative
- ✓ Database Analyst/Manager
- ✓ Digital Marketing Strategic/Specialist
- ✓ Director of Marketing Development
- ✓ Forecasting Marketing Specialist
- ✓ Interviewer
- ✓ Knowledge Management Specialist
- ✓ Marketing Communication Specialist
- ✓ Marketing Service Manager
- ✓ Marketing Specialist
- ✓ Planning Analyst
- ✓ Product Planner
- ✓ Research Associate
- ✓ Research Project Manager
- ✓ Research Specialist/Manager
- ✓ Sales Specialist
- ✓ Strategic Planner



# Marketing & Sales

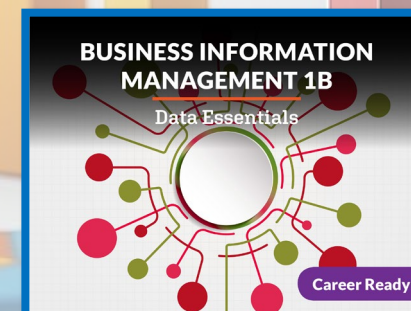
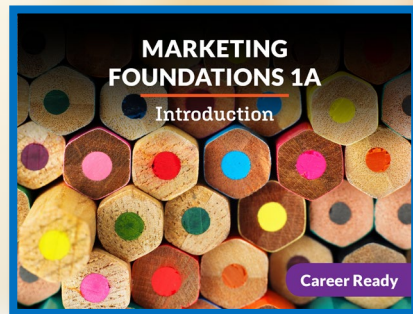
## Specialty: Marketing & Advertising

**Career:** Digital Marketing Strategist

A digital marketing strategist develops and implements comprehensive online marketing plans to achieve business objectives, utilizing data analysis, SEO, content marketing, social media, and other digital channels.

Option  
1

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts

CIW Social Media Strategist





# Marketing & Sales

## Specialty: Marketing & Advertising

**Career:** Digital Marketing Strategist

A digital marketing strategist develops and implements comprehensive online marketing plans to achieve business objectives, utilizing data analysis, SEO, content marketing, social media, and other digital channels.

Option  
2

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts

CIW Social Media Strategist





# Marketing & Sales

## Specialty: Marketing & Advertising

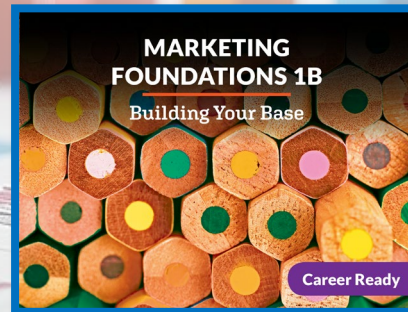
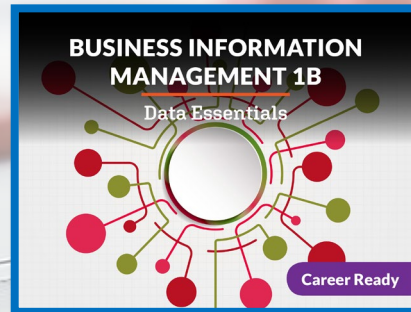
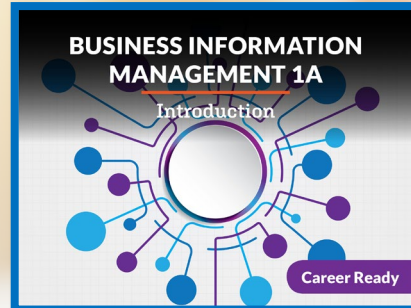
**Career:** Digital Marketing Specialist

A digital marketing specialist focuses on executing specific online marketing tactics, such as managing social media accounts, optimizing web content for search engines, and running email marketing campaigns to drive engagement and sales.

Option

1

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts  
CIW Social Media Strategist





# Marketing & Sales

## Specialty: Marketing & Advertising

**Career:** Digital Marketing Specialist

A digital marketing specialist focuses on executing specific online marketing tactics, such as managing social media accounts, optimizing web content for search engines, and running email marketing campaigns to drive engagement and sales.

Option  
2

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts  
CIW Social Media Strategist





# Marketing & Sales

## Specialty: Marketing & Advertising

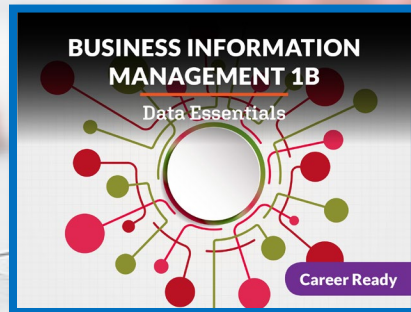
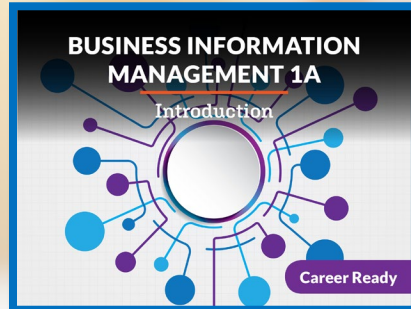
**Career:** Marketing Specialist

A marketing specialist develops and implements strategies to promote products or services, analyzing market trends and customer behavior to optimize campaigns.

Option

1

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts

MBA Research Standard Marketing





# Marketing & Sales

## Specialty: Marketing & Advertising

**Career:** Marketing Specialist

A marketing specialist develops and implements strategies to promote products or services, analyzing market trends and customer behavior to optimize campaigns.

Option  
2

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts

MBA Research Standard Marketing





# Marketing & Sales

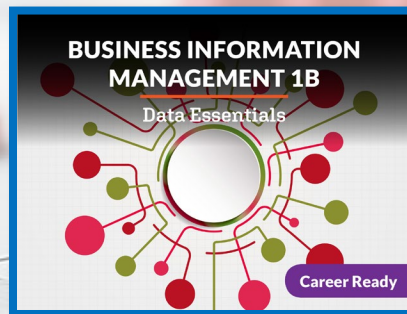
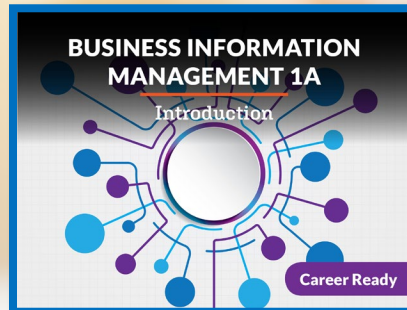
## Specialty: Strategic Sales

**Career:** Marketing Communications Specialist

A marketing communications specialist creates and manages content to communicate a brand's message across various channels, enhancing public awareness and engagement.

Option  
1

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts

MBA Research Standard Marketing





# Marketing & Sales

## Specialty: Strategic Sales

**Career:** Marketing Communications Specialist

A marketing communications specialist creates and manages content to communicate a brand's message across various channels, enhancing public awareness and engagement.

Option

2

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts

MBA Research Standard Marketing





# Marketing & Sales

## Specialty: Strategic Sales

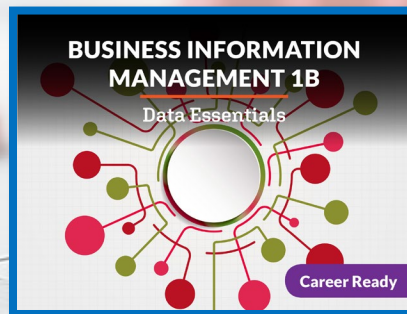
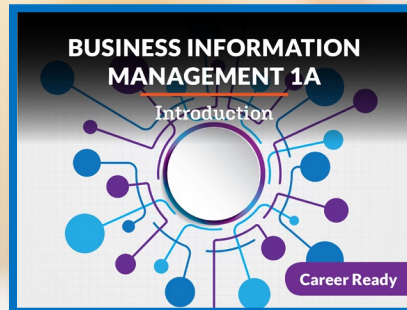
**Career:** Sales Representative

A sales representative engages with potential customers to sell products or services, building relationships and negotiating deals to meet sales targets.

Option

1

Recommended  
Course  
Track



AMA: Sales Management

ASK Fundamental Marketing Concepts





# Marketing & Sales

## Specialty: Strategic Sales

**Career:** Sales Representative

A sales representative engages with potential customers to sell products or services, building relationships and negotiating deals to meet sales targets.

Option

2

Recommended  
Course  
Track



AMA: Sales Management





# Career Field: **Public Service & Safety**



The Public Service & Safety Career Cluster encompasses roles in local, state, and federal government, legal and justice systems, security, and military operations, all aimed at promoting civic responsibility, and ensuring the well-being, security, and functionality of communities, states, and countries.

## Career Possibilities:



# 50

## 10 Certifications:

**NOCTI Administrative Services  
(Pathway Assessment)**

**NOCTI Business Information  
Processing (Job Ready  
Assessment)**

**ASK Fundamental Marketing Concepts**

**NCHSE Human Structure – Function & diseases**

**NCHSE Foundations of Healthcare Professions**

**National EMS Education Standards**

**NREMT Psychomotor Examination**

**NOCTI Therapeutic Services**

**NOCTI Legal Services (Pathway Assessment)**

**Brainbench Legal Secretarial Skills**

- ✓ Assistant Deputy
- ✓ Cabinet Level Secretary
- ✓ Case Worker
- ✓ Commissioner (County, Parish)
- ✓ Commissioner (State Agency)
- ✓ Community Correction Practitioner
- ✓ Congressional Aide
- ✓ Corrections Educator
- ✓ Corrections Officer
- ✓ Corrections Trainer
- ✓ Detention Deputy
- ✓ Facility Maintenance Worker
- ✓ Governor
- ✓ Jail Administrator
- ✓ Legislative Aide
- ✓ Legislative Assistant
- ✓ Lobbyist
- ✓ Mayor
- ✓ Maintenance Worker
- ✓ Mid-Level Manager
- ✓ Policy Advisor
- ✓ Probation/Parole Officer
- ✓ Program Coordinator and Counselor
- ✓ President
- ✓ Public Information officer
- ✓ Representative (Fed/State)
- ✓ Senator (Fed/State)
- ✓ Specialist
- ✓ Transport Officer
- ✓ Vice President
- ✓ Youth Service Worker
- ✓ Warden





# Public Service & Safety

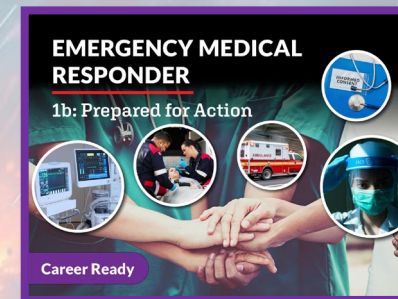
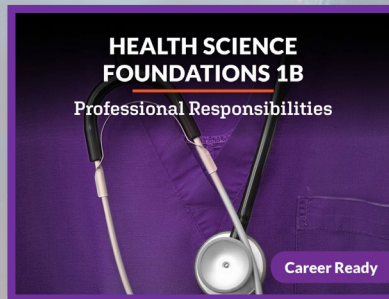
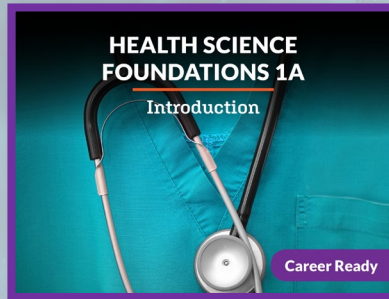
## Specialty: Emergency Response

**Career:** **Emergency Medical Responder**

Having quick response times and providing lifesaving interventions are essential duties for this rewarding career.

Option  
1

Recommended  
Course  
Track



National EMS Education Standards  
NREMT Psychomotor Examination  
NOCTI Therapeutic Services

NCHSE Foundations of Healthcare Professions  
NCHSE Human Structure – Function & diseases





# Public Service & Safety

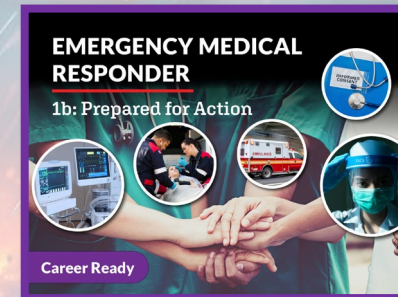
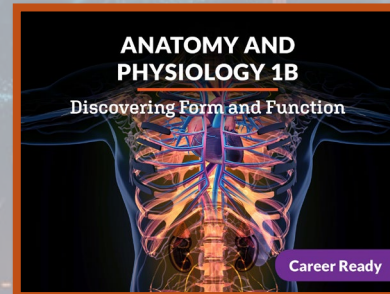
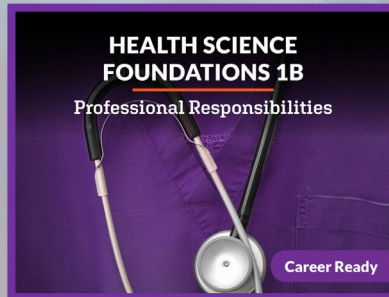
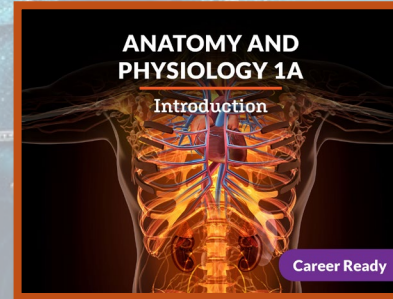
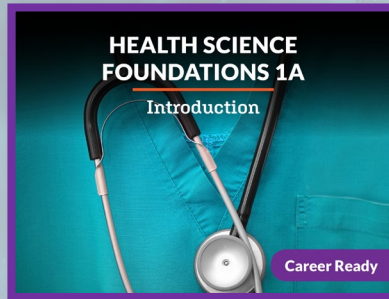
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Option  
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Recommended  
Course  
Track



National EMS Education Standards  
NREMT Psychomotor Examination  
NOCTI Therapeutic Services

NCHSE Foundations of Healthcare Professions  
NCHSE Human Structure – Function & diseases





# Public Service & Safety

## Specialty: Judicial Systems

**Career:** **Legal Assistant**

A legal assistant supports lawyers by conducting research, drafting documents, organizing files, and managing communication with clients and courts.

Option  
1

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts  
NOCTI Business Information  
Processing (Job Ready Assessment)

NOCTI Administrative Services  
(Pathway Assessment)  
NOCTI Legal Services  
(Pathway Assessment)

Brainbench Legal Secretarial Skills



# Public Service & Safety

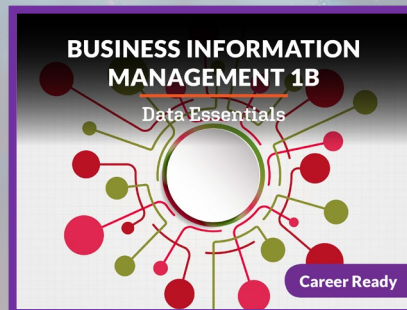
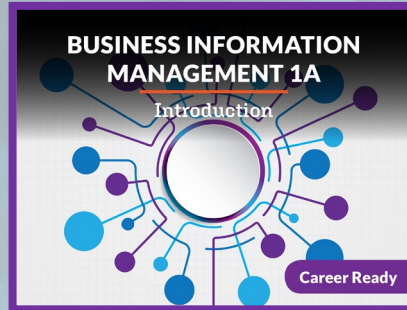
## Specialty: Judicial Systems

**Career:** Legal Assistant

A legal assistant supports lawyers by conducting research, drafting documents, organizing files, and managing communication with clients and courts.

Option  
2

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts  
NOCTI Business Information  
Processing (Job Ready Assessment)

NOCTI Administrative Services  
(Pathway Assessment)  
NOCTI Legal Services  
(Pathway Assessment)

ASK Fundamental Marketing Concepts  
Brainbench Legal Secretarial Skills



# Public Service & Safety

## Specialty: Judicial Systems

**Career:** Legal Administrative Specialist

A legal administrative specialist provides administrative support in a legal setting, managing documents, scheduling, and assisting lawyers with case preparation and client communications.

Option  
1

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts  
NOCTI Business Information  
Processing (Job Ready Assessment)

NOCTI Administrative Services (Pathway Assessment)  
Brainbench Legal Secretarial Skills  
NOCTI Legal Services (Pathway Assessment)





# Public Service & Safety

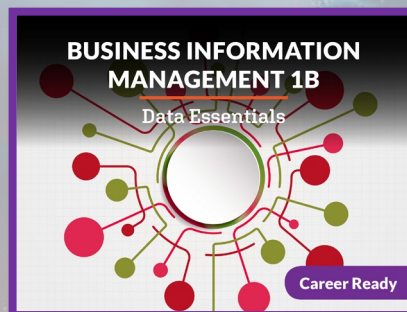
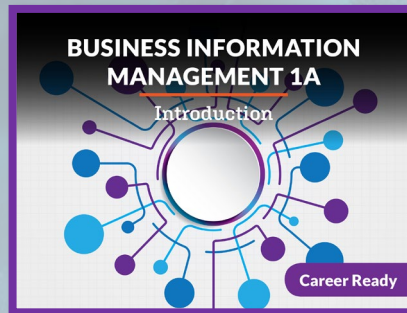
## Specialty: Judicial Systems

**Career:** Legal Administrative Specialist

A legal administrative specialist provides administrative support in a legal setting, managing documents, scheduling, and assisting lawyers with case preparation and client communications.

Option  
2

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts  
NOCTI Business Information  
Processing (Job Ready Assessment)

NOCTI Administrative Services (Pathway Assessment)  
Brainbench Legal Secretarial Skills  
NOCTI Legal Services (Pathway Assessment)





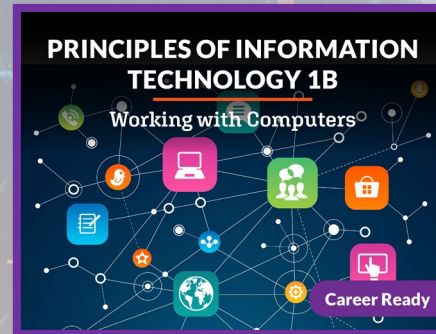
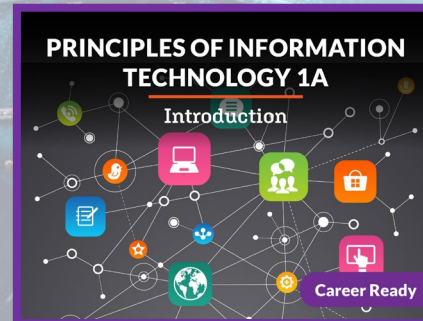
# Public Service & Safety

## Specialty: Local, State, & Federal Services

**Career:** **Program Administrative Specialist**

A program administrative specialist manages and coordinates specific programs within public service organizations, ensuring they run efficiently and meet their objectives.

**Recommended  
Course  
Track** →





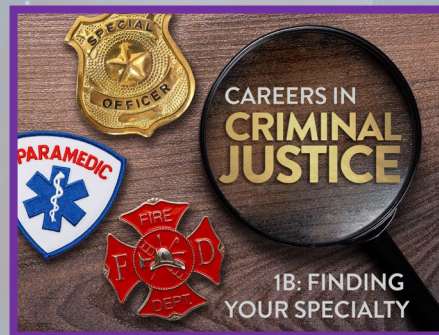
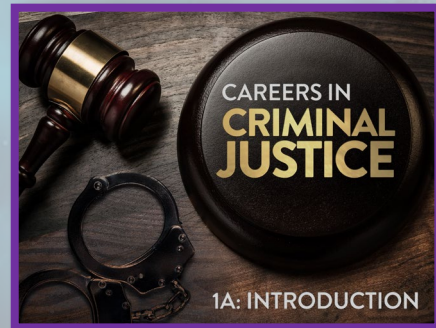
# Public Service & Safety

## Specialty: Local, State, & Federal Services

Career: **Agent/Specialist**

An agent or specialist enforces laws and regulations, investigates criminal activities, or provides specialized services in areas such as homeland security or intelligence.

Recommended  
Course  
Track





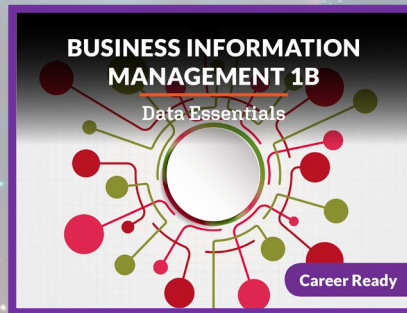
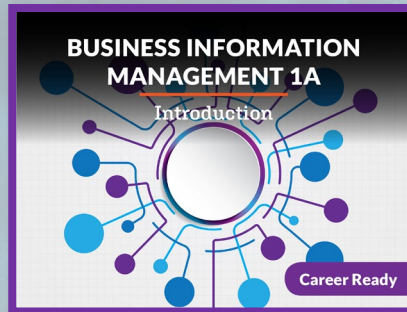
# Public Service & Safety

## Specialty: Local, State, & Federal Services

Career: **Public Servant**

A public servant works in government roles to implement policies, provide public services, and contribute to the efficient functioning of governmental operations.

Recommended  
Course  
Track



ASK Fundamental Marketing Concepts





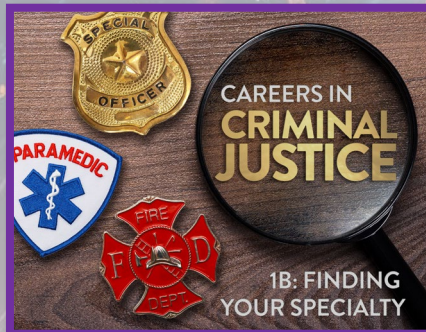
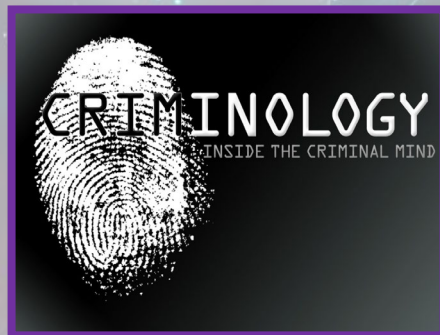
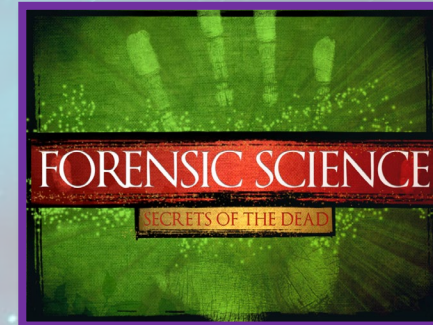
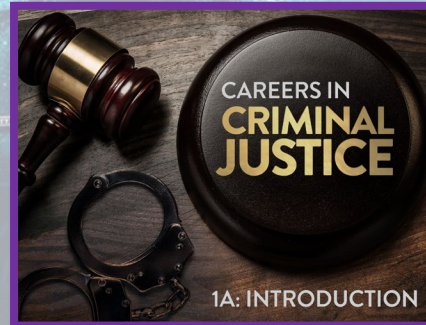
# Public Service & Safety

## Specialty: Public Safety

**Career:** **Officer/Investigator**

An officer or investigator conducts criminal investigations, gathers evidence, interviews witnesses, and works to solve crimes and enforce the law.

**Recommended  
Course  
Track**





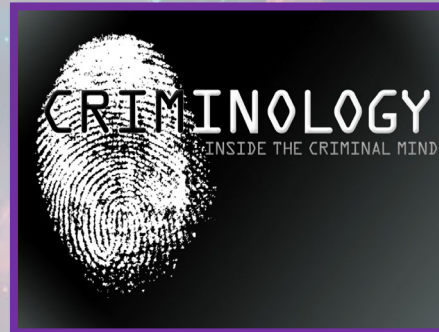
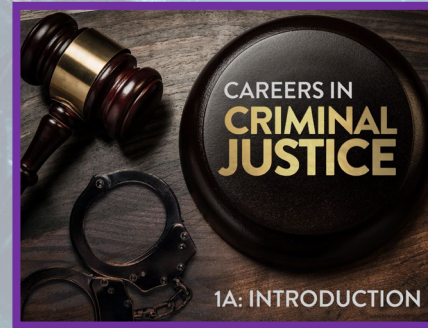
# Public Service & Safety

## Specialty: Public Safety

**Career:** **Security Officer**

A security officer protects people and property by monitoring premises, responding to incidents, and enforcing safety protocols.

**Recommended  
Course  
Track** →





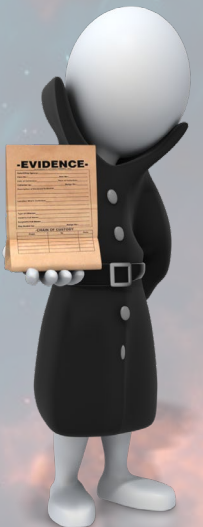
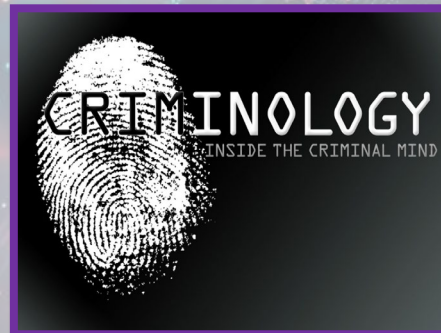
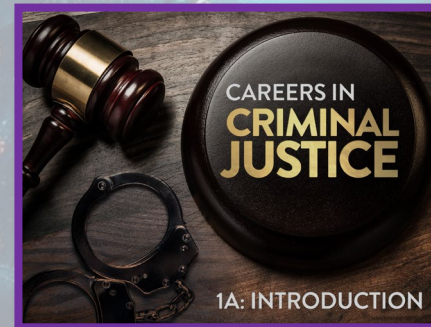
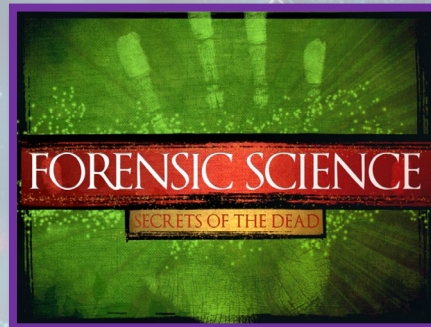
# Public Service & Safety

## Specialty: Public Safety

### Career: **Criminologist**

A criminologist studies the causes, consequences, and prevention of criminal behavior, analyzing data and conducting research to understand crime patterns and develop effective strategies for reducing crime and enhancing public safety.

**Recommended  
Course  
Track**





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Today

Pathway to  
SUCCESS!







**Moacir Rodrigues - Director**



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