

# Office Specialist

<b>Career Cluster Description:</b> Business Management and Administration careers encompass planning, organizing, directing and evaluation business functions essential to efficient and productive business operations. Business management and Administration career opportunities are available in every sector of the economy.							
<b>Major Options</b>							
Billing Clerks Payroll Clerks		Accounts Receivable/Payable Clerks Financial Clerk		Administrative Support Information Clerk		Entrepreneur Human Resources Assistant	
Grade 9		Grade 10		Grade 11		Grade 12	
S1	S2	S1	S2	S1	S2	S1	S2
English 1	English 1	English 2	English 2	English Elective	English Elective	English Elective	English Elective
Physical Science	Physical Science	Biology	Biology	Science Elective	Science Elective	Science Elective	Science Elective
Civics	Health	World History	World History	U.S. History	U.S. History	U.S. Govern.	AK History
Algebra I	Algebra I	Geometry	Geometry	Algebra 2	Algebra 2	Advanced Math	Advanced Math
P.E.	P.E.	Elective	Elective	Elective	Economics	Co-op Work Experience	Co-op Work Experience
Intro to Career Pathways	Customer Service	Bus Skills Lab 1	Bus Skills Lab 2	Desktop Publishing 1	Desktop Publishing 2	Entrepreneurship	Elective
Technology Applications 1*	Technology Applications 2*	Technology Applications 3*	Personal Finance*	Accounting 1	Accounting 2	Computerized Accounting	Business Law
Work-Based Learning Opportunities				Career-Technical Student Organizations (CTSO)		Certifications	
<ul style="list-style-type: none"> <li>Apprenticeship</li> <li>Cooperative Education</li> <li>Job Shadowing</li> </ul>		<ul style="list-style-type: none"> <li>Paid/Unpaid Internship</li> <li>School-Based Enterprise</li> <li>Service Learning</li> </ul>		<ul style="list-style-type: none"> <li>Business Professionals of America</li> </ul>		<ul style="list-style-type: none"> <li>MOS</li> </ul>	

## POSTSECONDARY OPTIONS

Two-Year College or Proprietary Programs	Adult Registered Apprenticeships	Four-Year College and University Programs	Certifications	Licenses, On The Job Training, Training Certificates, etc.
<ul style="list-style-type: none"> <li>Computer Information &amp; Office Systems</li> <li>Accounting</li> <li>Small Business</li> <li>Administration</li> </ul>	Department of Labor and Workforce, Development, Office of Apprenticeship, email <a href="mailto:apprenticeship@alaska.gov">apprenticeship@alaska.gov</a> or your local Alaska Job Center staff who will help you identify apprenticeable occupations and help you prepare for your future. You may also call (877) 724-2539	<ul style="list-style-type: none"> <li>Accounting/Finance</li> <li>Economics</li> <li>Management</li> <li>Medical/Dental Reception</li> <li>Office Management and Technology</li> <li>General Business</li> </ul>	<ul style="list-style-type: none"> <li>MOS</li> <li>Certified</li> <li>Bookkeeper</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Office Support</li> <li>Medical Office Specialists</li> <li>Accounting Technician</li> <li>Small Business Management</li> </ul>

\*College Credits may be available. [Click here for details.](#)