**Approved Secondary Industry-Recognized Credentials**

**Business and Management**

| **Cluster** | **Credential Name**  ***Abbreviated Name***  **(Code)** | **Sample Occupations** | **Link** |
| --- | --- | --- | --- |
| Business, Management and Administration | Microsoft Office Specialist Certification (MOS) Expert  *Microsoft Office Specialist Expert*  (CREDBM001) | General Managers  Sales Managers  Purchasing Managers  Public Relations Specialists  Executive Administrative Assistants | <https://www.microsoft.com/en-us/learning/mos-expert-certification.aspx> |
| Earn Microsoft Office Specialist certification in **at least three** of the following:  MOS Word  MOS Excel  MOS PowerPoint  MOS Access  MOS Outlook  *Microsoft Office Specialist Portfolio*  (CREDBM003) |  | <http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/certification-overview.html>  <https://www.microsoft.com/en-us/learning/mos-certification.aspx> |
| Finance | Intuit Quickbooks Certified User  *Quickbooks Certified User*  (CREDBM004) | Financial Managers  Claims Adjusters  Accountants  Financial Analysts  Loan Officers  Real Estate Brokers  Accounting Clerks | <http://www.certiport.com/portal/DesktopDefault.aspx?page=common/pagelibrary/QuickBooks_home.htm> |
| Hospitality and Tourism | National Restaurant Association Educational Foundation – ProStart National Certificate of Achievement  *ProStart Certification*  (CREDBM002) | Food Service Managers  Lodging Managers  Event Planners | <https://www.nraef.org/Students/Certificate-of-Achievement> |
| Certified Hospitality Tourism Management Professional – CHTMP  *Hospitality Tourism Management Professional*  (CREDBM005) |  | <https://www.ahlei.org/CHTMP/> |
| Marketing | None currently identified | Marketing Managers  Market Research Analysts |  |