**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 ManagersSales ManagersPurchasing ManagersPublic Relations SpecialistsExecutive 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 WordMOS ExcelMOS PowerPointMOS AccessMOS 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 ManagersClaims AdjustersAccountantsFinancial AnalystsLoan OfficersReal Estate BrokersAccounting 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 ManagersLodging ManagersEvent 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 ManagersMarket Research Analysts |  |