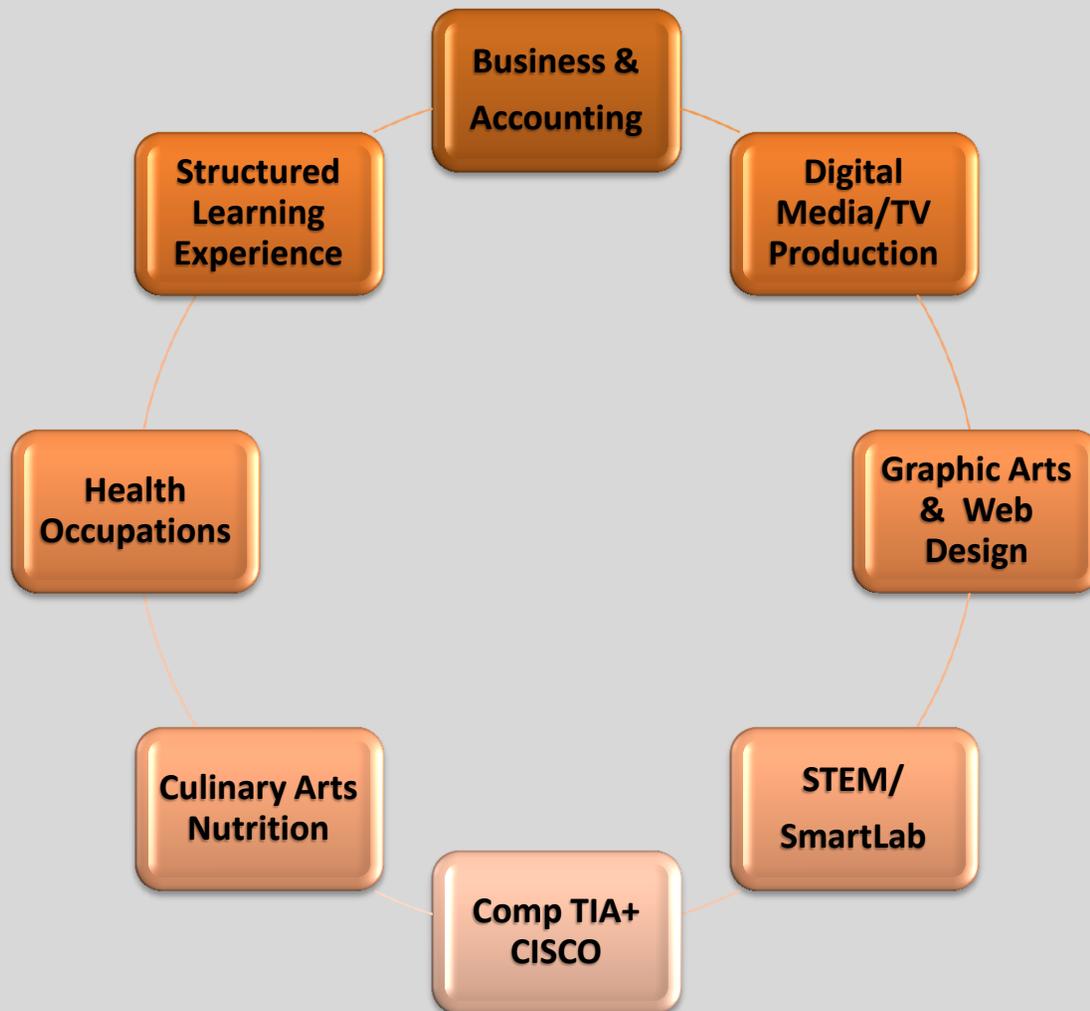


Orange High School CTE

Career and Technical Education

400 Lincoln Avenue, Orange NJ 07050 973-677-4050



Career and Technical Education Department

Courses offered within Career and Technical Education Department are geared to provide students with the skills, knowledge, and work habits necessary to thrive in the worlds of business, health careers, and multimedia ventures. Students will have the opportunity to explore careers associated within the fields of business and health occupations, as well as benefit from practical, real-world preparation designed to enhance students' marketability and career readiness. Although the focus is primarily on preparation for college or a career in related careers and industries; the skills acquired will also help prepare students for any field they may choose to enter.

As a CTE student you have the opportunity to participate in hands-on training in your chosen program and gain real world experience through job shadows and internships.

Mr. Gaines, Principal

Mr. Belton, Principal

Computer Applications I and II

Mr. Glenn Gamble

Orange High School CTE Career and Technical Education

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Computer Applications I and II prepares a scholar for the **Microsoft Office Specialist (MOS)** exam. A MOS Specialist is a professional who has completed a series of certification exams to demonstrate high proficiency in Microsoft's Office software suite. Individuals who work in positions where Office programs are used frequently, such as administrative assisting or data entry, benefit from MOS certification. Certification examinations are available for Word, Excel, PowerPoint, Access and Outlook, MOS certification is available at the specialist, expert and master level.

Many MOS certification candidates handle quantitative information, like data entry workers who input large amounts of numbers or other data from personal, financial or medical records into Excel spreadsheets. Other data workers prepare or format statistical tables or master copies of complex reports. Other positions that require frequent computer use, such as a customer service representative who keeps track of calls in a spreadsheet or text document, would benefit from MOS certification.



MOS Career Pathways

- *Administrative Assistant*
- *Benefits Specialist*
- *Administrative Specialist*
- *Office Support Specialist*
- *Payroll Specialist*
- *Accounts Payable/Receivable Clerk*
- *Order Entry Specialist*
- *Payroll Specialist*
- *Data Entry Specialist*
- *Customer Service Specialist*
- *General Office Support*
- *Operations Support Specialist*
- *Account/Client/Sales Support Specialist*
- *Production Support Specialist*
- *Student Support Specialist*