MOTIV8
THE PREP ACADEMY

Industry-Based Certification Tests & Preparation Courses

Grade Results courses are strategically designed to align with national and industry certification exam criteria. The courses are crafted to empower students with the necessary knowledge and skills to effectively prepare them for obtaining industry-recognized certifications.
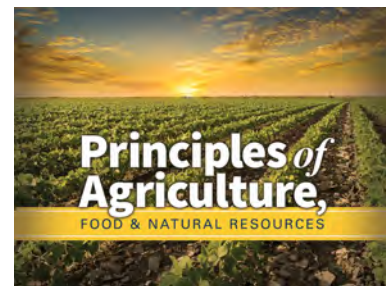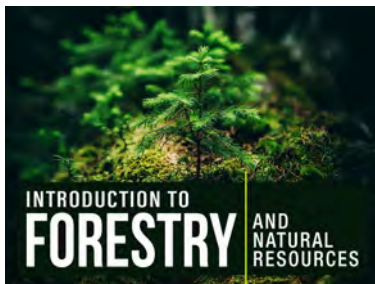
Agriculture

Industry Certification

- ◆ NOCTI Horticulture- Landscaping

Courses

Agriculture

Business Management & Administration

Industry Certification

- NOCTI Administrative Assisting (Job Ready Assessment)
- NOCTI Business Information Processing (Job Ready Assessment)
- NOCTI Administrative Services (Pathway Assessment)
- ASK Fundamental Business Concepts
- American Standard Typing
- Brainbench Legal Secretarial Skills
- Certified Medical Administrative Assistant (CMAA)
- National Certification Medical Office Assistant (NCMOA)
- ASK Concepts of Entrepreneurship/Management
- Entrepreneurship & Small Business (ESB)
- NOCTI General Management (Pathway Assessment)
- ASK Entrepreneurship/Management
- ASK Fundamentals of Ethics
- CME Certified Manager Exam
- Associate Professional in Human Resources - HR Certification Institute
- NOCTI Human Resources Management Pathway

Mini Certification

- ASK Fundamental Business Concepts
- American Standard Typing
- MO-200: Microsoft Excel (Excel & Excel 2019)
- MOS Exam 77-727: Excel 2016: Core
- MO-500: Microsoft Access Expert (Access & Access 2019)
- MOS Exam 77-730: Access 2016

Courses

Administrative Specialist (Option 1)

PRINCIPLES OF BUSINESS, MARKETING, FINANCE 1A — Introduction — Career Ready

PRINCIPLES OF BUSINESS, MARKETING, FINANCE 1B — Targeting Your Business Insight — Career Ready

OFFICE ADMINISTRATION 1a: Introduction — Career Ready

OFFICE ADMINISTRATION 1b: Running the Office — Career Ready

TOUCH SYSTEMS DATA ENTRY 1a: Keyboard Like a Pro — Data Entry — Career Ready

Year 1   **Year 2**   **Year 3**

Courses

Administrative Specialist (Option 2)

Year 1   Year 2   Year 3

Legal Administrative Specialist (Option 1)

Year 1   Year 2   Year 3

Legal Administrative Specialist (Option 2)

Year 1   Year 2   Year 3
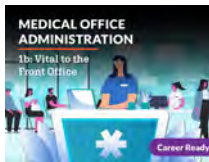
Medical Office Administrative Specialist (Option 1)

Year 1   Year 2   Year 3

Medical Office Administrative Specialist (Option 2)

Year 1   Year 2   Year 3

Courses

Business Information Specialist

Year 1   **Year 2**

Entrepreneur (Option 1)

Year 1   **Year 2**   **Year 3**

Entrepreneur (Option 2)

Year 1   **Year 2**   **Year 3**

Manager (Option 1)

Year 1   **Year 2**   **Year 3**

Manager (Option 2)

Year 1   **Year 2**

Courses

Human Resources Associate (Option 1)

Year 1

Year 2

Human Resources Associate (Option 2)

Year 1

Year 2

Education & Training

Industry Certification

- Child Development Associate (CDA): Center- Based Infant-Toddler

- Child Development Associate (CDA): Center-Based Preschool

- Child Development Associate (CDA): Family Child Care

- Child Development Associate (CDA): Home Visitor

- NOCTI Early Childhood Development & Services

- Broad Field Family and Consumer Sciences

Mini Certification

- ServSafe Manager

Courses

Day Care Worker

Year 1

Child Care Worker

Year 1   **Year 2**

Child Care Worker

Year 1   **Year 2**

Finance

Industry Certification

- NOCTI Business Information Processing (Job Ready Assessment)

Mini Certification

- ASK Fundamental Business Concepts

- MO-200: Microsoft Excel (Excel & Excel 2019)

- MOS Exam 77-727: Excel 2016: Core

Courses

Day Care Worker

Year 1   **Year 2**

Finance

Industry Certification

- NOCTI Business Information Processing (Job Ready Assessment)

Mini Certification

- ASK Fundamental Business Concepts

- MO-200: Microsoft Excel (Excel & Excel 2019)

- MOS Exam 77-727: Excel 2016: Core