

## Office Administration Professional (OAP) Pathway Mapping

The Office Administration Professional pathway provides learners with the opportunity to gain credit towards a certificate, diploma or degree program at participating post-secondary institutions in Alberta. These courses prepare learners for occupations and careers in a variety of industries, corporations, businesses and government departments, as well as non-profit groups. This dual credit pathway provides suggestions for high school level courses that may be grouped in various combinations to meet different post-secondary program requirements. Courses and course combinations will be established by participating post-secondary institutions. It is the certificated teacher's responsibility to ensure that all CTS course outcomes are taught and assessed for each course in a pathway for which a student receives credit. *Contact local post-secondary institutions for more information about delivery of dual credit courses in the Office Administration Professional pathway.*

Post-Secondary Course Topics	Alberta Education High School Dual Credit Course	Assessment
	CTS 1-credit Course Number and Name	
<b>BUSINESS COMMUNICATIONS FOCUS AREA</b>		
Career Portfolio	CTR2310: Career Directions—Expansion	
Career Paths and Plans		
Career Portfolio	CTR3310: Career Directions—Transitions	
Career Paths		
Career Transition Scenarios		
Business Correspondence	INF2090: Correspondence	
Letters and Memos		
Business Documents	INF2100: Reports	
Report Publication		
Communication in the Workplace	MAM1030: Communication Strategies 1	
Writing Process		
Spelling and Grammar		
Workplace Messages	MAM2060: Communication Strategies 2	
Informal and Formal Writing Contexts		
Writing an Informal Report		
Presenting an Oral Report		
Communication Process	MAM2065: Professional Communication	
Interpersonal Communication		
Barriers to Communication		
Professional Relationships		
Ethical Behaviour		

Post-Secondary Course Topics	Alberta Education High School Dual Credit Course	Assessment
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<b>BUSINESS COMMUNICATIONS FOCUS AREA CONTINUED</b>		
Technical and Research Reports	MAM3080: Communication Strategies 3	
Revision and Proofreading		
Spelling and Grammar		
Oral Report Presentations		
Project courses within the Information Processing (INF) and Management & Marketing (MAM) occupational areas can provide students the opportunity to develop project design and management skills to extend and enhance competencies and skills. Teachers need to follow parameters listed in the project courses to ensure students receive credit.		
<b>OFFICE PROCEDURES FOCUS AREA</b>		
Goal, Timeline, Task and Resource Management	INF3080: Project Management Tools	
Information Management Software		
Quality Management Systems and Strategies	MAM2010: Managing for Quality	
Roles of Customers and Managers		
Organizational Planning		
Leadership and Team Development		
Office Strategies and Procedures	MAM2050: Office Systems 1	
Equipment and Technology Applications		
Written Communication		
Travel Arrangements		
Web Browsers and Search Engines	MAM2055: Office Administration	
Productivity Tools and Applications		
Calendar Management Software Functions		
Telephone, Mail and Calculator Skills		
Basic Records Management Skills	MAM2080: Records Management 1	
Alphabetic Coding Procedures		
Role of Administration Professional	MAM3070: Office Systems 2	
Quality of Office Environment		
Strategies to Increase Personal Productivity		
Telecommunications		
Business Meeting Arrangements		

Post-Secondary Course Topics	Alberta Education High School Dual Credit Course	Assessment
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<b>OFFICE PROCEDURES FOCUS AREA CONTINUED</b>		
Electronic Records Management Skills	MAM3090: Records Management 2	
Numeric, Subject and Geographic Filing Categories		
Record Preparation and Maintenance		
Project courses within the Information Processing (INF) and Management & Marketing (MAM) occupational areas can provide students the opportunity to develop project design and management skills to extend and enhance competencies and skills. Teachers need to follow parameters listed in the project courses to ensure students receive credit.		
<b>BUSINESS TECHNOLOGIES FOCUS AREA</b>		
Elements and Principles of Design	COM1005: Visual Composition	
Typography		
Visual Composition		
Types and Impact of Media	COM1015: Media Impact	
Presentation Preparation		
Electronic Publishing Computer Hardware and Software	COM2025: Electronic Layout & Publishing 1	
Documents and Publications		
Desktop Publishing		
Publication Design, Layout and Print	COM3025: Electronic Layout & Publishing 2	
Customized, Professional Multipage Document Production		
Document Creation and Customization		
Content Formatting		
Visual Content and Organization	INF1030: Word Processing 1	
Document Review		
Database Features and Design		
Tables, Queries, Forms and Reports	INF1050: Database 1	
Database Management System		
Reports		
Data Creation, Format and Organization		
Navigation	INF1060: Spreadsheet 1	
Visual Interest		
Formulas		

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<b>BUSINESS TECHNOLOGIES FOCUS AREA CONTINUED</b>		
Slides and Templates	INF1070: Digital Presentation	
Visuals and Multimedia		
Presentations		
Keyboarding Proficiency	INF2020: Keyboarding	
Keyboarding Techniques		
Posture and Hand Positioning		
Document Creation and Customization	INF2050: Word Processing 2	
Content Formatting		
Visual Content and Organization		
Document Review		
Database Features and Design	INF2070: Database 2	
Tables, Queries, Forms and Reports		
Database Management System		
Data Creation, Format and Organization	INF2080: Spreadsheet 2	
Navigation		
Visual Interest		
Formulas		
Computer Input and Output Devices	INF3010: Hardware & Software Analysis	
Computer Operating Systems		
Document Creation and Customization	INF3060: Word Processing 3	
Content Formatting		
Visual Content and Organization		
Document Review		
Integrated Documents, Spreadsheets, Databases and Presentations	INF3095: Productivity Software Integration	
<p>Project courses within the Communication Technology (COM) and Information Processing (INF) occupational areas can provide students the opportunity to develop project design and management skills to extend and enhance competencies and skills. Teachers need to follow parameters listed in the project courses to ensure students receive credit.</p>		

Post-Secondary Course Topics	Alberta Education High School Dual Credit Course	Assessment
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<b>BOOKKEEPING AND ACCOUNTING FOCUS AREA</b>		
Accounting Practice	FIN1015: Accounting Prep	
Accounting Systems		
Math Concepts and Problems	FIN1020: Accounting Cycle 1	
Basic Bookkeeping		
Accounting Cycle	FIN1030: Accounting Cycle 2	
Classifying Accounts		
Budgets		
Accounting Procedures for Retail Business	FIN2020: Retail Accounting 1	
Transactions		
Accounts Receivable and Payable		
Accounting Procedures for Retail Business	FIN2030: Retail Accounting 2	
Accounting Cycle		
Small Business or Personal Accounting Software	FIN2040: Accounting Software	
Computerized Accounting Procedures		
Transactions	FIN2070: Payroll Accounting	
Payroll		
Advanced Accounting Procedures	FIN3010: Advanced Accounting	
Adjustments		
Return on Investments	FIN3020: Management Accounting	
Internal Controls		
Organizational Assets		
Inventories		
<p>Project courses within the Financial Management (FIN) occupational area can provide students the opportunity to develop project design and management skills to extend and enhance competencies and skills. Teachers need to follow parameters listed in the project courses to ensure students receive credit.</p>		

Post-Secondary Course Topics	Alberta Education High School Dual Credit Course	Assessment
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<b>PETROLEUM INDUSTRY FOCUS AREA</b>		
Marketing and Distribution in Energy or Mineral Industries	MAM2130: Energy & Resources Supply & Distribution	
Regulatory Structures and Policies		
Marketing Principles	MAM3140: Energy & Resources Market Basics & Trends	
Market Demands for Energy or Mineral Products		
Market Trends and Development Opportunities		
Nature and Origins of Alberta's Hydrocarbon and Mineral Resources	PRS1010: Overview of Alberta Geology	
Social, Economic and Environmental Significance of Hydrocarbon and Mineral Resources		
<p>Project courses within the Management &amp; Marketing (MAM) occupational area can provide students the opportunity to develop project design and management skills to extend and enhance competencies and skills. Teachers need to follow parameters listed in the project courses to ensure students receive credit.</p>		
<b>MARKETING FOCUS AREA</b>		
Organizational Roles and Features	MAM1010: Marketing & Management	
Marketing Characteristics		
Retail Marketing Strategies		
Features, Benefits and Challenges of Online Marketing	MAM1040: E-Commerce 1	
Development Process		
E-commerce Websites		
Advertising Process	MAM2090: Promotion – Print Advertising	
Print Advertisements		
Marketing Strategies	MAM2110: E-Commerce 2	
Ethical Issues		
Security Threats		
Current Legislation		
Content-related, Design and Technical-related Features		

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<b>MARKETING FOCUS AREA CONTINUED</b>		
Economic Terms and Concepts	MAM3020: Business in the Canadian Economy	
Canadian Economy		
Economic Business Issues		
Project courses within the Management & Marketing (MAM) occupational area can provide students the opportunity to develop project design and management skills to extend and enhance competencies and skills. Teachers need to follow parameters listed in the project courses to ensure students receive credit.		
<b>OFFICE ADMINISTRATION PROFESSIONAL PRACTICAL EXPERIENCE</b>		
Workplace Health and Safety Management Systems	HCS3000: Workplace Safety Systems	
Hazard Identification, Assessment and Control		
Workplace Safety Legislation		
Practices for Workplace Health and Safety	HCS3010: Workplace Safety Practices	
Industry Standards and Legislated Practices for Workplace Safety		
<p><b>Practicum Course Selections</b></p> <p>Practicum courses are intended for students to apply prior learning and demonstrate the attitudes, skills and knowledge required by an external organization to achieve a credential/credentials or an articulation. Teachers need to follow parameters listed in the practicum courses to ensure students receive credit.</p>		