# 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 | |
| BUSINESS COMMUNICATIONS FOCUS AREA | | |
| 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 | | |

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| **BUSINESS COMMUNICATIONS FOCUS AREA CONTINUED** | | |
| 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. | | |
| **OFFICE PROCEDURES FOCUS AREA** | | |
| 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 | | |

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| OFFICE PROCEDURES FOCUS AREA CONTINUED | | |
| Electronic Records Management Skills | MAM3090: Records Management 2 | |
| Numeric, Subject and Geographic Filing Categories | | |
| Record Preparation and Maintenance | | |
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| BUSINESS TECHNOLOGIES FOCUS AREA | | |
| 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 | INF1030: Word Processing 1 | |
| Content Formatting | | |
| Visual Content and Organization | | |
| Document Review | | |
| Database Features and Design | INF1050: Database 1 | |
| Tables, Queries, Forms and Reports | | |
| Database Management System | | |
| Reports | | |
| Data Creation, Format and Organization | INF1060: Spreadsheet 1 | |
| Navigation | | |
| Visual Interest | | |
| Formulas | | |

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| BUSINESS TECHNOLOGIES FOCUS AREA CONTINUED | | |
| 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 | |
| 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. | | |

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| **BOOKKEEPING AND ACCOUNTING FOCUS AREA** | | |
| 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 | | |
| 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. | | |

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| **PETROLEUM INDUSTRY FOCUS AREA** | | |
| 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 | | |
| 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. | | |
| **MARKETING FOCUS AREA** | | |
| 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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| **MARKETING FOCUS AREA CONTINUED** | | |
| 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. | | |
| **OFFICE ADMINISTRATION PROFESSIONAL PRACTICAL EXPERIENCE** | | |
| 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 | | |
| **Practicum Course Selections** 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. | | |