

## Skills for Success Curriculum Resource Cover Page

### e-Channel Organization

Good Learning Anywhere

### Curriculum Resource

***Office Administration Skills for Success***

Are you interested in getting a job in office administration? This course is full of good information about working in an office environment - even if you are working from home! Many sections in this course introduce you to the nine Skills for Success. We also explore topics in organization, customer service, technology, confidentiality and stress management.

### OALCF Alignment

Competency	Task Group	Level
A - Find and Use Information	A1 - Read Continuous Text	A1.1-A1.3
A - Find and Use Information	A3 - Extract information from films, broadcasts and presentations	A3
B - Communicate Ideas and Information	B2 - Write Continuous Text	B2.1
C - Understand and Use Numbers	C4 - Manage Data	C4.1
D - Use Digital Technology	D - Use Digital Technology	D.1-D.2

### Goal Paths (check all that apply)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Employment   | <input checked="" type="checkbox"/> Postsecondary |
| <input type="checkbox"/> Apprenticeship          | <input checked="" type="checkbox"/> Independence  |
| <input type="checkbox"/> Secondary School Credit |   |

### Embedded Skills for Success (check all that apply)

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Adaptability              | <input checked="" type="checkbox"/> Numeracy        | <input checked="" type="checkbox"/> Digital |
| <input checked="" type="checkbox"/> Collaboration             | <input checked="" type="checkbox"/> Problem Solving |   |
| <input checked="" type="checkbox"/> Communication             | <input checked="" type="checkbox"/> Reading         |   |
| <input checked="" type="checkbox"/> Creativity and innovation | <input checked="" type="checkbox"/> Writing         |   |

**Notes:**