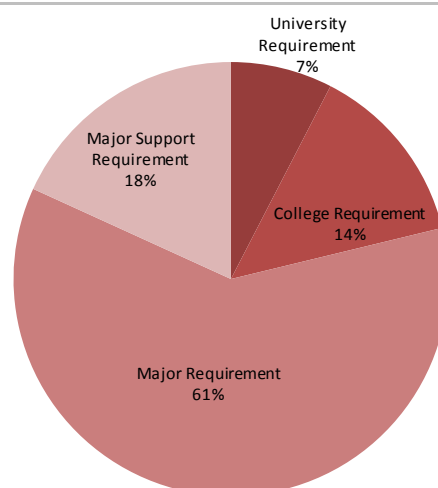


# Associate Diploma in Office Management – 2018

## Program Components

Course Type	CRD
University Requirement (UR)	5
College Requirement (CR)	9
Major Requirement (MR)	39
Major Support Requirement (MSR)	12
MR-Training (Internship) Yes	1
<b>Total Credit (CRD)</b>	<b>66</b>



**Teaching Language:** English

## Detailed Study Plan

### Year 1 - Semester 1

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
ENGL 145	English for Business I	3	0	3	CR	-----	No
MATHA 111	Applied Mathematics	3	0	3	CR	-----	No
OMA 160	Interpersonal Skills	3	0	3	MR	-----	Yes
BAA 110	Introduction to Business Computing	2	3	3	MSR	-----	No
HIST 122	Modern History of Bahrain and Citizenship	3	0	3	UR	-----	No
HRLC 107	Human Rights	2	0	2	UR	-----	No

### Year 1 - Semester 2

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
ENGL 146	English for Business II	3	0	3	CR	ENGL 145	No
BAA 121	Financial Accounting I	3	0	3	MSR	MATHA 111	No
OMA 121	Introduction to Business Administration	3	0	3	MR	ENGL 145	Yes
OMA 140	English Word Processing I	2	3	3	MR	BAA 110	Yes
OMA 231	Spreadsheets	2	3	3	MR	BAA 110	Yes

### Year 2 - Semester 3

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
ENGLA 210	Technical Report Writing	3	0	3	MSR	ENGL 146	Yes
OMA 222	Arabic Word Processing I	2	3	3	MR	OMA 140	Yes
BAA 251	Human Resources Management	3	0	3	MSR	OMA 121	No
OMA 237	Office Procedures and Simulations I	3	0	3	MR	OMA 160	Yes
OMA 240	English Word Processing II	2	3	3	MR	OMA 140	Yes
OMA 241	Integrated Office Applications	2	3	3	MR	OMA 140	Yes

### Year 2 - Semester 4

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRA C	CRD			
OMA 242	Administrative Office Management	3	0	3	MR	OMA 121	Yes
OMA 247	Office Procedures and Simulations II	2	3	3	MR	OMA 237 & OMA 240	Yes
OMA 260	Database Management	2	3	3	MR	OMA 240	Yes
OMA 262	Arabic Word Processing II	2	3	3	MR	OMA 222	Yes
OMA 291	Applied Research Skills	2	3	3	MR	ENGLA 210 & passing 45 CRD	Yes

#### Training Requirement

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
OMA 299	Professional Internship	0	0	1	MR-Training	Completion of 65 CRD	Yes

## Course Description

**Course Code:** OMA 121

**Course Title:** Introduction to Business Administration

Overview of business administration as a field of study and practice, survey of major functional specialties within business management, accounting finance, marketing and production ,inter-relationships among various specialties and foundation – level understanding of the management profession.

**Course Code:** OMA 140

**Course Title:** English Word Processing I

The basic functions of computers using a word processing software application package. This course will provide students with the touch-typing keyboarding techniques and formatting skills necessary to produce a variety of business documents.

**Course Code:** OMA 160

**Course Title:** Interpersonal Skills

An introduction to behavioral variables relevant to the work place. Reference will be made to such areas as communications and perception. Role-playing and simulation activities will play an important part in this course.

**Course Code:** OMA 222

**Course Title:** Arabic Word Processing I

Fundamentals of Arabic touch keyboarding with introduction to simple correspondence and tables display techniques.

**Course Code:** OMA 231

**Course Title:** Spreadsheets

Having been introduced to the basic concepts of Spreadsheet, this course takes the students further into the functions and formulas of Excel. Students will be taught how to calculate the payments for a loan or the future value of an investment, work out an Expense Reduction Analysis, search for values in a column or row of a spreadsheet table, represent mathematical and business equations in charts and to create and analyze questionnaire data using Pivot Tables.

**Course Code:** OMA 237

**Course Title:** Office Procedures and Simulations I

The theoretical course will introduce students to the procedural, administrative, communications and information processing skills necessary to fulfill the role of the secretary in today's office environment.

**Course Code:** OMA 240

**Course Title:** English Word Processing II

The course enables students to prepare a variety of business documents using formatting and editing skills, providing reinforcement and enhancement of previously mastered keyboarding and word processing skills.

**Course Code:** OMA 241

**Course Title:** Integrated Office Applications

This is an advanced practical course that emphasizes information processing skills and techniques. Students will apply their knowledge of integrated office applications by using Object Linking and Embedding (OLE) in the actual business environment through Microsoft Office (Word, PowerPoint, Publisher, Outlook), Adobe Acrobat and Adobe Dreamweaver. They will also learn the essentials and best practices in designing and developing a website.

**Course Code:** OMA 242

**Course Title:** Administrative Office Management

Principles and functions of management as applied to the role of the office manager/administrator. The role of manager as related to the personnel function, acquisition of office machinery and equipment, and time management. Special emphasis will be on the importance of the ergonomic factors in the modern office. Requirements include case studies and a project.

**Course Code:** OMA 247

**Course Title:** Office Procedures and Simulations II

Supplements the theoretical knowledge gained in previous course by a series of work assignments that are designed to familiarize the students with a variety of work related to the office. Emphasis is put on decision-making and prioritizing jobs.

**Course Code:** OMA 260                      **Course Title:** Database Management

This course prepares students with the knowledge, skills, and basic concepts for using Relational Database Management Systems (RDBMS), in an office environment, in order to create, edit and update tables and relationships, forms, queries, reports and mailing labels.

**Course Code:** OMA 262                      **Course Title:** Arabic Word Processing II

Knowledge of advanced word processing application in the production of variety office documentation in Arabic language. Emphasis will be placed on file management capabilities, text editing, font specifications, graphics and smart art creation and illustration within a word processing document. Advanced support features and techniques that enable students to organize and format multiple-page documents necessary for the daily office operations.

**Course Code:** OMA 291                      **Course Title:** Applied Research Skills

The course prepares students towards searching and critically reading the literature by utilizing library resources, developing a research question, developing objectives, considering ethical issues, collecting and analyzing data, interpreting results and outcomes, design online surveys, and communicating through speaking and writing referencing. Course assessment will be based on exams, written research papers and oral presentations.

**Course Code:** OMA 299                      **Course Title:** Professional Internship

Practical training for 8 weeks arranged through the University Professional Relations Unit. All trainees are expected to understand the office management techniques and skills. Trainees are supervised and visited by faculty members during their training period. Students are required to submit a structured report to document their internship.

**Course Code:** BAA 110                      **Course Title:** Introduction to Business Computing

This course will familiarize students with the basics of the Microsoft Office suite for word processing, spreadsheet, presentation, and illustrate how to use it to solve business problems and to present information efficiently.

**Course Code:** BAA 121                      **Course Title:** Financial Accounting I

A study of financial accounting for proprietorships and partnerships with emphasis on the accounting cycle for service and merchandising organizations, basic principles of financial accounting, the preparation and use of the income statement, balance sheet and statement of owners' equity. Coverage includes the analysis and recording of transactions involving cash, receivables, inventories, fixed assets, as well as closing, adjusting and reversing entries for revenue and expense items.

**Course Code:** BAA 251                      **Course Title:** Human Resources Management

This course introduces the functions of personnel human resource management within an organization. Topics include recruitment and selection, performance appraisal, employee development, compensation planning, equal opportunity and the legal environment and employee relations.

**Course Code:** ENGLA 210                      **Course Title:** Technical Report Writing

The main purpose of this course is to utilize the knowledge gained from the previous ENGLA courses to teach students how to write technical and professional documents, especially technical reports needed in work environments. Special reinforcement would be done of the career skills of job advertisements, writing resumes, writing job application letters, drafting forwarding letters with resumes, and filing in job application forms and preparations for job interviews.

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## College Requirement Courses Descriptions

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**Course Code:** ENGL 145

**Course Title:** English for Business I

ENGL 145 is an English for Academic Purposes (EAP) program within the Business Administration discipline. Its focus is to develop students' reading and writing skills and build their business-related vocabulary.

**Course Code:** ENGL 146

**Course Title:** English for Business II

This course emphasis on reading skills, vocabulary building, grammar, and writing in a business context. The course aims to improve and develop students' language skills to enable them to communicate effectively in various business contexts.

**Course Code:** MATHA 111

**Course Title:** Applied Mathematics

The number system, Basic Algebra, Expansion, factorization, Transposition of formula, Solving Equations, Function, Definitions, Sequence and Series Relations, Differentiation, Standard Derivative, Integration and Applications, Matrices.

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## University Requirements Courses Descriptions

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**Course Code:** HIST 122

**Course Title:** Modern History of Bahrain and Citizenship

Spatial identity of Bahrain: Brief history of Bahrain until the 18th century; the historical roots of the formation of the national identity of Bahrain since the 18th century; the modern state and evolution of constitutional life in Bahrain; the Arabic and Islamic dimensions of the identity of Bahrain; the core values of Bahrain's society and citizenship rights (legal, political, civil and economic); duties; responsibilities and community participation; economic change and development in Bahrain; Bahrain's Gulf, Arab and international relations.

**Course Code:** HRLC 107

**Course Title:** Human Rights

This course deals with the principles of human rights in terms of the definition of human rights, scope, sources with a focus on the International Bill of Human Rights; The Charter of the United Nations; Universal Declaration of Human Rights; The International Covenant on Economics, Social and Culture rights; Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment; Mechanics and the Constitutional Protection of Rights and Public Freedoms in Kingdom of Bahrain.