

Associate Degree in Office Management

1) Program Description

The program provides the opportunity for students to study the specialization in terms of the ability to complete secretarial work professionally, including typing, writing reports, and completing all various secretarial tasks with professionalism and mastery. The program requires practical training in addition to university research and passing practical courses that contribute to developing students' practical skills. The program requires undergraduate research, practical activities, and the development of students' scientific writing skills. Graduates will be prepared to continue their studies if they wish in various specializations falling under management specializations in business colleges or institutes specialized in providing professional certificates.

The program's curriculum consists of 65 credit hours, distributed as follows:

- 5 credit hours for University Requirements (UR)
- 9 credit hours for College Requirements (CR)
- 36 credit hours for Major Requirements (MR)
- 12 credit hours for Major Support Requirements (MSR)
- 3 credit hours for Training Requirements (TR)

2) Program Objectives

The program aims at achieving the following objectives:

- 1) Practice a successful career in the field of Office Management.
- 2) Exercise different roles and responsibilities in the office environment by respecting diversity, professionalism, and ethical practices.
- 3) Engage in life-long learning skills and professional development.

3) Learning Outcomes

Upon completion of the associate degree in office management, graduates will be able to:

- 1) Identify the importance of leadership, team-building skills, cultural diversity, and managerial functions.
- 2) Identify appropriate office procedures for various office related tasks and recognize the need to continue professional development.
- 3) Apply and utilize computer applications in order to produce business documents using design and layout principles.
- 4) Make use of appropriate English or Arabic Language communication skills and Math, in order to produce letters, memos, reports, and charts and to prepare both verbal and technical presentations.
- 5) Solve office-related issues by using advanced decision-making skills, office procedures & application.
- 6) Prepare different kinds of business documents, office activities and tasks by applying advance office skills and procedures.

4) Admission Requirements

The applicants must meet the following requirements to be able to enroll:

- 1) A minimum of 70% in the General Secondary School Certificate (Tawjihia) or its equivalent.
- 2) No more than two years have passed since the applicant obtained his/her high General Secondary School Certificate.

- 3) The following General Secondary School specializations are accepted: (Science, Commerce, Literature, Unified Tracks, Technical, Technical Stream – Advanced, Commerce Stream – Advanced, Religion Tracks).
- 4) The applicant shall attend an aptitude test and a personal interview.
- 5) Language competency is required according to the language of instruction of the specific program of study.

The applicant shall be medically fit for the academic program he/she wishes to enroll in.

5) Graduation Requirements

Students must achieve the following requirements to graduate with an associate degree in office management:

- 1) Successfully complete the associates degree program in 4 semesters minimum and maximum 8 semesters.
- 2) Successfully complete 65 credit hours.
- 3) Minimum cumulative GPA of 1.67 out of 4.00.
- 4) Validate a professional internship before graduation (minimum of 8 weeks)

6) Program Duration

The standard duration to complete the program completely (65 credit hours) is 4 semesters, and the maximum duration is 8 semesters.

7) Language of Instruction

The associate degree in office management program is offered in English with only one course in Arabic.

8) Career Opportunities and Graduate Destinations

Graduates with an associate degree in office management can pursue careers such as:

- 1) Secretary
- 2) Executive secretary
- 3) Receptionist
- 4) Administrative assistant
- 5) Sales support
- 6) Human resources assistant

Graduates will be able to work in both public and private sector organizations.

9) Attendance and Learning Mode

The College follows an in-person, full-time attendance model while integrating e-learning methodologies as essential supportive tools in teaching and learning.

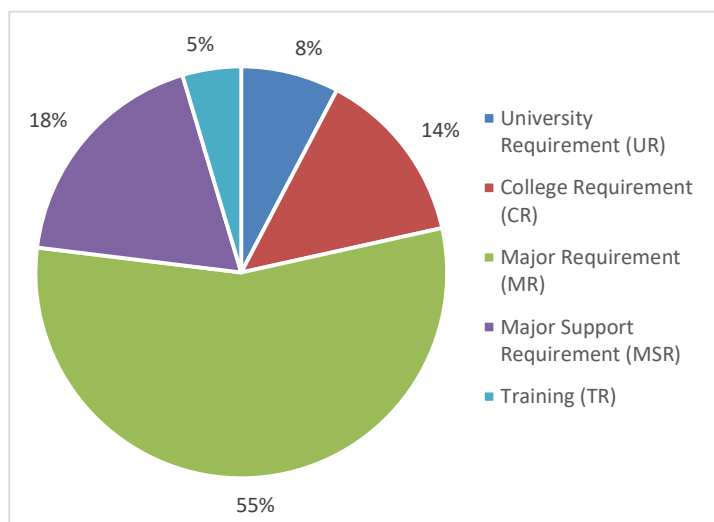
10) Study Mechanism

The curriculum covers all core topics outlined in the academic specification form of each course, with student assessment conducted according to approved evaluation methods that align with the nature of each subject.

Associate Degree in Office Management (2025/2026 Study Plan)

Program Components

University Requirement (UR)	5
College Requirement (CR)	9
Major Requirement (MR)	36
Major Support Requirement (MSR)	12
Training (Internship) (TR) Yes	3
Total Credit (CRD)	65



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	-	N/A
MATHA 111	Applied Mathematics	3	0	3	CR	-	N/A
OMA 161	Interpersonal and Presentation Skills I	3	0	3	MR	-	N/A
BAA 113	Introduction to Business Computing	2	2	3	MSR	-	N/A
HIST 122	Modern History of Bahrain and Citizenship	3	0	3	UR	-	N/A
HRLC 107	Human Rights	2	0	2	UR	-	N/A

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	ENGL145	N/A
BAA 121	Financial Accounting I	3	0	3	MSR	MATHA111	N/A
OMA 121	Introduction to Business Administration	3	0	3	MR	ENGL145	N/A
OMA 231	Spreadsheets	2	2	3	MR	BAA113	N/A

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	ENGL146	N/A
OMA 245	English Word Processing	2	2	3	MR	BAA113	N/A
BAA 242	Human Resources Management	3	0	3	MSR	OMA121	N/A
OMA 237	Office Procedures and Simulations I	3	0	3	MR	OMA161	N/A
OMA 263	Interpersonal And Presentation Skills II	3	0	3	MR	OMA161	N/A
OMA 241	Integrated Office Applications	2	2	3	MR	BAA113	N/A

Year 2 - Semester 4

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
OMA 242	Administrative Office Management	3	0	3	MR	OMA121	N/A
OMA 246	Arabic Word Processing	2	2	3	MR	OMA245	N/A
OMA 247	Office Procedures and Simulations II	2	2	3	MR	OMA237	N/A
OMA 260	Database Management	2	2	3	MR	OMA245	N/A
OMA 291	Applied Research Skills	2	2	3	MR	ENGLA210 & Passing 45 CRD	N/A

Training Requirement (TR)

Course Code	Course Title	Course Hours			Course Type	Pre requisite	Major GPA
		LEC	PRAC	CRD			
OMA298	Professional Internship	0	6	3	TR	Completion of 62 CRD	N/A

Course Description

Course Code: OMA 161 **Course Title:** Interpersonal and Presentation Skills I

This course provides a foundation in interpersonal skills necessary for effective business management and entrepreneurship. Students will develop essential communication, leadership, teamwork, and problem-solving abilities to navigate various business environments. Emphasis will be placed on practical application and real-world scenarios to enhance students' interpersonal skills and increase their potential for success in the business world.

Course Code: BAA113 **Course Title:** Introduction to Business Computing

This course will familiarize students with the basics of 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: BAA121 **Course Title:** Financial Accounting I

This course provides a complete understanding of accounting. It covers the main accounting principles and assumptions, the accounting cycle; recording changes in financial position; double entry theory; ledger; journal; trial balance; income measurement; adjusting and closing entries and preparing financial statements. This course also discusses accounting for merchandising operations from different perspectives.

Course Code: OMA121 **Course Title:** Introduction to Business Management

This course covers the basics of business administration as a field of study and practice, survey of major functional specialties within business management, economics, IT, human resources management and marketing. This course also covers inter-relationships among aforementioned specialties and foundation level of management profession.

Course Code: OMA 231 **Course Title:** Spreadsheets

In this course, students will develop advanced Excel skills that are essential for financial calculations logical functions, data visualization, and financial analysis modeling. Student will learn how to effectively use advanced financial analysis modeling tools to create scenarios such as expense reduction and sales increase. The course focuses on enhancing student's spreadsheet skills through advanced formatting techniques, enabling he/she to create professional and visually optimized documents that meet industry standards, through hands-on activities and practical exercises to reinforce learning and build confidence in applying these skills in real-world scenarios.

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.

Course Code: OMA 245 **Course Title:** English Word Processing

This course teaches students keyboarding and business document formatting, including touch typing techniques, punctuation marks, display rules, and advanced formatting. It covers multiple-page documents, headers, footers, and Mail Merge. In-class assignments assess students' abilities, ensuring proficient touch-typing, understanding of formatting principles, and professional document creation.

Course Code: BAA242 **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: OMA263 **Course Title:** Interpersonal and Presentation Skills II

The course will guide the students through advanced interpersonal communication techniques and advanced presentation skills using cutting-edge presentation creation applications. Putting a strong emphasis on diversity and

inclusivity, this course will take into exploration of how to navigate different cultural contexts, cultivate an inclusive environment, and leverage different perspectives. In addition. Students will learn how to work seamlessly with individuals from different backgrounds and achieve outstanding results through teamwork.

Course Code: OMA 237 **Course Title:** Office Procedures and Simulations I

Students will be introduced to the procedural, administrative, communications and information processing skills necessary to fulfill different secretarial roles in today's office environment.

Course Code: OMA 241 **Course Title:** Integrated Office Applications

Students will be able to complete a project by utilizing and integrating different office productivity software for seamless business operations focusing on the effective and efficient use of word processing, spreadsheets, presentations, forms, sites, publications, and communication tools to present information in different formats.

Course Code: OMA 242 **Course Title:** Administrative Office Management

Students will be introduced to principles and functions of management as applied to the role of the office manager/administrator. Students will get deeper knowledge about the role of the manager as related to the personnel function, acquisition of office machinery and equipment, and time management. This course will give students details about the importance of the ergonomic factors in the modern office. Students will be required to solve case studies and a project.

Course Code: OMA 246 **Course Title:** Arabic Word Processing

This comprehensive course focuses on developing keyboarding skills and mastering the formatting of business documents: Students learn touch typing techniques and practice key sets to enhance speed and accuracy. They also explore punctuation marks, display rules for paragraphs, memorandums, and business letters, and advanced formatting techniques like line spacing and indents.

Course Code: OMA 247 **Course Title:** Office Procedures and Simulations II

The Office Procedures and Simulation course is designed to provide students with a comprehensive understanding of office operations, protocols, and best practices. The course combines theoretical knowledge with practical application through the use of simulations, case studies, and hands-on exercises.

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

This course aims to equip students with the essential skills required to manage data using Relational Database Management System (RDBMS) applications in an office setting. By the end of the course students will be proficient in creating, editing, and updating various RDBMS components such as Tables, Relationships, Forms, Queries, Reports, and Mailing labels.

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 298 **Course Title:** Professional Internship

This course is to help students bridge the gap between theoretical concepts and practical applications. As part of the program, students are provided with internships that allow them to apply their classroom knowledge in real-life work settings. Employers collaborate with teachers to design a curriculum that not only boosts learning but also equips students with the necessary managerial techniques and skills to thrive in the business world.

University Requirements Courses Descriptions

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.

College Requirement Courses Descriptions

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.