



Applied College

Office Management Diploma Program

Level

Course title	English Language (1)
Course code	ENG 101
Credit hours	3
Medium of instruction	English
Course specification	English Language (1) ENG 101 is taught at the first level for 3 credit hours.

Course title	Computer applications in business
Course code	OMP100
Credit hours	3
Medium of instruction	English
Course specification	This course Computer applications in business (OMP100) tough in First Level of first Year; has 3credit Horus. This course convers the Fundamentals of computer and computer nomenclature, particularly for personal computer hardware and software used in today's business environment. Students will survey and use business applications programs utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics and web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today's business world, and how to access information on the World Wide Web.



Course title	Principles of Management
Course code	OMP 130
Credit hours	3
Medium of instruction	Arabic
Course specification	Principle of Management (OMP130) taught in First Level of first Year; has 4 credit Hours. This course covers The basic concept of management and its different levels and the most important theories that explained the development of management thought, the functions of management through a basic understanding of planning, organizing, , directing and controlling. This course will study different types of organizational functions.

Course title	Secretarial procedures and skills
Course code	OMP 102
Credit hours	3
Medium of instruction	Arabic
Course specification	The decision on secretarial skills and procedures (OMP 102) taught at the first level of the first year to specialize in office management in 3 hours, the course deals with a set of foundations, principles and knowledge related to secretarial skills and organization of the office, where it deals with the foundations and principles of secretarial and office management and applications in Business organizations, scientific and practical skills to be available in the secretarial and office management work, how to organize and design offices, how to process inbox and issue, manage, classify and arrange files, applications of modern technology in secretarial, and the most important technical means used in Office management. It also deals with the methods of designing models and files used in secretaries and office management, and the formation of small groups of students to discuss practical situations in the field of secretarial and office management.



Course title	Mathematic for Business
Course code	OMP101
Credit hours	3
Medium of instruction	English
Course specification	Mathematics for Business OMP 101 covers practical application of mathematics to computational problems of business and consumerism. Business applications include decimals, fractions, percentages, interest rates, bank records, payroll, and merchandising. Statistical applications will include descriptive methods, including measures of central tendency and dispersion, probability, and basic patterns of statistical inference.

Course title	إدارة الوقت والاجتماعات
Course code	كتب ١٣١
Credit hours	3
Medium of instruction	عربي
Course specification	يدرس مقرر إدارة الوقت والاجتماعات كتب ١٣١ في المستوى الأول من السنة الأولى لتخصص إدارة المكاتب ل ٣ ساعات معتمدة ويتناول مجموعة من الأسس والمبادئ والمعارف المتعلقة في إدارة الوقت وتنظيم الاجتماعات، تشمل مفهوم إدارة الوقت وأهميته، والأدوات المختلفة التي يمكن أن تساعد في تحليل وتخطيط وتنظيم ورقابة الوقت وكيفية التغلب على مضيقات الوقت وإدارة الوقت بفعالية. كما يتناول المقرر عرض الجوانب المتعلقة بالاجتماعات، والتعرف على الأدوات والوسائل المستخدمة في مجال تخطيط وتنظيم الاجتماعات وإدارة الوقت فيها. كما سيتم التطرق الى موضوع التكنولوجيا وأثرها في إدارة الوقت.



Level 2

Course title	English Language (2)
Course code	ENG 102
Credit hours	3
Medium of instruction	English
Course specification	English Language (2) ENG 102 is taught at the second level of first year for 3 credit hours.

Course title	أسس الكتابة باللغة العربية
Course code	كتب ١٠٤
Credit hours	3
Medium of instruction	عربي
Course specification	يدرس مقرر أسس الكتابة باللغة العربية كتب ١٠٤ في المستوى الثاني من السنة الأولى لتخصص إدارة المكاتب والتسويق والمحاسبة بواقع ٣ ساعات معتمدة، تدرس الطالب في هذا المقرر التراكيب الخاصة بالجملة، ومجموعة من الأخطاء اللغوية الشائعة وتصويبها، والكتابة الوظيفية وتطبيق المهارات السابقة على نصوص أدبية مختارة بانواعها المختلفة وتحليلها

Course title	Administrative Communications
Course code	OMP 103
Credit hours	3
Medium of instruction	Arabic
Course specification	Administrative Communications course (OMP103) has 3 credit hours presents an overview of business communications, including international considerations, and focuses on constructing, formatting and proofreading good news, bad news, and persuasive business messages as well as business reports and proposals. Additionally, the course familiarizes Students with some of the job interviewing techniques and enable them to prepare an effective employment package consisting of resumes and application letters.



Course title	Spreadsheet Applications for Business
Course code	OMP 110
Credit hours	3
Medium of instruction	English
Course specification	Spreadsheet Applications (OMP110) taught in third level;has 3 credit Hours This course covers how to solve realistic business problems using current computer spreadsheet software. How to create, modify, and print worksheets; when to apply various commands, formulas, and functions; how to create graphics and incorporate them into the worksheet; how to create a data table, and how to use a database.

Course title	إدارة وتقنيات المكاتب
Course code	كتب ١٢٠
Credit hours	3
Medium of instruction	عربي
Course specification	يدرس مقرر إدارة وتقنيات المكاتب كتب ١٢٠ في المستوي الثاني من السنه عن طبيعة الأولى بساعات معتمدة ٣ ساعات حيث يتناول مقدمة الوظائف الإدارية لمدير المكتب وتعريف المكتب وطبيعة عمله وتصميمه وأهدافه وأنواعه وتنظيمه وتصميمه، كما يتناول المقرر التقنية المكتبية، حيث يتناول المقرر بعض أنواع التقنيات والتكنولوجيا المستخدمة في الأعمال المكتبية المعاصرة

Course title	إدارة العلاقات العامة
Course code	كتب ١٣٢
Credit hours	3
Medium of instruction	عربي
Course specification	يدرس مقرر العلاقات العامة كتب ١٣٢ في المستوي الثالث من السنه الأولى بساعات معتمدة ٤ ساعات ويتناول مفهوم العلاقات العامة نشأتها وتطورها وأهميتها وخصائصها ووظائفها كما يتناول أخلاقيات العلاقات العامة والاتصالات والتخطيط في العلاقات العامة وعلاقة العلاقات العامة بإدارة الأزمات وتقييم نشاط العلاقات العامة كما يتناول القضايا والموضوعات المعاصرة في العلاقات العامة



Exit Point

Course title	Cooperative Training
Course code	OMP 191
Credit hours	6
Medium of instruction	Arabic
Course specification	This course is taught after finishing the first year for students who want to graduate with Associate diploma.

Level 3

Course title	Administrative texts in English Language
Course code	OMP206
Credit hours	3
Medium of instruction	English
Course specification	Administrative texts in English Language is taught at the third level for 3 credit hours.

Course title	Records management and electronic archiving
Course code	OMP 221
Credit hours	3
Medium of instruction	Arabic
Course specification	This course presents an overview of proper records management procedures. Students will learn and work on manual filing and electronic. They will also learn the basic legal experience required for the release and safekeeping of information and the laws and regulations regarding the management of such records.



Course title	Text processing in Arabic and in English
Course code	OMP 211
Credit hours	3
Medium of instruction	English
Course specification	This course is taught to fourth-level students with 3 credit hours. Upon completion of this course, students will be able to demonstrate the ability to use any word processing application to accomplish daily tasks associated with creating, formatting, and finishing small text files..

Course title	Organizational Behavior
Course code	OMP 205
Credit hours	3
Medium of instruction	Arabic
Course specification	This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, stress, individual and group behavior, conflict, power and politics, leadership, organizational structure, globalization. Organizational culture and organizational change and development

Course title	أخلاقيات الأعمال
Course code	كتب ٢٣٣
Credit hours	3
Medium of instruction	عربي
Course specification	يدرس مقرر اخلاقيات الاعمال كتب ٢٣٣ في السنة الثانية المستوي الثالث لإدارة المكاتب بساعات معتمدة ٣ ساعات ويتناول مقدمة في اخلاقيات العمل ، أخلاقيات العمل الوظيفي، اخلاقيات المهنة في المملكة العربية السعودية (أنظمة الخدمة المدنية ونظام العمل السعودي)، المسؤولية الاجتماعية ، الانضباط والالتزام الوظيفي، لمخالفات الأخلاقية واخلاقيات الاعمال(التسويق، الموارد البشرية، العلاقات العامة)



Course title	Introduction to Human Resources Management (Elective)
Course code	OMP 234
Credit hours	3
Medium of instruction	Arabic
Course specification	Introduction to Human Resources Management (OMP 234) taught in third Level of first Year; 3 credit Hours This course coversThe basic concept of human resource management. and the role of the human resources department and develop mastery of the concepts of human resources management including: the evolution of human resources management, the different environments of human resources, the various functions of human resources management, and issues and challenges facing human resources management.

Course title	القيادة الإدارية (اختياري)
Course code	كتب ٢٣٥
Credit hours	3
Medium of instruction	عربي
Course specification	يدرس مقرر القيادة الادارية كتب ٢٣٥ في السنة الثانية المستوي الثالث بساعات معتمدة ٣ ساعات ويتناول مفهوم القيادة الإدارية وأهميتها وأهدافها وأساليب وانماط القيادة الإدارية، نظريات القيادة الإدارية، القيادة الإدارية وإدارة التغيير، القيادة الإدارية واتخاذ القرار، القيادة الإدارية والإدارة بالأهداف، القيادة الإدارية في الاتصال وإدارة الوقت، القيادة الإدارية والتمكين ومشاكل وتحديات القيادة الادارية.

Level 4

Course title	Coopérative Training
Course code	OMP290
Credit hours	6
Medium of instruction	عربي
Course specification	This course is taught at the fourth level for 6 credit hours.