

Office Management and Automation

Program name	Office Management and Automation
Degree of program (BA, B.Sc., Diploma)	Diploma
Department	College of Applied Professions
Faculty	Applied Professions
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1. About the Program

Office automation refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks. Raw data storage, electronic transfer, and the management of electronic business information comprise the basic activities of an office automation system. Office automation supports optimizing or automating existing office procedures.

Office automation allows users to transfer data, mail and even voice messages across a network. All office functions, including dictation, typing, filing, copying, fax, telex, microfilm and record management, telephone and telephone switchboard operations, fall into this category.

Advantages:

1. Office automation can make many ordinary tasks more time-efficient.
2. It eliminates the need for large staff.
3. Less storage is required to store data.
4. Multiple people can update data simultaneously in the event of changes in schedule

2. Credit Hours required to obtain the Diploma in Office Management and Automation

University Requirements		College Requirements		Major Requirements		Total
Compulsory	Elective	Compulsory	Elective	Compulsory	Elective	
15	0	5	0	52	0	72

3. Conditions of Admission and Continuation of Specialization

- 1- **Entrance Requirements:** Successful completion of the high school general exam "INJAZ" or equivalent in all branches.
- 2- **Continuation Requirements:** Students must maintain a cumulative average of 55% to continue their specialization and a minimum of 60% for graduation.

4. Learning Outcomes

1. Communicate efficiently (verbal, written) in both Arabic and English.
2. Type professionally in both languages (Arabic and English)
3. Deal with regular and electronic mail and surfing the internet to serve office business.
4. Use modern electronic programs used in secretarial and office work.
5. Operate modern office equipment and tools.

6. Work Fields

Type of organization	Job title
<ol style="list-style-type: none"> 1. Ministries and government institutions. 2. NGOs. 3. Private investment companies. 4. Industrial and service institutions. 5. Public and private schools. 	<ul style="list-style-type: none"> ● Business Supervisor ● Business Analyst ● System Administrator ● Trainer ● Web Administrator ● Functional Analyst ● Team Leader ● Data Entry Officer ● Assistant Manager

7. Components of the study plan:

First: University requirements: 15 Credit Hours, as follows:

Course number	Course Name	Credit hours		Prerequisite
		Theoretical	Practical	
900101	Arabic	3	-	
900112	Entrepreneurship	2	-	
900114	Physical Education	1	-	
900103	English	3	-	
900105	Computer Skills	3	3	
900200	Islamic Studies	3	-	

Second: College requirements: 5 Credit Hours, as follows:

Course number	Course Name	Credit hours			Prerequisite
		Theoretical	Practical	Total	
900102	Principles of Computerized Statistics	1	2	3	
900204	Ethics and Public Safety	2	0	2	

Third: The requirements of Major: 52 Credit Hours, as follows:

Course number	Course Name	Credit hours		Prerequisite
		Theoretical	Practical	
911102	English for Business	3	-	900103
911104	Arabic Typing Skills	-	6	
911105	Principles of Management	3	-	
911106	Principles of Economics	3	-	
911107	Principles of Accounting	2	3	
911108	Software Applications 1	-	3	900105
911109	Office and Secretarial Work	3	-	
911110	Business Correspondence in Arabic	2	3	911104
911201	Software Applications 2	-	6	911108
911202	Graduation Research	2		
911203	Mathematics	2		

911204	Principles of Public Relations	3		911211
911205	English Typing Skills		6	911104
911206	Office Automation	2	3	911211
911207	Business Correspondence in English	2	2	900103
911208	Organizational Behaviour	3	-	911211
911209	Field Training 1		80	
911210	Field Training 2		80	
911211	Human Resource Management	3	-	911105
911212	Printing and Publishing Applications	-	6	911201
911215	Management Information Systems	3	-	911105

Educational facilities to support educational learning

Some courses require practical training in the college labs, thus there are allocated hours per week for each course, as required. In addition, there are courses that require practical training and research field visits in the labour market.

Study Plan

First year

First semester			Second Semester		
Course number	Course Name	Credit hours	Course number	Course Name	Credit hours
900101	Arabic	3	900112	Entrepreneurship	2
900103	English	3	900114	Physical Education	1
900105	Computer Skills	3	900102	Principles of Computerized Statistics	3
911105	Principles of Management	3	911102	English for Business	3
911107	Principles of Accounting 1	3	911104	Arabic Typing Skills	2
911109	Office and Secretarial Work	3	911106	Principles of Economics	3
			911108	Software Applications 1	2
			911110	Business Correspondence in Arabic	2
Total		18	Total		18

Second year

First semester			Second Semester		
Course number	Course Name	Credit hours	Course number	Course Name	Credit hours
911201	Software Applications 2	2	900200	Islamic Studies	3
911203	Mathematics	2	911204	Principles of Public Relations	3
911215	Management Information Systems	3	911206	Office Automation	3
911207	Business Correspondence in English	2	911208	Organizational Behaviour	3
911211	Human Resource Management	3	911210	Field Training 2	2
911209	Field Training 1	2	911202	Graduation Research	2
900204	Ethics and Public Safety	2	911212	Printing and Publishing Applications	2
911205	English Typing Skills	2			
Total		18	Total		18