

ADMINISTRATIVE PROGRAMS
ASSOCIATE DIPLOMA IN OFFICE MANAGEMENT - 2014

Semester 1

Code	Title	Lec	Lab	Cr.	Pre-Req
ENGLA 111	English Language Development I	3	0	3	
MATHA 111	Applied Mathematics	3	0	3	
ENGLA 112	English Communications Skills	3	0	3	
BAA 110	Introduction to Business Computing	2	3	3	
HIST 122	Modern History of Bahrain & Culture	3	0	3	
LAW 107	Principles of Human Rights	2	0	2	
	Total	16	3	17	

Semester 2

Code	Title	Lec	Lab	Cr.	Pre-Req
ENGLA 120	English Language Development II	3	0	3	ENGLA 111
OMA 121	Introduction to Business Administration	3	0	3	ENGLA 112
OMA 140	English Word Processing I	2	3	3	BAA 110
OMA 160	Interpersonal Skills	3	0	3	ENGLA 112
BAA 121	Financial Accounting I	3	0	3	MATHA 111
	Total	14	3	15	

Semester 3

Code	Title	Lec	Lab	Cr.	Pre-Req
OMA 222	Arabic Word Processing I	2	3	3	OMA 140
OMA 231	Spreadsheets	2	3	3	BAA 110
ENGLA 210	English Language Development III	3	0	3	ENGLA 120
OMA 237	Office Procedures & Simulations I	3	0	3	OMA 160
OMA 240	English Word Processing II	2	3	3	OMA 140
OMA 241	Integrated Office Applications	2	3	3	OMA 140
	Total	14	12	18	

Semester 4

Code	Title	Lec	Lab	Cr.	Pre-Req
OMA 242	Administrative Office Management	3	0	3	OMA 121
OMA 247	Office Procedures & Simulations II	2	3	3	OMA 237 & OMA 240
OMA 260	Database Management	2	3	3	OMA 240
OMA 262	Arabic Word Processing II	2	3	3	OMA 222
OMA 291	Applied Research Skills	2	3	3	Passing 45 Cr. & ENGLA 210
	Total	11	12	15	

Summer

Code	Title	Lec	Lab	Cr.	Pre-Req
OMA 299	Professional Internship	0	0	1	Passing 65 Cr.
	Total for Diploma Degree	55	33	66	

