**OFFICE MANAGEMENT (OMNG)**

The **Training Elements** of a student in Office Management major entering a coop program in a company should include some or all of the following:

1. **Filing**
	* File paper based documents using alphabetic, numeric, geographic, and subject filing rules.
	* Maintain Tickler files for projects with specific deadlines.
	* Classify digital filing system using Microsoft office applications.
2. **Business Correspondence**
	* Demonstrate good written and oral bilingual communication.
	* Produce quality business letters, memorandums, reports, forms, tables and other business documents.
	* Proof read documents after composing for fonts, identification, paragraphing, punctuations, capitalization etc.,
3. **Word Processing (Arabic/English)**
	* Effective use of Microsoft Word application program for composing business correspondence, business reports, memos, circulars, and decrees.
	* Apply proper formatting, grammar, spelling and punctuations in all types of office documents.
4. **Office Concepts**
	* Use office terminologies appropriately for office supplies and equipment.
	* Demonstrate office management and coordination function.
5. **Reports and Presentation**
	* Compose unbound reports, top bound reports, left bound reports and right bound reports with proper formatting.
	* Prepare presentation slides using MS power point for meetings, seminars and workshop.
6. **Agenda and Minutes**
	* Draft meeting notice, and agenda for different meeting.
	* Use MS outlook for making appointments and fixing meetings.
	* Record minutes of the meeting and compose minutes of the meeting.
7. **Data Communication and Networking**
	* Enter data in database and perform routine queries.
	* Transfer information both internally and externally using electronic media.
8. **Office Technology and Automation**
	* Use office machines such as copier, scanner, fax machine, multi-function machine, accounting machine, paper shredder, and paper cutter.
	* Use different types of punching machines and file documents properly.
9. **Management Information System**
	* Apply information technology for office management functions to retrieve data, interpret data and provide information to the managers for managerial decisions.
	* Transfer information using digital media and networking such as network drive, CDs, DVDs and other storage drives.
10. **Human Resource Management**
	* Coordinate with the manager in HR functions such as recruitment, selection, induction, training and development.

Perform payroll functions and act as a petty cashier.