**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.