

Office Manager Diploma

Today's office managers need to be skilled and confident across a wide range of disciplines - from superior admin skills to recruiting staff, book-keeping and payroll. As a consequence, many employers find it hard to find sufficiently skilled staff for this crucial role.

This course has been developed specifically to meet this need. If you want to become an Office Manager, our comprehensive Diploma will give you the essential skills you need to help secure a good job



Course Content

Core Subjects

- **Computer keyboard skills or typaz-** Learn how to touch type accurately, using the correct keyboard technique
- **Effective Business Communication** - Learn to communicate effectively in business - by letter, email, telephone and personal presentations.
- **Book-keeping Level 2 Module 1** - Learn double-entry book-keeping in order to keep accurate accounting records
- **Microsoft Excel** - Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.
- **Microsoft Word** - Learn word processing skills to a good business standard.
- **Different Leadership Attributes and Skills** -
- **Microsoft Word Expert** - Learn advanced word processing skills including mail merge, graphs, macros, creating an index, table of contents and more.
- **Microsoft PowerPoint** - Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show.
- **Microsoft Outlook** - Learn how to share, manage and schedule information electronically.
- **Get Into HR** - Learn the main principles of HR, including methods of recruitment, reviewing application forms, preparing for interviews, employee induction and contracts of employment

Recommended Electives - choose TWO:

- Numeric Data Entry
- Understanding Business Accounts
- Health and Safety Essentials
- SpeedWriting
- Sage Payroll
- Introduction to Business Structure and Law
- Go.. Get that Job!
- Payroll Level 2
- Sage 50 Accounts
- Time Management - e-learning

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Guideline Learning Time: 7 weeks full-time* (200 hours flexi study) *based on 20-30 hours a week