

Office Manager Diploma

Designed for: Those who wish to work as a manager in an office environment

Objectives: To provide you with the essential skills to work as a manager

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.
- **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
- **Different Leadership Attributes and Skills** -

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.

Benefits

- Equip you to start a new career.
- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

Guideline Learning Time: 7 weeks full-time* (200 hours flexi study)

**based on 20-30 hours a week*