

Office Manager Diploma

COURSE PROSPECTUS

Accredited by NCFE CQ & CPD | Centre No: 9000606

Quality education through distance learning.

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Overview

What to expect from this diploma

Prepare for a career as an office manager, where you'll lead teams and oversee operations.

This comprehensive diploma equips you with advanced administrative, IT, leadership, and management skills.

Study entirely online, at your own pace, with expert personal tutor support from start to finish.



GETTING YOU JOB-READY

By the end of this diploma, you'll be ready to oversee office operations, coordinate teams, and manage projects — contributing confidently at the heart of any organisation.

Qualifications Included

This course is **NCFE CQ certified** and **CPD points accredited**, giving you nationally recognised qualifications that meet professional training standards. All qualifications are benchmarked to **Ofqual QCF** level descriptors, so you can trust the depth and quality of your training.



| | |
|---------|------------------------------------------------|
| CQ10453 | Office Manager Diploma (Level 3) |
| CQ10471 | Leadership Skills Certificate (Level 3) |
| CQ10472 | PA Skills Certificate (Level 3) |
| CQ10464 | Teeline Shorthand Diploma (Level 3) (optional) |

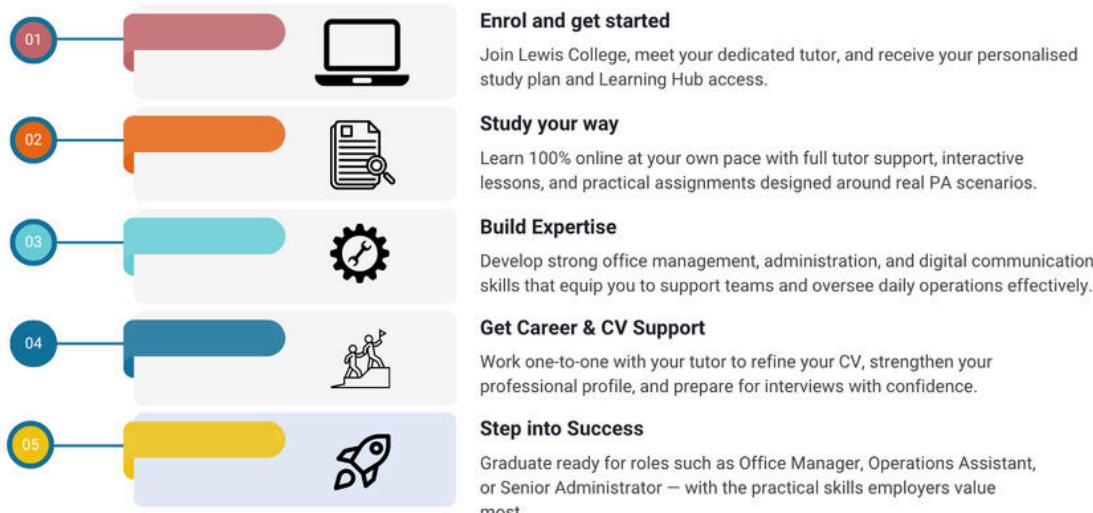
CAREER OUTCOMES

Office Managers are trusted, highly valued professionals who keep workplaces organised, efficient, and running smoothly.

Typical UK salaries range from £28,000–£45,000, with experienced Office Managers and Operations Leads earning £50,000+.

Employers increasingly look for strong organisational, digital, and leadership skills — exactly what this diploma develops.

Office Manager Diploma Learning Journey





Study Online — Your Way

Study 100 % online from home or the workplace.

You'll access your course via our Learning Hub on any device — mobile, tablet, or computer.

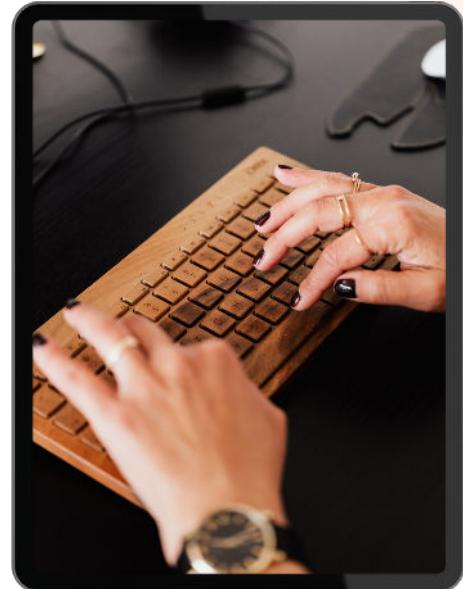
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

You have up to **18 months** to complete the course, giving you full flexibility for work and life commitments.

Core Skills

You'll cover:

- **Outlook** – email & personal information management
- **Microsoft Word** – core & advanced features
- **Touch typing & speed development**



These skills help you organise information, manage communication across the office, and maintain efficient workflows.

Why this matters: In an office environment, strong digital and organisational skills keep teams on track, reduce mistakes, and ensure daily operations run smoothly — all essential qualities for an effective Office Manager.

IT Units

Develop complete digital confidence across modern office technology. You'll master:

- Word – word processing
- Outlook – email & PIM
- Excel – spreadsheets & charts
- PowerPoint – presentations
- Access – databases & data entry
- Publisher – desktop publishing

You'll also complete the **Effective Use of IT** unit covering **SharePoint**, **Teams**, and **LinkedIn**. By the end of this unit, you'll confidently collaborate in Teams, manage content in SharePoint, and build your professional profile on LinkedIn.

Finally, the **Introduction to AI** module shows you how to use tools like **ChatGPT** and **Microsoft Copilot** to save time and boost productivity.

Why this matters: These tools are now standard in modern offices — understanding them keeps you ahead of the curve.

Administration Units

You'll cover practical office responsibilities including:

- Business events
- Business organisations
- Access – databases & data entry
- Analysing & composing business documents
- Working relationships & people management
- HR support
- Publisher – desktop publishing
- Social media & networking
- Analysing & reviewing office procedures
- Research & reporting
- Speed typing
- Confidence & self-esteem
- Diary management
- Business trips
- Advanced internet & web research



Why this matters: Employers rely on Office Managers to keep workplaces organised, efficient, and running smoothly. These modules give you the skills to do exactly that.

Personal Development Units

You'll strengthen your **confidence, communication, and time-management** skills.

Learn how to handle pressure, multitask effectively, and maintain professionalism in every interaction.

You'll also explore **Social Media & Networking** — developing your online presence and professional network.



Why this matters: Employers value Office Managers who stay calm under pressure, solve problems quickly, and communicate clearly across teams.

Leadership Units

You'll develop skills to lead and motivate teams.

Topics include:

- Team Leadership
- Motivation & Emotional Intelligence
- Coaching & Communication
- Performance Management



You'll learn how to inspire others, manage performance reviews, and deliver feedback effectively.

Why this matters: Strong leadership skills turn an Office Manager into a trusted advisor and team influencer.

Managerial Administration Units

Advance to strategic-level tasks with modules covering:

- Legislation & Codes of Practice
- Chairing Meetings
- Project Management
- Effective Negotiation
- Staff Training Reviews



You'll be able to plan, lead, and evaluate key business processes confidently.

Why this matters: In the workplace, these skills help you make informed decisions and contribute at management level.

Why Choose Lewis College

CHOOSING WHERE TO STUDY IS AN IMPORTANT DECISION

At Lewis College, you're joining one of the UK's most trusted names in professional distance learning.

For over four decades, we've helped thousands of students gain new qualifications, build confidence, and achieve real career success.

Our courses are designed around you — flexible, practical, and supported every step of the way.

HERE'S WHY STUDENTS CHOOSE LEWIS COLLEGE:

- **Over 40 years of excellence** in professional distance learning. Our reputation is built on consistent results and long-term student success.
- **Nationally recognised accreditation** (NCFE CQ & CPD). Every qualification is benchmarked to UK standards, ensuring your training is respected by employers.
- **Personal expert tutor support from start to finish.** You'll have a dedicated tutor for each unit who provides one-to-one feedback, encouragement, and guidance.
- **Flexible online learning for busy professionals.** Study anywhere, anytime, and fit your learning around work, family, and other commitments.
- **Career and CV guidance included.** We'll help you refine your CV, prepare for interviews, and position yourself confidently for your next career move.
- **Modern digital focus — SharePoint, Teams, LinkedIn, and AI.** Stay ahead of the curve with digital skills employers expect from today's Executive Assistants.

"What stood out most was the sense of community. Even whilst studying remotely, I felt part of something steady and supportive - a space where adult learners are treated with care and where growth is honoured at every stage." - Rosie