

Online Training & Career Support

COURSE GUIDE

Work remotely
with real life
training from real
world experts



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TRAINING
ONLINE

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Packages &
short courses
available

Accounting & Bookkeeping

- Setup and customisation
- Data entry, accounts payable, accounts receivable, quoting, invoicing, expenses, payments
- Transaction coding, journal entries, bank reconciliation
- GST, reporting and BAS activities
- Payroll administration



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Industry
accredited

Digital Marketing

- Create short form & long form content
- Understand image, text, video content forms
- Using content in a practical, daily way
- Posting, sharing and engaging
- Email marketing
- Advertising and call-to-action
- Measuring results and Google Analytics
- Online business tools





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Short courses
available

Office Administration

- Create long form documents
- Create flyers, brochures, invitations and reports
- Create spreadsheets
- Create and edit charts
- Create and edit presentations
- Constructing and managing emails
- Calendars and scheduling meetings



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From learning to earning with Career Academy.



Customer Service & Sales

- Customer service stages
- Market research & product knowledge
- Online customer service software tools
- Importance of follow up
- Understanding the sales pipeline
- When a sales or support ticket changes to closed





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Hands-On Learning



- Practical exercises
- Training manuals
(downloadable in PDF format)
- Video tutorials
- Immersive support
- Assessment

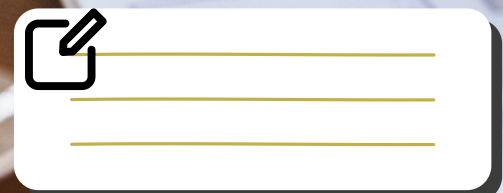
Our Clients

- Job seekers
- Employees
(corporate training)
- Accountants & bookkeepers
- Small business owners
- Job rehab consultants
- Government agencies

Contact Us

123 Group Pty Ltd
Level 14, 309 Kent St
SYDNEY NSW 2000
AUSTRALIA

 (02) 9971 8000
 support@virion.com.au
 SMS: 0488 824 124



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