

Shape Your Path to Administration Success

Stay ahead of the competition - acquire valuable in-demand
admin skills with **The Online Business Academy**



- ✓ Gain in-demand, future-proof skills that employers value
- ✓ Study at your own pace, on your own schedule
- ✓ Learn from industry experts and experienced educators
- ✓ Real-world outcomes that lead to career advancement



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About Us

Welcome To The Online Business Academy

94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, we are committed to helping you achieve your career goals through flexible and accessible online learning. With a team of industry leaders and education experts, we offer a world-class learning platform that is student-focused and designed to provide superior support. Our mission is to provide you with the skills and knowledge you need to succeed in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing, digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.



Advancing Online Education

A New Way To Learn

At The Online Business Academy, we are proud to be pioneers in a new era of education. We have taken a fresh approach to learning, embracing the latest technology and creating a platform that is accessible to everyone, everywhere. Our courses are designed to be engaging and interactive, offering students a unique opportunity to learn at their own pace, in their own time. We believe that education should be an exciting journey, full of discovery and growth. That's why we have created a learning environment that is dynamic, innovative, and designed to inspire.



Why Choose The Online Business Academy

Choose the Online Business Academy for high-quality courses developed by industry experts, a user-friendly learning platform, and superior support to help you achieve your goals.



Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.



Superior Support

We offer superior support to students like you with one-on-one expert tutor guidance and a range of resources to help you succeed in your learning journey.



Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.



Office & Productivity Courses

Advanced Certificate in Microsoft Office

Master Microsoft Office and boost your productivity across Word, Excel, and PowerPoint. Learn essential tools, advanced features, and time-saving techniques that will help you excel in any modern workplace or personal project.

This course is perfect for professionals, students, admin staff, or anyone wanting to sharpen their Microsoft Office skills and stand out in today's job market. Enrol today and take your skills to the next level.



Enrol Now



Learn More

Course Investment

\$499

Course Duration

30 Hours



Course Outcomes

- Develop advanced proficiency in using Microsoft Word, PowerPoint, and Excel.
- Create complex and professional documents, presentations, and spreadsheets with confidence and efficiency.
- Master advanced formatting, design, and editing techniques in Microsoft Word and PowerPoint.
- Use advanced formulas, functions, and data analysis tools in Microsoft Excel.
- Learn to use advanced tools and features in all three programs to save time and increase productivity.
- Collaborate effectively with others by using advanced sharing and reviewing tools.



Certificate in Microsoft Word

Become confident in Microsoft Word and learn how to create polished documents with ease. From formatting to advanced editing, you'll gain the skills to produce professional reports, resumes, and more.

This course is perfect for students, professionals, admin staff, or anyone wanting to master Word for work or study. Enrol today and take control of your document creation.



Enrol Now



Learn More

Course Investment

\$199

Course Duration

10 Hours

Course Outcomes

- Understand the basic elements of the Microsoft Word interface, including ribbons, tabs, and dialog boxes.
- Create, format, and edit professional-looking documents using advanced formatting techniques such as styles and templates.
- Master essential skills for document production, including creating tables, graphics, and headers/footers.
- Explore advanced formatting options for creating professional-looking documents, including columns, watermarks, and drop caps.
- Learn how to use mail merge to create personalized letters, envelopes, and mailing labels.



Certificate in Microsoft Excel

Master Microsoft Excel and unlock the power of data. Learn everything from basic navigation to formulas, charts, and data analysis that will make you an Excel pro in no time.

This course is perfect for beginners, professionals, business owners, or anyone wanting to boost productivity and stand out with Excel skills. Enrol today and add this in-demand tool to your skillset.



Enrol Now



Learn More

Course Investment

\$199

Course Duration

10 Hours



Course Outcomes

- Ability to navigate the Excel interface and use basic Excel functions such as formulas, formatting, and data validation.
- Understanding of how to use Excel's advanced functions such as PivotTables, conditional formatting, and data analysis tools.
- Ability to create and edit charts and graphs to effectively display data.
- Understanding of Excel's data management features such as filtering, sorting, and advanced filtering.
- Ability to work with large data sets and use Excel's tools for organizing, analyzing, and visualizing data.
- Knowledge of Excel's automation features such as macros, automation add-ins, and custom functions.



Office & Productivity Courses

Certificate in Microsoft PowerPoint

Create stunning, professional PowerPoint presentations that captivate and inform. Learn how to design slides, add visuals, and deliver presentations that leave an impact.

This course is perfect for students, professionals, marketers, or anyone looking to master presentation skills and wow their audience. Enrol today and elevate your PowerPoint game.



Enrol Now



Learn More

Course Investment

\$199

Course Duration

10 Hours



Course Outcomes

- Create professional-quality presentations using a range of tools, features and
- Customize and format text, images, and other objects to suit the content and design of a presentation.
- Use templates, themes, and styles to create consistent and visually appealing presentations.
- Effectively use animations, transitions, and multimedia elements to enhance presentations.
- Utilize various chart types, diagrams, and tables to display data and information in an engaging and clear way.
- Design and customize master slides to create consistent branding and formatting throughout presentations.



Office & Productivity Courses

Certificate in Google Docs

Boost your productivity and collaborate like a pro with Google Docs, Sheets, and Slides. Learn how to create, edit, and share documents seamlessly, with tools that help teams work better together.

This course is perfect for business owners, freelancers, students, or anyone wanting to master Google's free, cloud-based tools. Enrol today and streamline how you work and collaborate.



Enrol Now



Learn More

Course Investment

\$199

Course Duration

10 Hours



Course Outcomes

- Create and format professional-looking documents using a variety of formatting tools and techniques.
- Collaborate on documents in real-time with others using features like commenting and track changes.
- Use Google Docs' built-in templates to create documents quickly and easily.
- Utilize Google Docs' advanced features like version history, add-ons, and third-party integrations to enhance productivity.
- Use Google Docs' formatting and layout tools to create professional-looking tables, lists, and other document elements.





Career Centre

We'll Help You Find a Job

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

Receive a Free CV Review From The Experts At Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV
- Complimentary personalized CV review with feedback to make your CV stand out
- Job tips and resources, including a clear five-step job success process
- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.



Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

Julie N.

Certificate in Xero



What Our Students Say



We pride ourselves in delivering an excellent education experience. See what our students have to say:



Maria R.

Certificate in Adobe
Photoshop

Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.



Sarah T.

Certificate in
Microsoft Word

Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.



Mark J.

Digital Marketing
Bootcamp

Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.



Start Upskilling Today!

Follow our easy 5-step enrolment process - it only takes a few minutes to get started today!



1. Click on 'Get Started Now'



2. Choose your course



3. Proceed to payment



4. Receive login details



5. Start Learning!

Get Started Now, Click Here

