



COURAGE • LOVE • RESPECT

# CREDENDA

## VIRTUAL HIGH SCHOOL & COLLEGE



## Business Administration CERTIFICATE

### Program Description

If you have an interest in developing your talents for marketing, accounting, finance, and human resource management, the Business Administration Certificate is ideal. Gain insights into the world of business by learning how to motivate people to buy and sell, facilitate communication, manage money, and organize systems and events. After earning your certificate, Credenda is planning to offer an online Business Administration Diploma Program.

To apply to this program, visit our college registration page where you will find step-by-step instructions.

### Program Overview

Credenda Virtual College is offering the Business Administration Certificate Program via the internet with live interactive lessons so you can stay in your community. The certificate program is comprised of 10 courses. The classes will take place evenings or weekends so you can continue working. Approximate time to complete the program is two years. You will need a headset with microphone.

### Year 1 Cost:

\$525 x 5 courses	\$2,625
Application fee	\$65
Program access fee	\$50
<b>Total</b>	<b>\$2,740</b>

### Year 2 Cost:

\$525 x 5 courses	\$2,625
Program access fee	\$50
Graduation fee	\$50
<b>Total</b>	<b>\$2,725</b>

Please note: All costs are approximate and subject to change.



## PROGRAM COURSE LIST

- AC 130 Accounting I
- AC 230 Accounting II
- BA 120 Organizational Behaviour
- CO 131 Communications I
- CO 231 Communications II
- CU 248 Business Computer Applications
- EC 111 Microeconomics I
- EC 211 Macroeconomics II
- MA 101 Business Mathematics
- MK 170 Marketing Principles

Please go to our website, [www.credenda.net/college/programs](http://www.credenda.net/college/programs) to view class registration dates and schedules.

# Business Administration Certificate



## **AC 130 Accounting I** **\$525**

AC 130 and AC 230 introduce the concepts and applications of financial accounting. Topics include accounting concepts and principles, the recording process, preparing financial statements, internal control, cash and receivables.

## **AC 230 Accounting II** **\$525**

A continuation of AC 130. Topics include inventories, capital assets, current liabilities, owner's equity in partnerships and corporations, analyzing financial statements, the statement of cash flows and accounting information systems. Emphasis is on problem solving and application of financial accounting to real life situations. It also provides you with experience in maintaining a manual accounting system. Prerequisite: AC 130.

## **BA 120 Organizational Behaviour** **\$525**

Look at the behaviour of individuals and groups in organizational settings through theories and models and examines how such behaviour can be modified to improve organizational efficiency and effectiveness. Case studies, exercises and role-plays drawn from real life are used to illustrate principles.

## **CO 131 Communications I** **\$525**

Focuses on writing skills. Includes an introduction to paragraphs, essays, research papers and business correspondence with an emphasis on the practical application for writing.

## **CO 231 Communications II** **\$525**

Emphasis on writing and formatting a variety of business documents - letters, memos, proposals, instructions/procedures, reports (informal, semiformal, formal) - and developing a practical approach to solving business communication problems. Lectures, discussions, presentations, and individual and group assignments are used. Prerequisite: CO 131.

## **CU 248 Business Computer Applications** **\$525**

Course covers a combination of the following computer applications: file management (Windows), word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). More depth and application of topics will follow overviews of each individual application. Business topics will be stressed in examples used.

## **EC 111 Microeconomics I** **\$525**

Microeconomics provides you with the analytical techniques needed to analyze and understand consumer behaviour, the production decisions of a firm, market structures and the market price mechanism.

## **EC 211 Macroeconomics II** **\$525**

Emphasis is on national policies and their impact on the Canadian economy. Other topics are national income accounting, inflation models, employment theory, business cycles, balance of payments and money and banking.

## **MA 101 Business Mathematics** **\$525**

The solution of practical financial and mathematical problems encountered in the business world is the focus of this course. It reviews the mathematics of ratios, percentage and basic algebra, and their applications to business problems. The principle of the time value of money is covered in depth with its important applications to finance, investments and capital budgeting. Use of financial calculators is emphasized throughout.

## **MK 170 Marketing Principles** **\$525**

This course is designed to develop knowledge and understanding of marketing techniques. It includes analysis of marketing operation, product assortment, price structure, channels of distribution, and promotion of goods and services.

Please note: All costs are approximate and subject to change.

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