



COURAGE • LOVE • RESPECT

# CREDENDA

## VIRTUAL HIGH SCHOOL & COLLEGE



## Office Administration CERTIFICATE

### Program Description

Learn to take care of business while taking care of people. Build expertise in office and accounting procedures and business communications. Develop computer skills in Microsoft Office Suite and Simply Accounting. Prepare to work in diverse locations with excellent career opportunities.

### Program Overview

Credenda Virtual College is offering the Office 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 and one practicum. The classes will take one evening a week so you can continue working. Approximate time to complete the program is two years.

You will need a headset with microphone.



### Year 1 Cost:

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

### Year 2 Cost:

5 Courses x \$525	\$2,625
1 Practicum	\$525
Program access fee	\$50
Graduation fee	\$50
<b>Total</b>	<b>\$3,250</b>

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

## PROGRAM COURSE LIST

- CO 125 Business English
- AC 129 OA Accounting I
- OA 155 Office Procedures I
- OA 130 Keyboarding & Document Processing
- CU 143 Intro to Excel & Windows
- AC 229 OA Accounting II
- CO 170 Business Communications
- OA 255 Office Procedures II
- OA 230 Keyboarding Applications
- CU 260 Data Processing, Presentations & Integration
- OA 290 Office Practicum

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

# Office Administration Certificate



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**CO 125 Business English** **\$525**

Understand and apply the basic principles of grammar and develop the ability to edit written material.

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**AC 129 Office Accounting I** **\$525**

An introductory course in accounting with emphasis on basic bookkeeping for both service and merchandising businesses. The complete accounting cycle is studied including originating entries, posting, financial statement preparation, adjusting entries and closing entries.

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**OA 155 Office Procedures I** **\$525**

An introduction to the world of business where you'll gain practical experience in a typical office environment and perform routine duties common to the majority of all office positions.

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**OA 130 Keyboarding & Document Processing** **\$525**

Develop keyboarding and word processing skills using Microsoft Office.

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**CU 143 Intro to Excel & Windows** **\$525**

Prepares office administration student to use electronic spreadsheets in today's offices.

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**AC 229 Office Accounting II** **\$525**

(Computerized Accounting using Simply Accounting) A second level course for you not specializing in accounting theories, processes and procedures. Expands on basic principles and delves into more specialized techniques in accounting for profit and control. A computerized accounting system is introduced and used exclusively for data entry and financial statement preparation. Prerequisite: AC 129.

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**CO 170 Business Communications** **\$525**

Develop effective speaking and written communications skills needed in an office setting.

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**OA 255 Office Procedures II** **\$525**

Develop office procedure skills to a higher level. Examine the importance and function of secretarial public relations. Prepare further for work practicum (OA 290) and the employment application process. Prerequisite: OA 155.

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**OA 230 Keyboarding Applications** **\$525**

Further develop keyboarding and word processing skills. Prerequisite: OA 130.

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**CU 260 Data Processing, Presentations and Integration** **\$525**

Develop skills in Microsoft Access, PowerPoint and use Integration methods to utilize them.

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**OA 290 Office Practicum** **\$525**

This three week work placement with a business firm provides you with a realistic office experience. Prerequisite: A current standing of at least D in all office administration courses.

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