



CREDENDA
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.

Live The Learning: your classroom is an online model office where you'll hone computer skills and interpersonal communications. Become proficient at manual and computerized accounting.

The Credenda Advantage: The three-week practicum allows students to move seamlessly into not just a job, but a career. Many employers use the practicum as a probationary period and then hire.

Discover your career as a receptionist, office assistant, administrative assistant, executive assistant, personal assistant or secretary in private companies, business, government and non-profit organizations.

Online, Live, Evening Classes
One Night per Week
Fully Accredited



Program Courses

YEAR 1

OA 155 Office Procedures I
OA 130 Keyboarding & Doc. Processing
CU 260 Data Processing, Presentations & Integration
CO 125 Business English
Co 125 Business English
AC 129 Accounting I

YEAR 2

CU 143 Intro to Excel and Windows
CO 170 Business Communications
OA 290 Office Practicum
OA 255 Office Procedures II
AC 229 OA Accounting II
OA 230 Keyboarding Applications

“Credenda gives me the tools I need to succeed in the workplace.”

Call Credenda at 1-866-910-2847

Email: registrar@credenda.net

website: www.credenda.net

Office Administration Certificate

Curriculum

Required Courses

Credits

CO 125 Business English

3

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

AC 129 Office Accounting I

3

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.

OA 155 Office Procedures I

3

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.

OA 130 Keyboarding & Document Processing

5

Develop keyboarding and word processing skills using Microsoft Office.

CU 143 Intro to Excel & Windows

3

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

AC 229 Office Accounting II

3

(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.

CO 170 Business Communications

3

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

OA 255 Office Procedures II

3

Developed office procedures 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.

OA 230 Keyboarding Applications

3

Further develop keyboarding and word processing skills.

CU 260 Data Processing, Presentations and Integration

3

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

OA 290 Office Practicum

2

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.