



## College Course Comparison Business Administration Management and E-Commerce Diploma

This comparison below compares courses taken with our program with a comparable program from another educational institution. The Advanced Business Management and E-Commerce program from Spratt Shaw is the most comparable as UFV's Business program is a 4 year degree and not valid for our purpose. Please see our Program Outline and the College Comparison Chart for further breakdowns in cost, length

Career Gate Community College	Hrs	Spratt Shaw Community College	Hrs
C100/1 Microsoft Windows Level I and II	200	AD001 Foundations of Technologies	10
CS110 Microsoft Word Levels I, II, and III		AD111 Word Processing Applications	40
CS 100 Microsoft Excel Levels I and II		AD121 Spreadsheet Applications	40
CS030 Microsoft Access Level I		AD131 Database Applications	40
CS011 Microsoft Outlook Level I		GE131 Powerful Presentations	40
CS080 Microsoft Powerpoint Level I			
CS063 Internet Explorer			
** taken with IC3 certification**			
OS124 Office Procedures	40	MG111 Administrative Management Principles	40
		MG112 Management Leadership	40
OS122 Business Math and Calculators	20		
OS121 Business Communications	20		
CS120 Accounting Fundamentals	80	AC111 Computerized Accounting Principles	40
CS009 Simply Accounting Level I and II	40	AC210 Small Business Reporting	40
		AC211 Business Accounting	40
BA101 Sales and Marketing	80	MK121 Sales Strategies	40
		MK 111 Contemporary Marketing	40
BA102 Inventories and Distribution	20	AC212 Payroll and Inventory Control	40
BA103 Business Licensing, Startup, and Ethics	60		
BA104 Website Development and Online	120	MK 131 E-commerce Analysis	40



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Sales		MK 132 Internet Business Strategies	40
BA105 Customer Relations, Human Resources	40	GE122 Dynamics of Customer Service HR111 Operational Human Resources HR112 Employer and Employee Relations MG121 Negotiation and Conflict Management	40 40 40 40
BA106 Data Gathering, Measuring and Analyzing	20	MK112 Marketing Research and Planning	40
JS131 Job Search Skills	60	GE121 Career Planning and Management	40
JS133 Field Placement	125		
Those students requiring assistance with report writing and research will receive one-on-one instruction as needed. This is a field where an expected grammar level is required and will be rated on the admissions evaluation.		GE001 Foundations for Success	10
		GE111 Critical Skills in Communication	40
		GE112 College Writing	40

- Additional Certification from Career Gate Community College
- o IC3 certification for Microsoft Office