



## College Course Comparison Computerized Accounting and Automated Office Diploma

The comparison below compares courses taken within our program to courses taken at two other education institutions and is updated each year for accuracy. Academy of Learning College offers an Accounting Administrator Diploma. CDI College offers a Computer Business Applications Specialist Accounting Diploma. Please see our Program Outline and the College Comparison chart for further breakdowns in cost, length of program and hours.

Career Gate Community College	Academy of Learning	CDI College
CS100 Microsoft Windows Level I	Microsoft Windows Level 1	Introduction to Computers
CS101 Microsoft Windows Level II		Windows Fundamentals
CS117 Internet Explorer Level I	Introduction to the Internet	
CS118 Microsoft Outlook Level I	Microsoft Outlook Level 1	Microsoft Word
CS105 Microsoft Word Level I	Microsoft Word Level 1	
CS106 Microsoft Word Level II		Microsoft Excel
CS108 Microsoft Excel Level I	Microsoft Excel Level 1	
CS109 Microsoft Excel Level II	Microsoft Excel Level 2	Microsoft PowerPoint
CS114 Microsoft PowerPoint Level I		Microsoft Access
CS111 Microsoft Access Level I	Microsoft Access Level 1	
OS201 Office Procedures	Office Procedures	Office Skills
Business English & Communications	Business Math	Professional Skills
* Writing Skills, Grammar, Vocabulary	Customer Service	Keyboarding
Business Math & Calculators	Grammar Essentials for Business Writing	
Modern Filing Procedures	Introduction to Keyboarding	
Office Receptionist	Keyboard Skill Building Level 1	
Telephone Techniques		
Keyboarding Level I and II		
Customer Service and Relations		
Ergonomics and Safety		
Conflict Resolution		Office Skills
CS301 Accounting Fundamentals	Basic Bookkeeping	Bookkeeping and Financial Accounting
CS310 Simply Accounting Level I	Simply Accounting Pro	Computerized Accounting with Simply Levels 1 and 2
CS312 Simply Accounting Level II		
CS007 QuickBooks Level I		
CS008 QuickBooks Level II		
CS400 GP and ACCPAC Summary	ACCPAC Advantage	Computerized Accounting with ACCPAC
JS130 Professional Development	Job Search & Resume Writing	Student Success Strategies
JS131 Job Search Skills	Thought Patterns for a Successful Career	Career and Employment Strategies
	Workplace Success	
JS132 Projects/Research/Self-Study	Practical Applications (2 Units)	
JS133 Field Placement		Practicum/Work Experience



**College Course Comparison**  
**Computerized Accounting and Automated Office Diploma**

\*\*see note below

Program includes IC<sup>3</sup> Certification through [www.certiport.com](http://www.certiport.com)

\*\*Further electives are available and program can be modified to meet a student's need.

**Electives Include:**

**Payroll Compliance Practitioner – Canadian Payroll Association**  
**Distinguished Financial Advisor (DFA): Certified Bookkeeping Specialist –**  
**Knowledge Bureau**