



## College Course Comparison Executive Administrative Assistant 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. CDI College offers a Computer Business Applications Diploma. Academy of Learning offers an Administrative Assistant 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	CDI College	Academy of Learning
CS100 Microsoft Windows Level I	INTE Introduction to Computers	Introduction to Personal Computers
CS101 Microsoft Windows Level II	WIXE Windows Fundamentals	Windows Level I
CS117 Microsoft Internet Explorer		Introduction to the Internet
CS118 Microsoft Outlook Level I		Microsoft Outlook Level I
CS105 Microsoft Word Level I	MW3E Microsoft Word	Microsoft Word Level I
CS106 Microsoft Word Level II		Microsoft Word Level II
CS107 Microsoft Word Level III		Microsoft Word Level III
CS108 Microsoft Excel Level I	ME3E Microsoft Excel	Microsoft Excel Level I
CS109 Microsoft Excel Level II		Microsoft Excel Level II
CS114 Microsoft PowerPoint Level I	MP3E Microsoft PowerPoint	Microsoft PowerPoint Level I
CS111 Microsoft Access Level I	MA3E Microsoft Access	Microsoft Access Level I
CS120 Microsoft Publisher Level I		
OS200 Office Procedures Business English & Communications * Writing Skills, Grammar, Vocabulary Business Math & Calculators Modern Filing Procedures Office Receptionist Telephone Techniques Keyboarding Level I and II Customer Service and Relations Ergonomics and Safety Conflict Resolution	OSKE Office Skills KEBE Keyboarding	Office Procedures Level I Office Procedures Level II Business Correspondence Level I Business Correspondence Level II Customer Service Grammar Essentials for Business Writing Introduction to Keyboarding Keyboard Skill Building Level I Keyboard Skill Building Level II
CS300 Accounting Fundamentals		
CS310 Simply Accounting Level I		
JS130 Professional Development	PSKE Professional Skills SSSE Student Success Strategies	Practical Applications (2 Units)
JS131 Job Search Skills	CESE Career and Employment Strategies	Thought Patterns for a Successful Career
JS133 Field Placement	PRAC Practicum	
<b>(IC<sup>3</sup> Certification included in program)</b> <a href="http://www.certipoint.com">www.certipoint.com</a>		