

### Template for Related Instruction in Certificates

| <b>45 to 60 credits</b>  |               | <b>Administrative Assistant</b>  |           |            | Related instruction<br>Hours in: |               |                |               |
|--|---------------|----------------------------------|-----------|------------|----------------------------------|---------------|----------------|---------------|
| Enter course information in light yellow areas (totals will be automatically calculated) |               |                                  |           |            |                                  |               |                |               |
| Subject Code   | Course Number | Course Title                     | Credits   | Hours      | Computation                      | Communication | Human Relation | Total RI      |
| BKT  | 101           | Basket Weaving Basics            | 4         | 120        | 6                                | 12            | 8              | 26            |
| <b>courses used for embedded related instruction</b>                                     |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
|  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
| <b>courses used for stand-alone related instruction</b>                                  |               |                                  |           | 0          |                                  |               |                | <i>No RI</i>  |
| BA   | 104           | Applied Business Math            | 4         | 120        | 120.00                           |               |                | 120.00        |
| BA   | 205           | Business Communication           | 4         | 120        |                                  | 120.00        |                | 120.00        |
| BA   | 285           | Human Relations in Organizations | 3         | 90         |                                  |               | 90.00          | 90.00         |
| <b>Totals</b>  |               |                                  | <b>11</b> | <b>330</b> | <b>120.00</b>                    | <b>120.00</b> | <b>90.00</b>   | <b>330.00</b> |
| <b>Minimum for 1 yr certificate:</b>   |               |                                  |           |            | 48.00                            | 48.00         | 48.00          | <b>240.00</b> |
| <b>Remaining to meet Min. Requirement:</b>   |               |                                  |           |            | 0.00                             | 0.00          | 0.00           | 0.00          |

|   |     |    |
|---|-----|----|
|   | YES | NO |
| All courses identified as embedded related instruction are approved by the curriculum committee for RI? |     |    |
| Related instruction instructor qualification forms are filed with the Chief Academic Officer?           |     |    |

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