

## Administrative Assistant One-Year Certificate

					Student Learning Hours in Related Instruction:			
Subject Code & Course Number	Title	Type	Credits	Hours	Computation	Communication	Human Relation	Total RI
BA 205	Business Communication Using Technology	Stand-Alone	4	120		60	60	120
BA 285	Human Relations-Organizations	Stand-Alone	3	90			90	90
BA 111	Introduction to Accounting	Stand-Alone	3	90	90			90
Totals			10	300	90	60	150	300
Minimum for certificate					48	48	48	240

April 2018

## Website Development and Design One-Year Certificate

					Student Learning Hours in Related Instruction:			
Subject Code & Course Number	Title	Type	Credits	Hours	Computation	Communication	Human Relation	Total RI
CAS 111W	Beginning Website Design: WordPress	Embedded	3	90	15	20	15	50
CAS 206	Principles of HTML and CSS	Embedded	4	120	15	20	15	50
BA 205 or WR 227	Course Not Found	Stand-Alone	3	90		60		60
CAS 180	Search Engine Optimization-SEO	Embedded	3	90		30		30
CAS 213	JavaScript and JQuery for Designers	Embedded	4	120	40			40
Totals			17	510	70	130	30	230
Minimum for certificate					48	48	48	240

June 2019