

ACCOUNTING CLERK ONE-YEAR CERTIFICATE

					Student Learning Hours in Related Instruction:			
Subject Code & Course Number	Title	Type	Credits	Hours	Computation	Communication	Human Relation	Total RI
BA 211	Principles of Financial Accounting	Embedded	3	90	90			90
BA 205	Business Communication Using Technology	Embedded	4	120		60	60	120
BA 285	Human Relations-Organizations	Embedded	3	90			90	90
Totals			10	300	90	60	150	300
Minimum for certificate					48	48	48	240

MARKETING ONE-YEAR CERTIFICATE

					Student Learning Hours in Related Instruction:			
Subject Code & Course Number	Title	Type	Credits	Hours	Computation	Communication	Human Relation	Total RI
BA 111	Course Not Found	Stand-Alone	3	90	90			90
WR 121 (or any writing course for which WR 121 is a prerequisite)	Course Not Found	Stand-Alone	4	120		120		120
BA 205	Business Communication Using Technology	Embedded	4	120		60	60	120
Totals			11	330	90	180	60	330
Minimum for certificate					48	48	48	240

SEPTEMBER 2021