

Template for Related Instruction in Certificates

45 to 60 credits		Administrative Professional						
Enter course information in light yellow areas (totals will be automatically calculated)					Related instruction Hours in:			
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relations	Total RI
<i>Example: BKT</i>	101	<i>Basket Weaving Basics</i>	4	120	6	12	8	26
courses used for embedded related instruction								
				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>
courses used for stand-alone related instruction								
BA	205	Business Communication	4	120		120.00		<i>120.00</i>
WR	121Z	Composition I	4	120		120.00		<i>120.00</i>
BA	104	Applied Business Math	4	120	120.00			<i>120.00</i>
BA	285	Human Relations in Organizations	3	90			90.00	<i>90.00</i>
Totals			15	450	120.00	240.00	90.00	450.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:					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 Vice President of Instructional Services?		

for assistance contact: slewis@cgcc.edu or 541.506.6047

revised 10.31.24