

## Appendix B: Skyline College Certificates Substantially Available through Distance Learning

Certificates with 50% or more of required units available through courses approved for distance learning (DL) mode. Certificate requirements are from the 2012-2013 Catalog.

DL availability =  $100 * (\text{DL Units}) / (\text{Required Units})$

Certificates of Achievement (CA), Certificates of Specialization (CS), and Career Certificates (CC) substantially available through DL: 21 (of 55 certificates in the 2012-2013 Catalog).

Certificate	Major Units	DL Major Units	% of DL Availability
Accounting, CA	21.5	21.5	100.0%
Accounting Computer Specialist, CC	10.5	9.0	85.7%
Asian Business Practices, CS	12.0	12.0	100.0%
Business Administration, CA	29.0	26.0	89.7%
Business Management, CA	31.0	28.0	90.3%
Computer Information Specialist, CA	24.0	22.5	93.8%
Entrepreneurship, CC	9.0	6.0	66.7%
General Supervision, CA	22.5	21.0	93.3%
Import and Export, CA	12.0	12.0	100.0%
International Business, CA	12.0	12.0	100.0%
International Logistics: Customs Broker, CC	9.0	9.0	100.0%
International Logistics: Air Freight Forwarding, CA	12.0	12.0	100.0%
International Logistics: Ocean Freight Forwarding, CA	12.0	12.0	100.0%
International Trade, CA	18.0	18.0	100.0%
Legal Aspects of International Business, CA	12.0	12.0	100.0%

<b>Certificate</b>	<b>Major Units</b>	<b>DL Major Units</b>	<b>% of DL Availability</b>
Medical Office Assistant, CA	15.0	8.0	53.3%
Medical Transcriptionist, CA	24.0	15.0	62.5%
Multimedia Technology, CA	20.0	18.5	92.5%
Office Assistant, CA	18.0	11.5	63.9%
Office Management, CA	24.0	19.5	81.3%
Paralegal: Legal Assistant, CA	27.0	15.0	55.6%