



BUSA 1210 Records Management

Course Number	BUSA 1210
Course Name	Records Management
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Principles, methods and procedures for the selection, operation and control of manual and automated records systems. (Fall) (3, 3T+0L)
Course Student Learning Outcomes/Objectives /Competencies	
College-Wide Student Learning Outcomes measured (General education courses only)	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence
Program Student Learning Outcomes measured	