BUSA 2175 Personal Development

Course Number **Course Name**	BUSA 2175 Personal Development
Credit Value **(Breakdown of theory and lab credits)**	3 Theory
Catalog Course Description	Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel. (3, 3T+0L)
Course Student Learning Outcomes/Objectives /Competencies	
College-Wide Student Learning Outcomes measured (General education courses only)	1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence
Program Student Learning Outcomes measured	