



OA 2236 Administrative Procedures

Course Number	OA 2236
Course Name	Administrative Procedures
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	You will study office procedures, technology, records management, human relations, ethics, and telecommunications. <i>Prerequisites:</i> BUSA 1210, ENGL 1110, and BCIS 2110. (Spring) (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	