## OA 2236 Administrative Procedures

<table>
<thead>
<tr>
<th><strong>Course Number</strong></th>
<th><strong>OA 2236</strong></th>
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<tbody>
<tr>
<td><strong>Course Name</strong></td>
<td>Administrative Procedures</td>
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<tr>
<th><strong>Credit Value</strong></th>
<th><strong>3 Theory</strong></th>
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<td><strong>(Breakdown of theory and lab credits)</strong></td>
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| **Catalog Course Description** | You will study office procedures, technology, records management, human relations, ethics, and telecommunications. *Prerequisites:* 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)** |
| 1. Communication |
| 2. Critical Thought |
| 3. Information Literacy |
| 4. Cultural Competence |

| **Program Student Learning Outcomes measured** |