

## BUSN 2210 : Applied Office Procedures

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

**Credits** 3

**Prerequisites**

BUSN 1240

BUSN 1400

BUSN 1410

BUSN 1440

**Corequisites**

BUSN 2190

BUSN 2200

ACCT 1100

[BUSN 2190](#) and [BUSN 2200](#) or [ACCT 1100](#)