

OFFICE SYSTEMS TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE

TOTAL CREDITS: 73

FALL SEMESTER

ACA 111	College Student Success or
ACA 115	Success & Study Skills
ENG 111	Expository Writing
MAT 140	Survey of Mathematics
MAT 140A	Survey of Mathematics Lab
OST 131	Keyboarding
OST 137	Office Software Applications
OST 286	Professional Development
	Social/Behavioral Sciences Elective
	Humanities/Fine Arts Elective

SPRING SEMESTER

BUS 121	Business Math
COM 110	Introduction to Communication or
COM 231	Public Speaking
CTS 130	Spreadsheet
OST 134	Text Entry & Formatting
OST 164	Text Editing Applications
OST 181	Intro to Office Systems
WEB 110	Internet/Web Fundamentals

FALL SEMESTER

ACC 120	Principles of Financial Acct
CIS 165	Desktop Publishing I
DBA 110	Database Concepts
OST 136	Word Processing
OST 184	Records Management
OST 223	Machine Transcription I

SPRING SEMESTER

BUS 260	Business Communication
COE 111	Co-op Work Experience I
OST 233	Office Publications Design
OST 236	Adv Word/Information Proc
OST 284	Emerging Technologies
OST 289	Office Systems Management

OFFICE SYSTEMS CERTIFICATE

TOTAL CREDITS: 15

CIS 165	Desktop Publishing I
OST 131	Keyboarding
OST 137	Office Software Applications
OST 184	Records Management
OST 286	Professional Development
WEB 110	Internet/Web Fundamentals

A diploma (three semesters) is also available in Office Systems Technology. Visit www.brunswickcc.edu for course listings.

Services for students with disabilities are available upon request. Please contact the Office of Student Development.

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COMMUNITY COLLEGE
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BUSINESS ADMINISTRATION OFFICE SYSTEMS TECHNOLOGY

Are these programs for you?

The **Business Administration** curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

The **Office Systems Technology** curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

What will your life be like as a Business Administration student?

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

What will your life be like as an Office Systems Technology student?

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.



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P.O. Box 30, Supply, NC 28462
910-755-7300 800-754-1050 www.brunswickcc.edu

What are your potential opportunities with Business Administration?

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

What are your potential opportunities with Office Systems Technology?

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

How do you get started?

Brunswick Community College adheres to the "open door" policy as established by the North Carolina State Board of Community Colleges; admission standards do apply. Brunswick Community College will operate under such an "open door" admission policy in order to meet the broad range of educational needs in service to the people of Brunswick County and the surrounding area. All students enrolling in an associate degree, diploma, or certificate curriculum at Brunswick Community College must be high school graduates or possess a GED or Adult High School Diploma. Application forms may be obtained in person or by contacting:

Student Development Office
910.755.7320 or 1.800.754.1050, Ext. 320

Each applicant receives an application packet, which contains the placement-assessment schedule, information on financial aid, registration, and transcript request forms. Applications for admission should generally be submitted at least two weeks prior to registration.

Individuals wishing to transfer to a four-year university should consider a pre-major in Business Administration through the College Transfer program.

To learn more about the Business Administration and Office System Technology programs, contact:
Gina Robinson, Director
(910) 755-7343

Email: robinsong@brunswickcc.edu.

Business Administration

ASSOCIATE IN APPLIED SCIENCE DEGREE
TOTAL CREDITS: 69

FALL SEMESTER

ACA 111	College Student Success or
ACA 115	Success & Study Skills
BUS 110	Introduction to Business
BUS 115	Business Law I
ENG 111	Expository Writing
MAT 140	Survey of Mathematics
MAT 140A	Survey of Mathematics Lab
MKT 120	Principles of Marketing
OST 131	Keyboarding

SPRING SEMESTER

BUS 121	Business Math
BUS 137	Principles of Management
CIS 110	Introduction to Computers
COM 110	Introduction to Communication or
COM 231	Public Speaking
OST 284	Emerging Technologies Humanities/Fine Arts Elective

FALL SEMESTER

ACC 120	Principles of Financial Acct
BUS 153	Human Resource Management
BUS 280	REAL Small Business
ECO 251	Principles of Microeconomics or
ECO 252	Principles of Macroeconomics Social/Behavioral Sciences Elective

SPRING SEMESTER

ACC 121	Principles of Managerial Acct
ACC 130	Business Income Taxes
ACC 150	Acct Software Appl
BUS 225	Business Finance
COE 111	Co-op Work Experience I
CTS 130	Spreadsheet

BUSINESS ADMINISTRATION CERTIFICATE

TOTAL CREDITS: 12

BUS 115	Business Law I
BUS 137	Principles of Management
BUS 153	Human Resource Management
MKT 120	Principles of Marketing

SMALL BUSINESS ENTREPRENEUR CERTIFICATE

TOTAL CREDITS: 13

BUS 110	Introduction to Business
BUS 115	Business Law I
BUS 153	Human Resource Management
BUS 280	REAL Small Business