



ACCOUNTING

ASSOCIATE IN SCIENCE

Your Butler experience will prepare you to obtain entry-level positions in accounting or transfer to a four-year institution.

	HOURS
General Education Requirements	36
Communications	9
<input type="checkbox"/> English Comp I	EG 101
<input type="checkbox"/> English Comp II	EG 102
<input type="checkbox"/> Public Speaking or	SP 100 or SP 102
<input type="checkbox"/> Interpersonal Communication	
Science, Math and Computer Science	11
<input type="checkbox"/> Math Requirement	MA 131 or above
<input type="checkbox"/> Lab Science	BI 110 suggested
<input type="checkbox"/> Computer Science	BA 104 suggested
Social/Behavioral Science	9
<input type="checkbox"/> One Behavioral Science	BS 105 or BS 160 suggested
<input type="checkbox"/> Microeconomics	EC 200 required
<input type="checkbox"/> Macroeconomics	EC 201 required
Humanities/Fine Arts	6
<input type="checkbox"/> One Humanities	
<input type="checkbox"/> One Fine Arts	
Physical Education	1
<input type="checkbox"/> Physical Education	
Required Courses	17
First Semester	
<input type="checkbox"/> Accounting I	BA 126 3
Second Semester	
<input type="checkbox"/> Accounting II	BA 127 3
Third Semester	
<input type="checkbox"/> Calculus with Applications	MA 148 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
Fourth Semester	
<input type="checkbox"/> Statistics for Management, Life and Social Sciences	MA 220 5
Related Electives	9
<input type="checkbox"/> Entrepreneurship	BA109
<input type="checkbox"/> Introduction to Business	BA 110
<input type="checkbox"/> Personal Finance	BA 112
<input type="checkbox"/> Business Law I	BA 115
<input type="checkbox"/> Business Law II	BA 116
<input type="checkbox"/> Income Tax Fundamentals	BA 117
<input type="checkbox"/> Introduction to Marketing	BA 140
<input type="checkbox"/> Introduction to Fraud Examination	BA 148
<input type="checkbox"/> Payroll Accounting	BA 178
<input type="checkbox"/> Human Resource Management	BA 184
<input type="checkbox"/> Managerial Accounting	BA 204

<input type="checkbox"/> Principles of Management	BA 210
<input type="checkbox"/> Computerized Accounting	BA 211
<input type="checkbox"/> Business Ethics	BA 220
<input type="checkbox"/> Cooperative Education I-IV	max. 3
<input type="checkbox"/> Business Communications	BE 130

A total of 62 credit hours is required for this degree. In addition to the 36 credit hours of general education requirements and 17 credit hours of required courses, choose 9 credit hours from the list of related electives.

ACCOUNTING

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

This program prepares students for a major in business administration/accounting. The courses will prepare students for advanced study at a four-year institution or assist students in preparation for a business accounting career.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs ACBSP. According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Online

The Business Administration/Accounting degree program is also available online.

After Butler

Students can gain immediate, entry-level employment in the accounting field, or if already employed, obtain career advancement opportunities. Students can transfer to a university or college to pursue a bachelor's degree in Accounting.

Median Wage for Bookkeeping, Accounting, and Audit Clerks in South Central Kansas is \$13.87 per hour. For first line supervisors/managers and administrative support, the median wage is \$18.38 per hour in South Central Kansas.

(Source: 2006-2016 Kansas Occupational Outlook)



ACCOUNTING ASSISTANT

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for a career as an Accounting Assistant or bookkeeper. Accounting Assistants held more than 2 million jobs in every industry in 2004. They are the company record keepers responsible for updating and maintaining financial records. Demand for this occupation will hold steady with job duties becoming more specialized as computerized accounting is used more widely in the workplace.

		HOURS
First Semester		15
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Business Math/10 Key	BE 121	3
<input type="checkbox"/> IPS	BA 104	3
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Sociology or	BS 105	
<input type="checkbox"/> General Psychology	BS 160	3
Second Semester		15
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Advanced Computer Applications	BA 245	3
<input type="checkbox"/> Business English	BE 120	3
<input type="checkbox"/> Math Requirement	MA 131 or above	3
<input type="checkbox"/> Related Elective*		3
Third Semester		15
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Payroll Accounting	BA 178	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Public Speaking	SP 100	3
<input type="checkbox"/> Related Elective*		3
Fourth Semester		15
<input type="checkbox"/> Computerized Accounting	BA 211	3
<input type="checkbox"/> Business Communications	BE 130	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<input type="checkbox"/> Related Electives*		6

A total of 60 hours is required for this degree, including 12 hours of general education requirements and 36 total hours of required courses. Choose 12 hours of related electives.

Related Electives:		
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Personal Finance	BA 112	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Business Law II	BA 116	3
<input type="checkbox"/> Human Resource Management	BA 184	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Cooperative Education I-IV	max. 12	2-6

ACCOUNTING ASSISTANT

Career Program

Associate in Applied Science

Degree Offered:

60

Credits Required:

Janice Akao, Lead Instructor, at 316.322.3186

Contact:

Program Information

This program prepares students for a career as an Accounting Assistant, "bookkeeper". The courses will provide students with knowledge necessary for an entry-level bookkeeper position in small or large firms.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Online

The Accounting Assistant degree program is also available online.

After Butler

Students can gain immediate, entry-level employment as an accounting assistant, or if already employed, gain career advancement opportunities.

Median Wage

In South Central Kansas, the median hourly wage is \$13.87.

(Source: 2006-2016 Kansas Occupational Outlook)

ACCOUNTING ASSISTANT**CERTIFICATE**

Your Butler experience will prepare you for a career as an Accounting Assistant or bookkeeper. Accounting Assistants held more than 2 million jobs in every industry in 2004. They are the company record keepers responsible for updating and maintaining financial records.

Demand for this occupation will hold steady with job duties becoming more specialized as computerized accounting is used more widely in the workplace.

		HOURS
First Semester		15
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Information Processing Systems	BA 104	3
<input type="checkbox"/> Business Math/10 Key	BE 121	3
<input type="checkbox"/> Business Communications	BE 130	3
Second Semester		18
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<input type="checkbox"/> Micro Accounting Apps.	BA 211*	3
<input type="checkbox"/> Payroll Accounting	BA 178	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Advanced Computer Applications	BA 245	3

*Offered online Spring Semester only.

ACCOUNTING ASSISTANT**Career Program**

Degree Offered: Certificate

Credits Required: 33

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

This program prepares students for a career as an Accounting Assistant, "bookkeeper". The courses will provide students with knowledge necessary for an entry-level bookkeeper position in small or large firms.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Online

The Accounting Assistant degree program is also available online.

After Butler

Students can gain immediate, entry-level employment as an accounting assistant, or if already employed, gain career advancement opportunities. Students can also continue their studies and complete the Accounting Assistant A.A.S. degree.

Median Wage

Median annual earnings of bookkeepers and accounting clerks in South Central Kansas is \$13.87 per hour. Source: 2006-2016 Kansas Occupational Outlook..



ADVERTISING

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to acquire skills to focus on the creation, execution, transmission and evaluation of commercial messages in various media intended to promote and sell products, services and brands; and to function as advertising assistants, technicians, and managers.

	HOURS	
General Education Requirements		22
Communications		6
<input type="checkbox"/> English Comp I	EG 101	
<input type="checkbox"/> One other course	EG 102, SP 100, SP 102, EG 112	
Science, Math and Computer Science		9
<input type="checkbox"/> Math Requirement	MA 114 or above	
<input type="checkbox"/> Lab Science Requirement		
<input type="checkbox"/> Computer Science Requirement		
Social/Behavioral Science Requirement		3
<input type="checkbox"/> One course from either Social or Behavioral Science		
Humanities/Fine Arts		3
<input type="checkbox"/> One course from either Humanities or Fine Arts		
Physical Education		1
<input type="checkbox"/> Physical Education Requirement		
Required Courses		21
<input type="checkbox"/> Two-Dimensional Design	AR 121	3
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> 3-D Computer Animation I	IN 158	3
<input type="checkbox"/> Intro to Marketing	BA 140	3
<input type="checkbox"/> Personal Selling	BA 215	3
<input type="checkbox"/> Computer Advertising Design	BA 225	3
<input type="checkbox"/> 3-D Computer Animation II	IN 239	3
Related Electives		19
<input type="checkbox"/> Computer Graphics I	AR 185	3
<input type="checkbox"/> Computer Graphics II	AR 275	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Cooperative Education I*	BA 197	2-6
<input type="checkbox"/> Cooperative Education II*	BA 198	2-6
<input type="checkbox"/> Intro to Sport Management	BA 231	3
<input type="checkbox"/> Cooperative Education III*	BA 297	2-6
<input type="checkbox"/> Cooperative Education IV*	BA 298	2-6
<input type="checkbox"/> XHTML and CSS	IN 112	3
<input type="checkbox"/> Dreamweaver	IN 114	3
<input type="checkbox"/> Logo Design w/Illustrator	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3
<input type="checkbox"/> Business Websites w/Microsoft Expression Web	IN 137	3
<input type="checkbox"/> Exploring Leadership	LS 150	3
<input type="checkbox"/> The Emerging Leader	LS 160	3
<input type="checkbox"/> Team and Community Building	LS 220	3
<input type="checkbox"/> Leadership Dev. Capstone	LS 230	3
<input type="checkbox"/> Photography I	MC 100	3
<input type="checkbox"/> Television Production I	MC 175	3

*Maximum of 8 credit hours of Cooperative Education may be applied. A total of 62 credit hours is required for this degree. In addition to the 22 credit hours of general education requirements and 21 credit hours of required courses, choose 19 credit hours from the list of related electives.

ADVERTISING

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor at 316.322.3240

Program Information

Students can develop leadership skills through their association with the most progressive marketing student organization in America, Delta Epsilon Chi. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Accreditation

Accredited by the Accreditation Council of Business Schools and Programs (ACBSP). The Association’s educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness; the preparation of students’ careers; and the recognition of organizational missions.

Related Programs

Management and Marketing, Starting and Managing a Business, Radio Shack Partnership For present and past Radio Shack employees only

Requirements

All students who have not taken the ACT or SAT within the last three years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Articulation Agreements

Northwest Missouri State

Friends University

After Butler

Students can obtain a variety of entry-level positions within the advertising industry including design work, account management and production. Students can transfer to a university or college to pursue a bachelor’s degree.

Median Wage

For Advertising Sales Agents in South Central Kansas is \$31,138 per year

For Advertising and Promotions Managers in South Central Kansas is \$44,803 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



BUSINESS ADMINISTRATION**ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you to plan, organize, direct and control the functions and processes of a firm or prepare you for transfer to a four-year institution.

	HOURS
General Education Requirements	33
Communications	9
<input type="checkbox"/> English Comp I	EG 101
<input type="checkbox"/> English Comp II	EG 102
<input type="checkbox"/> Public Speaking or	SP 100,
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Requirement	11
<input type="checkbox"/> Math Requirement	MA 131 or above
<input type="checkbox"/> Lab Science Requirement	
<input type="checkbox"/> Computer Science Requirement	BA 104 suggested
Social/Behavioral Science Requirement	6
<input type="checkbox"/> One Social Science Course	
<input type="checkbox"/> One Behavioral Science Course	
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	
<input type="checkbox"/> Fine Arts Requirement	
Physical Education	1
<input type="checkbox"/> Physical Education Requirement	
Required Courses	23
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Principles of Microeconomics	EC 200 3
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
<input type="checkbox"/> Calculus with Applications	MA 148 3
<input type="checkbox"/> Statistics for Management, Life and Social Sciences	MA 220 5
Related Electives	6
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Personal Finance	BA 112 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> Writing a Business Plan	BA 129 3
<input type="checkbox"/> Introduction to Marketing	BA 140 3
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Computerized Accounting	BA 211 3
<input type="checkbox"/> Personal Selling	BA 215 3
<input type="checkbox"/> Internet Marketing	BA 219 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Exploring Leadership	LS 150 3
<input type="checkbox"/> The Emerging Leader	LS 160 3
<input type="checkbox"/> Team and Community Building	LS 220 3
<input type="checkbox"/> Leadership Development Capstone	LS 230 3
<input type="checkbox"/> Cooperative Education I-IV	max. 6 2-6

A total of 62 credit hours is required for this degree. In addition to the 33 credit hours of general education requirements and 23 credit hours of required courses, choose 6 credit hours from the list of related electives: If Required Courses are used to fulfill General Education Requirements, Related Electives must be used to fulfill equivalent number of hours.

BUSINESS ADMINISTRATION**Transfer Program**

Degree Offered: Associate in Science

Credits Required: 62

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

This program is designed to prepare students for a major in business. The courses will prepare students for advanced study at a four-year institution or assist students in preparation for a business career.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Online

The Business Administration degree program is also available online.

After Butler

Students can gain immediate, entry-level employment in the accounting field, or if already employed, obtain career advancement opportunities. Students can transfer to a university or college to pursue a bachelor's degree.

Median Wage for First Line Supervisors/Managers in South Central Kansas is \$18.38 per hour.

Source: 2006-2016 Kansas Occupational Outlook.



ECONOMICS

ASSOCIATE IN SCIENCE

	HOURS
Communications	9
<input type="checkbox"/> English Comp I	EG 101
<input type="checkbox"/> English Comp II	EG 102
<input type="checkbox"/> Public Speaking or	SP 100
<input type="checkbox"/> Interpersonal Communication	SP 102
Science and Math	10
<input type="checkbox"/> Math Requirement	MA 131 or above
<input type="checkbox"/> Lab Science Requirement	
<input type="checkbox"/> Calculus with Applications	MA 148
Social/Behavioral Science	6
<input type="checkbox"/> Principles of Microeconomics	EC 200
<input type="checkbox"/> Behavioral Science Requirement	
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	
<input type="checkbox"/> Fine Arts Requirement	
Physical Education	1
<input type="checkbox"/> Physical Education Requirement	
Required Course	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201
Related Electives, see following Degree below	27

ECONOMICS

ASSOCIATE IN ARTS

	HOURS	
Communications	9	
<input type="checkbox"/> English Comp I	EG 101	
<input type="checkbox"/> English Comp II	EG 102	
<input type="checkbox"/> Public Speaking or	SP 100 or	
<input type="checkbox"/> Interpersonal Communication	SP 102	
Science and Math	7	
<input type="checkbox"/> Math Requirement	MA 131 or above	
<input type="checkbox"/> Lab Science Requirement		
Social/Behavioral Science	9	
<input type="checkbox"/> Principles of Microeconomics	EC 200	
<input type="checkbox"/> Principles of Macroeconomics	EC 201	
<input type="checkbox"/> Behavioral Science Requirement		
Humanities/Fine Arts	9	
<input type="checkbox"/> Humanities Requirement		
<input type="checkbox"/> Fine Arts Requirement		
<input type="checkbox"/> One additional course		
Physical Education	1	
<input type="checkbox"/> Physical Education Requirement		
Required Course	3	
<input type="checkbox"/> Calculus with Applications	MA 148	
Related Electives	24	
<input type="checkbox"/> AG 120	<input type="checkbox"/> BA 110	<input type="checkbox"/> BA 112
<input type="checkbox"/> BA 115	<input type="checkbox"/> BA 116	<input type="checkbox"/> BA 126
<input type="checkbox"/> BA 127	<input type="checkbox"/> BA 140	<input type="checkbox"/> BA 204
<input type="checkbox"/> EC 197/198	<input type="checkbox"/> BS 105	<input type="checkbox"/> EC 193/194
<input type="checkbox"/> HS 122	<input type="checkbox"/> EC 297/298	<input type="checkbox"/> HS 121
<input type="checkbox"/> HS 201	<input type="checkbox"/> HS 131	<input type="checkbox"/> HS 132
<input type="checkbox"/> PO 141	<input type="checkbox"/> HS 202	<input type="checkbox"/> MA 220
<input type="checkbox"/> PO 142	<input type="checkbox"/> PO 201	

ECONOMICS

Career Program

Degree Offered: Associate in Science and Associate in Arts

Credits Required: 62

Contact: Lori Winningham, Dean
316.322.3129

Program Information

Everyone is an economist. We all have definite opinions about prices, taxes, minimum wage, interest rates and big corporations. Unfortunately, too often our opinions are uninformed. Are high prices really bad? Should the Federal Reserve keep interest rates low so we can buy more houses and cars? Does minimum wage really help people? Can big oil companies charge any price that they want for gasoline? If you want informed answers to these and other economic questions, join Butler Community College's Economics Program. When you join this program you will learn to think like an economist and see the world around you in a whole new way.

Recommended Course Sequence

Micro and macroeconomics courses are structured so that either course may be taken first.

Semester 1:
EG 101, SP 100, Physical Education Requirement, Behavioral Science Requirement, Humanities Requirement, Related Elective

Semester 2:
EG 102, MA 131 or above, Fine Arts Requirement, Related Electives

Semester 3:
EC 200, Lab Science Requirement, Related Electives

Semester 4:
MA 148, EC 201, Humanities or Fine Arts Requirement, Related Electives

After Butler

The Associate in Arts degree is designed for students planning to transfer to a four-year college.

Career opportunities include actuary, economist, financial manager, loan officer, and marketing research analyst



HOTEL MANAGEMENT**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience in the hotel management programs prepare you to manage operations and facilities that provide lodging services to the traveling public. Instruction will be provided in hospitality industry principles; supplies purchasing, storage and control; hotel facilities design and planning; hospitality industry law; personnel management and labor relations; financial and revenue management; marketing and sales promotion; convention and event management; front desk operations; and applications to specific types of hotels, motels and other lodging operations.

		HOURS
General Education Requirements		15
Communications		6
<input type="checkbox"/> English Comp I	EG 101	
<input type="checkbox"/> Public Speaking or	SP 100	
<input type="checkbox"/> Interpersonal Communication	SP 102	
Science, Math and Computer Requirement		6
<input type="checkbox"/> Math Requirement	MA 114 or above	
<input type="checkbox"/> Computer Science Requirement	BA 104	
Social/Behavioral Science Requirement		3
<input type="checkbox"/> Sociology or	BS 105	
<input type="checkbox"/> General Psychology	BS 160	
Required Hospitality Courses		27
<input type="checkbox"/> Career Planning for Hospitality	HM 100	1
<input type="checkbox"/> Hospitality Human Resources	HM 115	3
<input type="checkbox"/> Culinary Lab I	HM 120	3
<input type="checkbox"/> Intro. to Hospitality Management	HM 180	3
<input type="checkbox"/> Internship I	HM 193	2
<input type="checkbox"/> Facilities & Sanitation Mgmt	HM 201	3
<input type="checkbox"/> Quality Mgmt./Customer Service	HM 202	3
<input type="checkbox"/> Catering Management	HM 215	3
<input type="checkbox"/> Hospitality Law	HM 255	3
<input type="checkbox"/> Hospitality Marketing	HM 258	3
Required Hotel Courses		21
<input type="checkbox"/> Food & Beverage Management	HM 190	3
<input type="checkbox"/> Beverage Control	HM 195	3
<input type="checkbox"/> Rooms Management	HM 203	3
<input type="checkbox"/> Convention Management	HM 217	3
<input type="checkbox"/> Culinary Lab II or	HM 220	
<input type="checkbox"/> Professional Baking	HM 222	3
<input type="checkbox"/> Hotel / Motel Operations	HM 256	3
<input type="checkbox"/> Hospitality Financial Management	HM 260	3

A total of 63 credit hours is required for this degree.

HOTEL MANAGEMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

Program Information

Develop skills for a career in one of the world's largest and fastest growing industries. Classes explore various types of lodging facilities with special emphasis in operations and management. Classes include an in-depth study of rooms management, food and beverage management, hospitality marketing, hospitality law, hospitality human resources, sanitation and maintenance. Hands-on experiences and networking opportunities are available through cooperative education opportunities

with internships, job-shadowing, and field experiences available as part of the educational experience.

After Butler

Students can transfer to a university or college to pursue a bachelor's degree in business or Hospitality Management. Employment opportunities are available world-wide in a variety of entry-level positions including front desk management, housekeeping management, food and beverage supervision, reservations, and other operation divisions.

Starting Salary:

Median Wage for Lodging Managers in South Central Kansas is \$36,212 per year. Source: Workforce Planning Guide & Wage Survey, Local Area IV 2007 Edition, KDHR.

HOTEL MANAGEMENT**CERTIFICATE**

Your Butler experience in the hotel management programs prepare you to manage operations and facilities that provide lodging services to the traveling public. Instruction will be provided in hospitality industry principles; supplies purchasing, storage and control; hotel facilities design and planning; hospitality industry law; personnel management and labor relations; financial and revenue management; marketing and sales promotion; convention and event management; front desk operations; and applications to specific types of hotels, motels and other lodging operations.

			HOURS
Required Courses			15
<input type="checkbox"/> Career Planning for Hospitality	HM 100	1	
<input type="checkbox"/> Internship I	HM 193	2	
<input type="checkbox"/> Rooms Management	HM 203	3	
<input type="checkbox"/> Convention Management	HM 217	3	
<input type="checkbox"/> Hotel Motel Operations	HM 256	3	
<input type="checkbox"/> Hospitality Financial Management	HM 260	3	
Related Electives			15
<input type="checkbox"/> Culinary Lab I	HM 120	3	
<input type="checkbox"/> Food & Beverage Management	HM 190	3	
<input type="checkbox"/> Facilities & Sanitation Mgmt	HM 201	3	
<input type="checkbox"/> Quality Mgmt. /Customer Srv	HM 202	3	
<input type="checkbox"/> Hospitality Law	HM 255	3	
<input type="checkbox"/> Hospitality Marketing	HM 258	3	

Certificate requires 30 credit hours.

HOTEL MANAGEMENT**Career Program**

Certificate Offered: Hotel Management

Credits Required: 30

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

After Butler

After receiving the certificate, students can complete the Associate degree program then transfer to a university or college to pursue a bachelor's degree in business or Hospitality Management. Employment opportunities (see above)



MARKETING & MANAGEMENT

ASSOCIATE IN SCIENCE

Your Butler experience will prepare you to manage the process of developing consumer audiences and moving products from producers to consumers. This A.S. degree allows you the flexibility to design your program to a transfer institution.

	HOURS
General Education Requirements	33
Communications	9
<input type="checkbox"/> English Comp I	EG 101
<input type="checkbox"/> English Comp II	EG 102
<input type="checkbox"/> Public Speaking or	SP 100
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Science	11
<input type="checkbox"/> Math Requirement	MA 131 or above
<input type="checkbox"/> Lab Science Requirement	
<input type="checkbox"/> Computer Science Requirement (Highly suggest BA 104)	
Social/Behavioral Science Requirement	6
<input type="checkbox"/> One Social Science Course (In addition to EC 200 & 201)	
<input type="checkbox"/> One Behavioral Science Course (Highly suggest BS 160)	
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	
<input type="checkbox"/> Fine Arts Requirement	
Physical Education	1
<input type="checkbox"/> Physical Education Requirement	
Required Courses	20
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Principles of Microeconomics	EC 200 3
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
<input type="checkbox"/> Calculations with Applications	MA 148 3
<input type="checkbox"/> Statistics for Management, Life and Social Sciences	MA 220 5
Related Electives	9
<input type="checkbox"/> Principles of Advertising	BA 103 3
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> 3D Computer Animation I	IN 158 3
<input type="checkbox"/> Writing a Business Plan	BA 129 3
<input type="checkbox"/> Introduction to Marketing	BA 140 3
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Retail Management	BA 203 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Personal Selling	BA 215 3
<input type="checkbox"/> Internet Marketing	BA 219 3
<input type="checkbox"/> Mgmt. Information Systems	BA 221 3
<input type="checkbox"/> Computer Advertising Design	BA 225 3
<input type="checkbox"/> 3D Computer Animation II	IN 239 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Intro to Sport Management	BA 231 3
<input type="checkbox"/> Internship I, II	BA 193, 194 1-3

<input type="checkbox"/> Cooperative Education I, II, III, IV	BA 197, 198, 297, 298	2-6
<input type="checkbox"/> Exploring Leadership	LS 150	3
<input type="checkbox"/> The Emerging Leader	LS 160	3
<input type="checkbox"/> Team and Community Building	LS 220	3
<input type="checkbox"/> Leadership Dev. Capstone	LS 230	3

A total of 62 credit hours is required for this degree. In addition to the 33 credit hours of general education requirements and 20 credit hours of required courses, choose 9 credit hours from the list of related electives.

MARKETING & MANAGEMENT

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

Students can develop leadership skills through their association with the most progressive marketing student organization in America, Delta Epsilon Chi. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Online

The Marketing & Management degree program is available online. Related Programs Management and Marketing, Starting and Managing a Business, Radio Shack Partnership

Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

After Butler

Students can gain employment in advertising, retail management, wholesale management, merchandising management, or they may become employed as a marketing director or entrepreneur. Students may transfer to a four-year university to obtain a career in marketing management.

Median Wage

Marketing Managers in South Central Kansas is \$67,912 per year. First Line Supervisors/Managers in South Central Kansas is \$24,794 per year. First Line Supervisors/Managers of Retail Employees in South Central Kansas is \$24,794 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

MARKETING & MANAGEMENT**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to manage the process of developing consumer audiences and moving products from producers to consumers. This program includes learning in buyer behavior and dynamics, principles of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing, and applications to specific products and markets.

	HOURS
General Education Requirements	20
Communications	6
<input type="checkbox"/> English Comp I	EG 101
<input type="checkbox"/> One other course	EG 102, SP 100, SP 102, EG 112
Science, Math and Computer Science	11
<input type="checkbox"/> Math Requirement	MA 114 or above
<input type="checkbox"/> Lab Science Requirement	
<input type="checkbox"/> Computer Science Requirement	BA 104 suggested
Social/Behavioral Science Requirement	3
<input type="checkbox"/> One course from either Social or Behavioral Science	
EC 200 suggested	
Required Courses	32
<input type="checkbox"/> Principles of Advertising	BA 103 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Introduction to Marketing	BA 140 3
<input type="checkbox"/> Retail Management*	BA 203 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Personal Selling	BA 215 3
<input type="checkbox"/> Internship I	BA 193-4 4
<input type="checkbox"/> Internship II	BA 194-4 4
Related Electives	10
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> 3D Computer Animation I	IN 158 3
<input type="checkbox"/> Writing a Business Plan	BA 129 3
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Internet Marketing	BA 219 3
<input type="checkbox"/> Mgmt. Information Systems	BA 221 3
<input type="checkbox"/> Computer Advertising Design	BA 225 3
<input type="checkbox"/> 3D Computer Animation II	IN 239 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Intro to Sport Management	BA 231 3
<input type="checkbox"/> Principles of Microeconomics	EC 200 3
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
<input type="checkbox"/> Exploring Leadership	LS 150 3
<input type="checkbox"/> The Emerging Leader	LS 160 3
<input type="checkbox"/> Team and Community Building	LS 220 3
<input type="checkbox"/> Leadership Dev. Capstone	LS 230 3
<input type="checkbox"/> Calculations with Applications	MA 148 3
<input type="checkbox"/> Statistics for Management, Life and Social Sciences	MA 220 5

A total of 62 credit hours is required for this degree. In addition to the 20 credit hours of general education requirements and 32 credit hours of required courses, choose 10 credit hours from the list of related electives.

MARKETING & MANAGEMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at
316.322.3240

Program Information

Students can develop leadership skills through their association with the most progressive marketing student organization in America, Delta Epsilon Chi. Students are also able to participate in competition at state and national levels and receive recognition and awards for their effort.

Online

The Marketing & Management degree program is available online.

Related Programs

Management and Marketing, Starting and Managing a Business, Radio Shack Partnership

Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

After Butler

Students can gain employment in advertising, retail management, wholesale management, merchandising management, or they may become employed as a marketing director or entrepreneur. Students may transfer to a four-year university to obtain a career in marketing management.

Median Wage

Marketing Managers in South Central Kansas is \$67,912 per year.

First Line Supervisors/Managers in South Central Kansas is \$24,794 per year.

First Line Supervisors/Managers of Retail Employees in South Central Kansas is \$24,794 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



RESTAURANT MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience in the restaurant management program will prepare you to plan, manage, and market restaurants, food services in hospitality establishments, food service chains and franchise operations. Included in the instruction are topics in hospitality administration, food services management, cost controls, catering, franchise operations, business networking, personnel management, culinary arts, business planning and capitalization, food industry operations, marketing and retailing, business law and regulations, finance, and professional standards and ethics.

	HOURS
General Education Requirements	15
Communications	6
<input type="checkbox"/> English Comp I	EG 101
<input type="checkbox"/> Public Speaking or	SP 100
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Science	6
<input type="checkbox"/> Math Requirement	MA 114 or above
<input type="checkbox"/> Computer Science Requirement	BA 104
Social/Behavioral Science Requirement	3
<input type="checkbox"/> Sociology or	BS 105
<input type="checkbox"/> General Psychology	BS 160
REQUIRED HOSPITALITY COURSES	27
<input type="checkbox"/> Career Planning for Hospitality	HM 100
<input type="checkbox"/> Hospitality Human Resources	HM 115
<input type="checkbox"/> Culinary Lab I	HM 120
<input type="checkbox"/> Intro. to Hospitality Management	HM 180
<input type="checkbox"/> Internship I	HM 193
<input type="checkbox"/> Facilities & Sanitation Mgmt	HM 201
<input type="checkbox"/> Quality Mgmt./Customer Service	HM 202
<input type="checkbox"/> Catering Management	HM 215
<input type="checkbox"/> Hospitality Law	HM 255
<input type="checkbox"/> Hospitality Marketing	HM 258
REQUIRED RESTAURANT COURSES	15
<input type="checkbox"/> Food & Beverage Management	HM 190
<input type="checkbox"/> Beverage Control	HM 195
<input type="checkbox"/> Culinary Lab II	HM 220
<input type="checkbox"/> Professional Baking	HM 222
<input type="checkbox"/> Hospitality Financial Management	HM 260
Related Electives	6
<input type="checkbox"/> Event Planning I	HM 116
<input type="checkbox"/> Event Planning II	HM 216
<input type="checkbox"/> Hotel Motel Operations	HM 256

A total of 63 credit hours is required for this degree.

RESTAURANT MANAGEMENT

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

Program Information

Develop skills for a career in one of the world’s largest and fastest growing industries. Classes explore various types of restaurant facilities with special emphasis in operations and management. Classes include an in-depth study of food, beverage, and labor cost management, catering management, food production and menu planning, hospitality marketing, hospitality law, hospitality human resources, sanitation and maintenance. Hands-on experiences and networking opportunities are available with hospitality industry leaders through cooperative education opportunities with internships, job-shadowing, and field experiences available as part of the educational experience.

After Butler

Students can transfer to a university or college to pursue a bachelor’s degree in business or Hospitality Management. Employment opportunities are available world-wide in a variety of entry-level positions including restaurants, caterers, managed service operations, and lodging facilities.

Median Wage for Food Service Managers in South Central Kansas is \$40,144 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2007 Edition, KDHR.)

RESTAURANT MANAGEMENT**CERTIFICATE**

Your Butler experience in the restaurant management program will prepare you to plan, manage, and market restaurants, food services in hospitality establishments, food service chains and franchise operations. Included in the instruction are topics in hospitality administration, food services management, cost controls, catering, franchise operations, business networking, personnel management, culinary arts, business planning and capitalization, food industry operations, marketing and retailing, business law and regulations, finance, and professional standards and ethics.

		HOURS
Required Courses		24
<input type="checkbox"/> Career Planning for Hospitality	HM 100	1
<input type="checkbox"/> Culinary Lab I	HM 120	3
<input type="checkbox"/> Food & Beverage Management	HM 190	3
<input type="checkbox"/> Internship I	HM 193	2
<input type="checkbox"/> Facilities & Sanitation Mgmt	HM 201	3
<input type="checkbox"/> Catering Management	HM 215	3
<input type="checkbox"/> Culinary Lab II	HM 220	3
<input type="checkbox"/> Professional Baking	HM 222	3
<input type="checkbox"/> Hospitality Financial Management	HM 260	3
Related Electives		6
<input type="checkbox"/> Hospitality Human Resources	HM 115	3
<input type="checkbox"/> Intro. to Hospitality Management	HM 180	3
<input type="checkbox"/> Beverage Control	HM 195	3
<input type="checkbox"/> Quality Mgmt./Customer Service	HM 202	3
<input type="checkbox"/> Hospitality Law	HM 255	3
<input type="checkbox"/> Hospitality Marketing	HM 258	3

Certificate requires 30 credit hours.

RESTAURANT MANAGEMENT**Career Program**

Certificate Offered: Restaurant Management

Credits Required: 30

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

After Butler

After receiving the certificate, students can complete the Associate degree program then transfer to a university or college to pursue a bachelor's degree in business or Hospitality Management. Employment opportunities see above.

ENTREPRENEURSHIP**CERTIFICATE**

Your Butler experience will prepare you to develop and manage independent small businesses. Your experience includes instruction in business administration, enterprise planning and entrepreneurship, start-up, small business operations and problems, personnel supervision, capitalization and investment, taxation, business law and regulations, e-commerce, and applications to specific sectors, products, and services.

		HOURS
Required Courses		30
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Writing a Business Plan	BA 129	2
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Retail Management	BA 203	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Personal Selling	BA 215	3
<input type="checkbox"/> Internet Marketing	BA 219	3
<input type="checkbox"/> Microcomputer App.-QuickBooks or Applications Elective	BE 182	1

Certificate requires 30 credit hours.

STARTING AND MANAGING A BUSINESS

Certificate of Completion: Starting and Managing a Business

Credits Required: 30

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

Students will complete courses in all aspects of managing a business from marketing and advertising to accounting to writing a business plan.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

After Butler

Students will be able to develop and manage independent small businesses.

