



**BUSINESS ADMINISTRATION ACCOUNTING
ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you to plan, organize, direct and control the functions and processes of a firm while preparing to obtain entry-level positions in accounting or transfer to a four-year institution.

General Education Requirements 36 Hours

Communications		9
___ English Comp I	(EG 101)	
___ English Comp II	(EG 102)	
___ Public Speaking or Interpersonal Communication	(SP 100, SP 102)	

Science, Math and Computer Requirement		10
___ Math Requirement	(MA 131 or above)	
___ Lab Science	(BI 110 suggested)	
___ Computer Science	(BA 104 suggested)	

Social/Behavioral Science Requirement		9
___ One Behavioral Science	(BS 105 or BS 160 suggested)	
___ Two Social Science		
___ Microeconomics	(EC 200 required)	
___ Macroeconomics	(EC 201 required)	

Humanities/Fine Arts		6
___ One Humanities		
___ One Fine Arts		

Physical Education		1
___ Physical Education		

Required Courses 17 Hours

First Semester		
___ Accounting I	(BA 126)	3
Second Semester		
___ Accounting II	(BA 127)	3
___ Calculus with Applications	(MA 148)	3
Third Semester		
___ Managerial Accounting	(BA 204)	3
Fourth Semester		
___ Statistics for Management, Life and Social Sciences	(MA 220)	5
Related Electives		9 Hours
___ Small Business Management	(BA 109)	3
___ Introduction to Business	(BA 110)	3

___ Personal Finance	(BA 112)	3
___ Business Law I	(BA 115)	3
___ Business Law II	(BA 116)	3
___ Introduction to Marketing	(BA 140)	3
___ Payroll Accounting	(BA 178)	3
___ Human Resource Management	(BA 184)	3
___ Principles of Management	(BA 210)	3
___ Microcomputer Accounting Apps.	(BA 211)	3
___ Business Ethics	(BA 220)	3
___ Cooperative Education I-IV	(max. 9)	2-6

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.

Business Administration/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 career. Courses in business administration will prepare students for advanced study or a career in middle management

Accreditation

This program is accredited by the Association of Collegiate 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.

Articulation Agreements

Northwest Missouri State
Friends University

After Butler

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

Median Wage for Bookkeeping, Accounting, and Audit Clerks in South Central Kansas is \$13.31 per hour. For first line supervisors/managers and administrative support, the median wage is \$17.23 per hour in South Central Kansas.

(Source: Occupational Outlook, 2006)



**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.

First Semester		15 hours
___Accounting I	(BA 126)	3
___Business Math/10 Key	(BE 121)	3
___IPS	(BA 104)	3
___English Comp I	(EG 101)	3
___Sociology	(BS 105)	
or		
___General Psychology	(BS 160)	3
Second Semester		15 hours
___Accounting II	(BA 127)	3
___MAP II –		
Advanced Application Excel	(BE 270)	3
___Business Communication	(BE 130)	3
___Math Requirement	(MA 131 or above)	3
Related Elective*		3
Third Semester		15 hours
___Introduction to Business	(BA 110)	3
___Payroll Accounting	(BA 178)	3
___MAP II –		
Advanced Application Access	(BE 280)	3
___Public Speaking	(SP 100)	3
Related Elective*		3
Fourth Semester		15 hours
___Microcomputer Accounting Apps	(BA 211)	3
___Business English	(BE 120)	3
___Managerial Accounting	(BA 204)	3
Related Electives*		6

A total of 63 hours is required for this degree, including 12 hours of general education requirements and 39 total hours of required courses. Choose 12 hours of related electives.

Related Electives:

___Small Business Management	(BA 109)	3
___Personal Finance	(BA 112)	3
___Business Law I	(BA 115)	3
___Business Law II	(BA 116)	3
___Human Resource Management	(BA 184)	3
___Business Ethics	(BA 220)	3
___Principles of Management	(BA 210)	3
___Cooperative Education I-IV	(max. 12)	2-6

Accounting Assistant

Career Program Degree Offered: Associate in Applied Science
Credits Required: 63
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 Association of Collegiate 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 the ASSET 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

Median annual earnings of bookkeepers and accounting clerks in 2004 were \$28,570. In Kansas, the median hourly wage is \$12.90.

**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.

Required Courses:	33 Hours
___Information Processing Systems (BA 104)	3
___Introduction to Business (BA 110)	3
___Accounting I (BA 126)	3
___Accounting II (BA 127)	3
___Payroll Accounting (BA 178)	3
___Microcomputer Accounting Apps (BA 211)	3
___Managerial Accounting (BA 204)	3
___Business Math/10 Key (BE 121)	3
___Business Communications (BE 130)	3
___MAP II – Advanced Applications –Excel (BE 270)	3
___MAP II – Advanced Applications – Access (BE 280)	3

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 Association of Collegiate 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 2004 were \$28,570. In Kansas, the median hourly wage is \$12.90.



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.

General Education Requirements	22 Hours
Communications	6
___ English Comp I (EG 101)	
___ One other course (EG 102, SP 100, SP 102, EG 112)	
Science, Math and Computer Science	9
___ Math Requirement (MA 114 or above)	
___ Lab Science Requirement	
___ Computer Science Requirement	
Social/Behavioral Science Requirement	3
___ One course from either Social or Behavioral Science	
Humanities/Fine Arts	3
___ One course from either Humanities or Fine Arts	
Physical Education	1
___ Physical Education Requirement	
Required Courses	21 Hours
___ Two-Dimensional Design (AR 121)	3
___ Principles of Advertising (BA 103)	3
___ 3-D Computer Animation I (BA 128)	3
___ Intro to Marketing (BA 140)	3
___ Personal Selling (BA 215)	3
___ Computer Advertising Design (BA 225)	3
___ 3-D Computer Animation II (BA 228)	3
Related Electives	19 Hours
___ Computer Graphics I (AR 185)	3
___ Computer Graphics II (AR 275)	3
___ Small Business Management (BA 109)	3
___ Accounting I (BA 126)	3
___ Accounting II (BA 127)	3
___ Cooperative Education I* (BA 197)	2-6
___ Cooperative Education II* (BA 198)	2-6
___ Intro to Sport Management (BA 231)	3
___ Cooperative Education III* (BA 297)	2-6
___ Cooperative Education IV* (BA 298)	2-6
___ XHTML and CSS (IN 112)	3
___ Dreamweaver (IN 114)	3
___ Logo Design w/Illustrator (IN 123)	3
___ Intro to Digital Design (IN 124)	3
___ Business Websites w/ Microsoft Expression Web (IN 137)	3
___ Exploring Leadership (LS 150)	3
___ The Emerging Leader (LS 160)	3
___ Team and Community Building (LS 220)	3
___ Leadership Dev. (Capstone) (LS 230)	3
___ Photography I (MC 100)	3
___ 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 Association of Collegiate 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.

Median Wage 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.

General Education Requirements **33 Hours**

Communications **9**

- ___English Comp I (EG 101)
- ___English Comp II (EG 102)
- ___Public Speaking or Interpersonal Communication (SP 100, SP 102)

Science, Math and Computer Requirement **10**

- ___Math Requirement (MA 131 or above)
- ___Lab Science Requirement
- ___Computer Science Requirement (BA 104 Information Processing Systems suggested)

Social/Behavioral Science Requirement **6**

- ___One Social Science Course
- ___One Behavioral Science Course

Humanities/Fine Arts **6**

- ___Humanities Requirement
- ___Fine Arts Requirement

Physical Education **1**

- ___Physical Education Requirement

Required Courses **23 Hours**

- ___Introduction to Business (BA 110) 3
- ___Accounting I (BA 126) 3
- ___Accounting II (BA 127) 3
- ___Principles of Microeconomics (EC 200) 3
- ___Principles of Macroeconomics (EC 201) 3
- ___Calculus with Applications (MA 148) 3
- ___Statistics for Management, Life and Social Sciences (MA 220) 5

Related Electives **6 Hours**

- ___Small Business Management (BA 109) 3
- ___Introduction to Business (BA 110) 3
- ___Personal Finance (BA 112) 3
- ___Business Law I (BA 115) 3
- ___Business Law II (BA 116) 3
- ___Writing a Business Plan (BA 129) 3
- ___Introduction to Marketing (BA 140) 3
- ___Payroll Accounting (BA 178) 3
- ___Human Resource Management (BA 184) 3
- ___Principles of Management (BA 210) 3
- ___Microcomputer Accounting Apps (BA 211) 3
- ___Personal Selling (BA 215) 3
- ___Cyber Marketing (BA 219) 3
- ___Business Ethics (BA 220) 3
- ___Special Topics (BA 253/254) 3
- ___Exploring Leadership (LS 150) 3
- ___The Emerging Leader (LS 160) 3
- ___Team and Community Building (LS 220) 3
- ___Leadership Development (Capstone) (LS 230) 3
- ___Cooperative Education I-IV (max. 6) 2-6

A total of 62 credit hours is required for this degree. In addition to the 32 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 Association of Collegiate 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.

Articulation Agreements

Northwest Missouri State
Friends University

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 \$24,794 per year.

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



**ECONOMICS
ASSOCIATE IN SCIENCE**

Course		Hours
Communications		9
___ English Comp I	(EG 101)	
___ English Comp II	(EG 102)	
___ Public Speaking or Interpersonal Communication	(SP 100) or (SP102)	
Science and Math		10
___ Math Requirement	(MA 131 or above)	
___ Lab Science Requirement		
___ Calculus with Applications	(MA 148)	
Social/Behavioral Science		6
___ Principles of Microeconomics	(EC 200)	
___ Behavioral Science Requirement		
Humanities/Fine Arts		6
___ Humanities Requirement		
___ Fine Arts Requirement		
Physical Education		1
___ Physical Education Requirement		
Required Course		3
___ Principles of Macroeconomics	(EC 201)	
Related Electives, see following Degree below		27

Related Electives		24
___ AG 120	___ BA 110	___ BA 112
___ BA 115	___ BA 116	___ BA 126
___ BA 127	___ BA 140	___ BA 204
___ BA 206	___ BS 105	___ EC 193/194
___ EC 197/198	___ EC 297/298	___ HS 121
___ HS 122	___ HS 131	___ HS 132
___ HS 201	___ HS 202	___ MA 220
___ PO 141	___ PO 142	___ PO 201

Economics

Career Program

Degree Offered: Associate in Science and Associate in Arts

Credits Required: 62

Contact: Dr. Rodney Hiser, Lead Instructor for Economics, at 316.322.3165

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

**ECONOMICS
ASSOCIATE IN ARTS**

Communications		9
___ English Comp I	(EG 101)	
___ English Comp II	(EG 102)	
___ Public Speaking or Interpersonal Communication	(SP 100 or SP102)	
Science and Math		7
___ Math Requirement	(MA 131 or above)	
___ Lab Science Requirement		
Social/Behavioral Science		9
___ Principles of Microeconomics	(EC 200)	
___ Principles of Macroeconomics	(EC 201)	
___ Behavioral Science Requirement		
Humanities/Fine Arts		9
___ Humanities Requirement		
___ Fine Arts Requirement		
___ One additional course		
Physical Education		1
___ Physical Education Requirement		
Required Course		3
___ Calculus with Applications	(MA 148)	

**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.

General Education Requirements

Course		15 Hours
Communications		6
___English Comp I	(EG 101)	
___Public Speaking	(SP 100)	
or Interpersonal Communication	(SP 102)	
Science, Math and Computer Requirement		6
___Math Requirement	(MA 114 or above)	
___Computer Science Requirement	(BA 104)	
Social/Behavioral Science Requirement		3
___Sociology	(BS 105)	
or		
___General Psychology	(BS 160)	

Required Hospitality Courses

		27 Hours
___Career Planning for Hospitality	(HM 100)	1
___Hospitality Human Resources	(HM 115)	3
___Culinary Lab I	(HM 120)	3
___Intro. to Hospitality Management	(HM 180)	3
___Internship I	(HM 193)	2
___Facilities & Sanitation Mgmt	(HM 201)	3
___Quality Mgmt./Customer Service	(HM 202)	3
___Catering Management	(HM 215)	3
___Hospitality Law	(HM 255)	3
___Hospitality Marketing	(HM 258)	3

Required Hotel Courses

		21 Hours
___Food & Beverage Management	(HM 190)	3
___Beverage Control	(HM 195)	3
___Rooms Management	(HM 203)	3
___Convention Management	(HM 217)	3
___Culinary Lab II	(HM 220)	
OR Culinary Lab III	(HM 222)	3
___Hotel / Motel Operations	(HM 256)	3
___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: 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.

Articulation Agreements

Friends University, Southwestern College, Kansas State University

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

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.

Required Courses

		15 Hours
___Career Planning for Hospitality	(HM 100)	1
___Internship I	(HM 193)	2
___Rooms Management	(HM 203)	3
___Convention Management	(HM 217)	3
___Hotel Motel Operations	(HM 256)	3
___Hospitality Financial Management	(HM 260)	3

Related Electives

		15 Hours
___Culinary Lab I	(HM 120)	3
___Food & Beverage Management	(HM 190)	3
___Facilities & Sanitation Mgmt	(HM 201)	3
___Quality Mgmt./Customer Srv	(HM 202)	3
___Hospitality Law	(HM 255)	3
___Hospitality Marketing	(HM 258)	3

Certificate requires 30 credit hours. The Hospitality Hotel Management Certificate is designed for returning adults who are changing careers and have a 4-year degree.

Hotel Management

Career Program
Certificate in Hotel Management
Credits: 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.

___Cooperative Education I, II, III, IV	(BA 197, 198, 297, 298)	2-6
___Exploring Leadership	(LS 150)	3
___The Emerging Leader	(LS 160)	3
___Team and Community Building	(LS 220)	3
___Leadership Dev. (Capstone)	(LS 230)	3

A total of 62 credit hours is required for this degree. In addition to the 32 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 Association of Collegiate Business Schools and Programs (ACBSP).

Articulation Agreement

Northwest Missouri State
 Friends University

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 for Marketing Managers in South Central Kansas is \$67,912 per year. Median Wage for First Line Supervisors/Managers in South Central Kansas is \$24,794 per year. Median Wage for 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.)

General Education Requirements

Course **32 Hours**
Communications **9**

___English Comp I	(EG 101)
___English Comp II	(EG 102)
___Public Speaking or Interpersonal Communication	(SP 100, SP 102)

Science, Math and Computer Science **10**

___Math Requirement	(MA 131 or above)
___Lab Science Requirement	
___Computer Science Requirement	(Highly suggest BA 104)

Social/Behavioral Science Requirement **6**

___One Social Science Course	(In addition to EC 200 & 201)
___One Behavioral Science Course	(Highly suggest BS 160)

Humanities/Fine Arts **6**

___Humanities Requirement	
___Fine Arts Requirement	

Physical Education **1**

___Physical Education Requirement	
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Required Courses **20 Hours**

___Accounting I	(BA 126)	3
___Accounting II	(BA 127)	3
___Principles of Microeconomics	(EC 200)	3
___Principles of Macroeconomics	(EC 201)	3
___Calculations with Applications	(MA 148)	3
___Statistics for Management, Life and Social Sciences	(MA 220)	5

Related Electives **9 Hours**

___Principles of Advertising	(BA 103)	3
___Small Business Mgmt	(BA 109)	3
___Introduction to Business	(BA 110)	3
___Business Law I	(BA 115)	3
___Business Law II	(BA 116)	3
___3D Computer Animation I	(BA 128)	3
___Writing a Business Plan	(BA 129)	3
___Introduction to Marketing	(BA 140)	3
___Human Resource Management	(BA 184)	3
___Merchandising	(BA 203)	3
___Managerial Accounting	(BA 204)	3
___Intermediate Accounting	(BA 206)	3
___Principles of Management	(BA 210)	3
___International Marketing	(BA 212)	3
___Personal Selling	(BA 215)	3
___Cyber Marketing	(BA 219)	3
___Mgmt. Information Systems	(BA 221)	3
___Computer Advertising Design	(BA 225)	3
___3D Computer Animation II	(BA 228)	3
___Business Ethics	(BA 220)	3
___Intro to Sport Management	(BA 231)	3
___Internship I, II	(BA 193, 194)	1-3

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.

General Education Requirements 22 Hours

Communications	6
___ English Comp I (EG 101)	
___ One other course (EG 102, SP 100, SP 102, EG 112)	

Science, Math and Computer Science	9
___ Math Requirement (MA 114 or above)	
___ Lab Science Requirement	
___ Computer Science Requirement (BA 104 suggested)	

Social/Behavioral Science Requirement	3
___ One course from either Social or Behavioral Science (EC 200 suggested)	

Humanities/Fine Arts	3
___ One course from either Humanities or Fine Arts	

Physical Education	1
___ Physical Education Requirement	

Required Courses	32 Hours
___ Principles of Advertising (BA 103)	3
___ Business Law I (BA 115)	3
___ Accounting I (BA 126)	3
___ Accounting II (BA 127)	3
___ Introduction to Marketing (BA 140)	3
___ Merchandising (BA 203)	3
___ Principles of Management (BA 210)	3
___ Personal Selling (BA 215)	3
___ Cooperative Education I, II, III, IV (BA 197, 198, 297, 298)	8

Related Electives	8 Hours
___ Small Business Mgmt (BA 109)	3
___ Introduction to Business (BA 110)	3
___ Business Law II (BA 116)	3
___ 3D Computer Animation I (BA 128)	3
___ Writing a Business Plan (BA 129)	3
___ Human Resource Management (BA 184)	3
___ Managerial Accounting (BA 204)	3
___ Intermediate Accounting (BA 206)	3
___ International Marketing (BA 212)	3
___ Cyber Marketing (BA 219)	3
___ Mgmt. Information Systems (BA 221)	3
___ Computer Advertising Design (BA 225)	3
___ 3D Computer Animation II (BA 228)	3
___ Business Ethics (BA 220)	3
___ Intro to Sport Management (BA 231)	3
___ Principles of Microeconomics (EC 200)	3
___ Principles of Macroeconomics (EC 201)	3
___ Exploring Leadership (LS 150)	3
___ The Emerging Leader (LS 160)	3
___ Team and Community Building (LS 220)	3

___ Leadership Dev. (Capstone) (LS 230)	3
___ Calculations with Applications (MA 148)	3
___ 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 22 credit hours of general education requirements and 32 credit hours of required courses, choose 8 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 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.

Articulation Agreement

Northwest Missouri State
Friends University

Accreditation

This program is accredited by the Association of Collegiate 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 for Marketing Managers in South Central Kansas is \$67,912 per year. Median Wage for First Line Supervisors/Managers in South Central Kansas is \$24,794 per year. Median Wage for 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

- Radio Shack Partnership

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.

___Leadership Dev. (Capstone)	(LS 230)	3
___Calculations with Applications	(MA 148)	3
___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 22 credit hours of general education requirements and 32 credit hours of required courses, choose 8 credit hours from the list of related electives below or any American Management Association (AMA)*** courses:

This program is for employees of Radio Shack in a partnership with Butler.

*Credit will be awarded at the conclusion of the Radio Shack Training Program for these three courses when the student has accumulated 15 hours of Butler courses. No charge will be assessed Radio Shack or the student for these 9 hours when transcribed.

**Cooperative Education courses must be completed through Butler, but students do not need to come onto a Butler campus to take the courses.

***AMA courses are available at Butler's Business Performance Group. Courses taken at other locations can be transferred in with proper credentials.

Courses in the sequence may be taken from any accredited college. The degree will be awarded from Butler if the student completes at least 15 credit hours from Butler Community College.

Marketing & Management via

Radio Shack Partnership

Career Program

Degree Offered: Associate in

Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

This program is designed for current or past Radio Shack employees only. Students will be awarded credit at the conclusion of the Radio Shack Training Program. Cooperative education courses must be completed through Butler Community College, but students do not need to come onto the Butler campus for the courses. AMA courses are available through Butler's Business Performance Group.

Accreditation

This program is accredited by the Association of Collegiate 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 progress within the management system at Radio Shack.

General Education Requirements

Course 22 Hours

Communications 6

___English Comp I	(EG 101)	
___One other course	(EG 102, SP 100, SP 102, EG 112)	

Science, Math and Computer Science 9

___Math Requirement	(MA 114 or above)	
___Lab Science Requirement	(CH 105 available on-line)	
___Computer Science Requirement	(BA 104 suggested)	

Social/Behavioral Science Requirement 3

___One course from either Social or Behavioral Science	(EC 200 Suggested)	
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Humanities/Fine Arts 3

___One course from either Humanities or Fine Arts		
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Physical Education 1

___Physical Education Requirement		
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Required Courses 32 Hours

___Principles of Advertising	(BA 103)	3
___Business Law I	(BA 115)	3
___Accounting I	(BA 126)	3
___Accounting II	(BA 127)	3
___Introduction to Marketing	(BA 140)	3
___Merchandising*	(BA 203)	3
___Principles of Management*	(BA 210)	3
___Personal Selling*	(BA 215)	3
___Cooperative Education I, II, III, IV**	(BA 197, 198, 297, 298)	8

Related Electives 8 Hours

___Small Business Management	(BA 109)	3
___Introduction to Business	(BA 110)	3
___Business Law II	(BA 116)	3
___3D Computer Animation I	(BA 128)	3
___Managerial Accounting	(BA 204)	3
___Intermediate Accounting	(BA 206)	3
___Cyber Marketing	(BA 219)	3
___Business Ethics	(BA 220)	3
___Mgmt. Information Systems	(BA 221)	3
___Computer Advertising Design	(BA 225)	3
___3D Computer Animation II	(BA 228)	3
___Intro to Sport Management	(BA 231)	3
___Principles of Microeconomics	(EC 200)	3
___Principles of Macroeconomics	(EC 201)	3
___Exploring Leadership	(LS 150)	3
___The Emerging Leader	(LS 160)	3
___Team and Community Building	(LS 220)	3

**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.

General Education Requirements

Communications

- ___ English Comp I (EG 101)
- ___ Public Speaking (SP 100)
or Interpersonal Communication (SP 102)

15 Hours

6

Science, Math and Computer Science

- ___ Math Requirement (MA 114 or above)
- ___ Computer Science Requirement (BA 104)

6

Social/Behavioral Science Requirement

- ___ Sociology (BS 105)
or
___ General Psychology (BS 160)

3

Required Hospitality Courses

- ___ Career Planning for Hospitality (HM 100) 1
- ___ Hospitality Human Resources (HM 115) 3
- ___ Culinary Lab I (HM 120) 3
- ___ Intro. to Hospitality Management (HM 180) 3
- ___ Internship I (HM 193) 2
- ___ Facilities & Sanitation Mgmt (HM 201) 3
- ___ Quality Mgmt./Customer Service (HM 202) 3
- ___ Catering Management (HM 215) 3
- ___ Hospitality Law (HM 255) 3
- ___ Hospitality Marketing (HM 258) 3

27 Hours

Required Restaurant Courses

- ___ Food & Beverage Management (HM 190) 3
- ___ Beverage Control (HM 195) 3
- ___ Culinary Lab II (HM 220) 3
- ___ Culinary Lab III (HM 222) 3
- ___ Hospitality Financial Management (HM 260) 3

15 Hours

Related Electives

- ___ Event Planning I (HM 116) 3
- ___ Event Planning II (HM 216) 3
- ___ Hotel Motel Operations (HM 256) 3

6 Hours

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

Restaurant Management

Career Program

Degree Offered: Associate in

Applied Science

Credits: 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.

Articulation Agreements

Friends University, Southwestern College, Kansas State University

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

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.

Required Courses		24 Hours
___ Career Planning for Hospitality	(HM 100)	1
___ Culinary Lab I	(HM 120)	3
___ Food & Beverage Management	(HM 190)	3
___ Internship I	(HM 193)	2
___ Facilities & Sanitation Mgmt	(HM 201)	3
___ Catering Management	(HM 215)	3
___ Culinary Lab II	(HM 220)	3
___ Culinary Lab III	(HM 222)	3
___ Hospitality Financial Management	(HM 260)	3
Related Electives		6 Hours
___ Hospitality Human Resources	(HM 115)	3
___ Intro. to Hospitality Management	(HM 180)	3
___ Beverage Control	(HM 195)	3
___ Quality Mgmt./Customer Service	(HM 202)	3
___ Hospitality Law	(HM 255)	3
___ Hospitality Marketing	(HM 258)	3

Certificate requires 30 credit hours. The Hospitality Restaurant Management Certificate is designed for returning adults who are changing careers and have a four-year degree.

Restaurant Management

Career Program

Certificate in Restaurant Management

Credits: 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)

**STARTING and MANAGING
a BUSINESS
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.

Required Courses		30 Hours
___ Principles of Advertising	(BA 103)	3
___ Small Business Management	(BA 109)	3
___ Business Law I	(BA 115)	3
___ Accounting I	(BA 126)	3
___ Writing a Business Plan	(BA 129)	2
___ Introduction to Marketing	(BA 140)	3
___ Merchandising	(BA 203)	3
___ Principles of Management	(BA 210)	3
___ Personal Selling	(BA 215)	3
___ Cyber Marketing	(BA 219)	3
___ Microcomputer App.- Quickbooks or Applications Elective	(BE 182)	1

Certificate requires 30 credit hours.

Starting and Managing a Business

Certificate of Completion in 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 Association of Collegiate 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.