



**BUSINESS EDUCATION
ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you to teach vocational business education programs as a substitute teacher and transfer to a college or university to major in teaching vocational business.

General Education Requirements 33 Hours

Communications 9

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

Science, Math and Computer Science 10

- ___ Math Requirement (MA 131 or above)
- ___ General Biology (BI 110)
- ___ Information Processing Systems (BA 104)

Social/Behavioral Science Requirement 6

- ___ Micro Economics (EC 200)
- ___ General Psychology (BS 160)

Humanities/Fine Arts 6

- ___ Introduction to Literature or Philosophy (LT 201 or PL 290)
- ___ Art Appreciation or Music Appreciation (AR 100 or MU 100)

Physical Education 2

- ___ Lifetime Fitness (PE 254)

Required Courses 29 Hours

- ___ Personal Finance (BA 112) 3
- ___ Accounting I (BA 126) 3
- ___ Accounting II (BA 127) 3
- ___ Intro to Marketing (BA 140) 3
- ___ Principles of Management (BA 210) 3
- ___ Inter. Document Processing (BE 102) 3
- ___ Business Communications (BE 130) 3
- ___ Coop Education (BE 197) 2
- ___ Intro. to Teaching (ED 206) 3
- ___ Intro. to Programming (IN 105) 3

A total of 62 credit hours is required for this degree, including 33 credit hours of general education requirements and 29 credit hours of required courses.

Business Education

Transfer Program
Degree Offered: Associate in Science
Credits Required: 62

For information contact:

Karen Waddell, Lead Instructor
316.322.3176 or 316.733.3176
kwaddell@butlercc.edu

Program Information

This program prepares students to teach in vocational business education programs.

Phi Beta Lambda

Students can develop leadership skills through their association with Phi Beta Lambda. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Accreditation

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

Articulation Agreements

Emporia State University
Friends University

Related Programs

Business Administrative Technology

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

After Butler

Upon completion of the associate's degree, students can gain employment as a substitute teacher in vocational business education programs. Students can transfer to a university or college to pursue a bachelor's degree in business education and obtain teaching licensure.

Median Wage for Business Teachers in South Central Kansas is \$41,681 per year. (Source: KS. Wage Survey, Local Area IV 2006 Edition, KDOL)



BUSINESS ADMINISTRATIVE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for an entry-level position with the career goal of being able to manage the operations and personnel of business offices. Includes instruction in budgeting, scheduling, and coordinating; office systems operation and maintenance; office record management, organization, and security; office facilities design and space management; and human relations.

Program Entry Requirements

BE 101 Beginning Document Processing or successful completion of the placement test which will include document formatting and a minimum keyboard speed of 40 wpm.

To make an appointment for testing contact:

Sherrell King sking@butlercc.edu
 Karen Waddell kwaddell@butlercc.edu

General Education Requirements 15 Hours

Communications 6

- ___English Comp I (EG 101)
- ___Business English (BE 120)

Math and Computer Science 6

- ___Math Requirement (MA 114 or above)
- ___MAP 1: Word Processing (BE 165)
- ___MAP 1: Spreadsheet (BE 170)
- ___MAP 1: Database (BE 180)

General Education Elective 3

Completion Requirements

To receive this degree or certificate, a student must:

1. Attain a grade of "C" or higher in each required course.
2. Attain a minimum overall grade point average of 2.0 (C).
3. Complete at least one semester of Internship.

Required Courses 38 Hours

- ___Accounting I (BA 126) 3
- ___Business Ethics (BA 220) 3
- ___Advanced Computer Applications (BA 245) 3
- ___Inter. Document Processing (BE 102) 3
- ___Keyboard Skillbuilding (BE 103) 3
- ___Records Management (BE 108) 3
- ___Human Relations (BE 109) 3
- ___Business Math/10-Key (BE 121) 3
- ___Business Communications (BE 130) 3
- ___MAP 1: Presentation Graphics (BE 175) 3
- ___Internship I (BE 193) 2
- ___Business Procedures (BE 202) 3
- ___Desktop Publishing (BE 275) 3

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 38 credit hours of required courses, choose 9 credit hours from the list of related electives that follow:

Related Electives 9 Hours

- ___Accounting II (BA 127) 3
- ___Principles of Management (BA 210) 3
- ___MAP 1: Intro to Windows (BE 166) 1
- ___MAP 1: Intro to Internet (BE 176) 1
- ___Internship II (BE 194) 2
- ___Project Management (BE 255) 3
- ___Hypertext Markup Language (IN 112) 3
- ___Digital Graphics with Photoshop (IN 122) 3
- ___Networking Basics (IN 134) 3
- ___Business Web Sites w/ Microsoft Expression Web (IN 137) 3

Students interested in a legal emphasis should take the following courses as electives:

Legal Electives: Hours

- ___Legal Terminology (BE 204) 3
- ___Business Law I (BA 115) 3
- ___Business Law II (BA 116) 3
- ___Adv. Doc. Proc.: Legal (BE 106) 3

Business Administrative Technology

Career Program
 Degree Offered: Associate in Applied Science
 Credits Required: 62

For information contact:

Karen Waddell, Lead Instructor
 316.322.3176 or 316.733.3176
 kwaddell@butlercc.edu

Program Information

Students will develop and refine their office technical skills using current technology. Students have the opportunity to obtain MOS (Microsoft Office Specialist) certifications.

Phi Beta Lambda

Students can develop leadership skills through their association with Phi Beta Lambda. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

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."

Related Programs

Business Medical Specialist

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.

Median Wage for First-Line Supervisor/Managers of Office and Admin Support workers in South Central Kansas is \$35,838 per year. (Source: KS Wage Survey, Local Area IV 2006 Edition, KDOL)

BUSINESS ADMINISTRATIVE TECHNOLOGY CERTIFICATE

Your Butler experience will prepare you to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in budgeting, scheduling, and coordinating; office systems operation and maintenance; office record management, organization, and security; office facilities design and space management; and human relations.

Program Entry 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.

BE 101 Beginning Document Processing or successful completion of the placement test which will include document formatting and a minimum keyboard speed of 40 wpm.

To make an appointment for testing contact:

Sherrell King	sking@butlercc.edu
Karen Waddell	kwaddell@butlercc.edu

Completion Requirements

To receive this degree or certificate, a student must:

1. Attain a grade of "C" or higher in each required course.
2. Attain a minimum overall grade point average of 2.0 (C).
3. Complete at least one semester of Internship.

Required Courses

35 Hours

Semester 1		
___ Inter Document Processing	(BE 102)	3
___ Human Relations	(BE 109)	3
___ Business English	(BE 120)	3
___ Business Math/10-Key	(BE 121)	3
___ MAP 1: Word Processing	(BE 165)	1
___ MAP 1: Spreadsheet	(BE 170)	1
___ MAP 1: Presentation Graphics	(BE 175)	3
___ MAP 1: Database	(BE 180)	1
Semester 2		
___ Advanced Computer Apps	(BA 245)	3
___ Records Management	(BE 108)	3
___ Business Communications	(BE 130)	3
___ Internship I	(BE 193)	2
___ Business Procedures	(BE 202)	3
___ Desktop Publishing	(BE 275)	3

This certificate requires 35 hours to complete.

Business Administrative Technology

Certificate of Completion in Business Administrative Technology

Credits Required: 35

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Related Programs

Business Medical Specialist

After Butler

This certificate program prepares students for an entry-level office position or for continuation of education leading to an associate degree.

Accreditation

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

Median Wage for Administrative Assistants in South Central Kansas is \$27,040 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDOL.)