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MAIN CAMPUS

P.O. Box 1203
Butler, PA 16003-1203
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OTHER CAMPUS LOCATIONS

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Cranberry Center

Lawrence County
Lawrence County Learning Center
Lawrence County Career & Technical Center

Mercer County
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BUSINESS PROGRAMS

Butler County Community College believes that education for business requires a combination of class work, practical experience, and contact with professionals in the field. The goal of each business program is to prepare students for executive or entry-level positions in the business world or transfer to a four-year college or university.

Since the business world offers numerous opportunities for men and women with business skills, a wide variety of programs of study are offered. Faculty members work to create an atmosphere in which students receive individual attention and encouragement to best enhance their professional development.

The Business programs are designed primarily for students who are interested in careers in business or industry, or who plan to transfer to a four-year college. The Business Division offers occupational programs in twelve areas of specialization: accounting, business management, computer information systems, computer forensics, entrepreneurship, hospitality management, human resource management, management of applied technology, marketing management, medical assisting, office administration, and tourism. The business administration program is designed for transfer students. Training and competency development in these areas is designed to prepare students for lifelong learning as well as for entry into careers.

All of the College's business programs that are currently eligible for accreditation are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

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ACCOUNTING (301)

Associate in Applied Science Degree

This program provides concepts, principles, and standards that prepare the student for initial employment in the accounting field. This degree program develops specific skills in accounting with computer applications, and general skills in management, business law, and communications. Careers in the private and public sectors include positions in general ledger accounting, budgeting, and payroll accounting. A graduate of this program seeks employment as a governmental accountant, junior accountant, cost accountant, accounting trainee, accounting clerk, accounting assistant, financial clerk, and control clerk.

Minimum - 64 credits

First Semester

Business Math BUSN 121	3
Accounting I ACCT 201	4
Introduction to Microcomputing COMP 210	3
Introduction to Business BUSN 203	3
English I ENGL 101	<u>3</u>
	16

Second Semester

Accounting II ACCT 202	4
Microcomputing Applications COMP 242	3
Technical Writing ENGL 106	3
Speech COMM 201	3
Business Ethics BUSN 139	<u>3</u>
	16

Third Semester

Computerized Accounting I ACCT 221	3
Payroll Accounting ACCT 231	3
Income Taxation ACCT 213	3
Principles of Management BUSN 123	3
Business Law BUSN 102	<u>3</u>
	15

Fourth Semester

Computerized Accounting II ACCT 222	3
Cost Management Accounting ACCT 234	3
Business Elective	3
Organizational Communication BUSN 225	3
Economics (Macro or Micro) ECON 101/102	3
Physical Education/Physical Wellness/or Health Science PHED___/PHED 125/or HTLH 120	<u>2/3</u>
	17/18

ACCOUNTING SKILLS (020)

Certificate

This certificate is designed to prepare students for entry-level positions in business and accounting. Students will be introduced to financial record keeping, issues in business law, and the use of microcomputers in an accounting environment. A graduate of this program seeks employment as a bookkeeper, an office assistant, or a general office worker.

Minimum 32 Credits

Full Time Planner

First Semester

English I ENGL 101	3
Introduction to Business BUSN 203	3
Introduction to Microcomputing COMP 210	3
Business Math BUSN 121	3
Accounting I ACCT 201	<u>4</u>
	16

Second Semester

Accounting II ACCT 202	4
Income Taxation ACCT 213	3
Business Law BUSN 102	3
Economics (Micro or Macro) ECON 101/102	3
Computerized Accounting I ACCT221	<u>3</u>
	16

BASIC ACCOUNTING SKILLS (032)

Diploma Program

This diploma program provides basic knowledge in business mathematics, management techniques, personal computers, and financial accounting fundamentals. The program must be taken over at least two semesters. The diploma program fulfills a need for understanding the basics of accounting for those currently employed or students seeking preliminary skills in accounting. A graduate of this program seeks employment as an entry-level bookkeeper, finance office assistant, and accounting clerk.

Students may be required to take prerequisite skill courses or exemption tests before admission to this program.

Minimum - 20 credits

Introduction to Business BUSN 203	3
Business Elective	3
Introduction to Microcomputing COMP 210	3
Business Mathematics BUSN 121	3
Accounting I ACCT 201	4
Accounting II ACCT 202	4
	20

BUSINESS MANAGEMENT (302)

Associate in Applied Science Degree

This degree in Business Management provides a broad-based coverage of both practical and theoretical business knowledge for those presently employed in supervisory positions who desire advancement and for those who seek initial supervisory training in preparation for employment. Courses provide skill development in all facets of business operations and communications, with the option of an emphasis area in accounting, computer information systems, marketing, or general business. The student will also develop the basic computer skills needed by supervisors in the world-of-work. A graduate of this program seeks employment as a retail manager, office administrator, account manager, and management information systems manager.

Minimum - 62 credits

First Semester

English I ENGL 101	3
Intro to Microcomputing COMP 210	3
Introduction to Business BUSN 203	3
Business Math BUSN 121	3
Human Resource Management BUSN 125	3
	15

Second Semester

Technical Writing ENGL 106	3
Basic Accounting/Accounting I ACCT 110/ACCT 201	3/4
Marketing BUSN 214	3
Employment Law BUSN 124	3
Principles of Management BUSN 123	3
	15/16

Third Semester

Business Leadership BUSN 221	3
General Psychology or Psychology of Human Relationships PSYC 201/PSYC 220	3
Financial Management BUSN 244	3
Health Science HLTH 120	3
Concentration Area Selection _____	3
	15

Fourth Semester

Salesmanship/Creating Presentations (with PowerPoint) BUSN 113/OADM 228	3/2
Business Law BUSN 102	3
Economics (Macro or Micro) ECON 101/ECON 102	3
Business Ethics BUSN 139	3
Concentration Area Selection _____	3
Concentration Area Selection _____	3
	17/18

ACCOUNTING OPTION

ACCT 201 AND a minimum of 9 credits, INCLUDING ACCT 202, must be selected from 200-level ACCT courses.

MARKETING OPTION

A minimum of 9 credits must be selected from the following:

BUSN 134	Advertising (3)
BUSN 187	Web Marketing (3)
BUSN 237	Consumer Behavior (3)
BUSN 241	Marketing Research (3)

COMPUTER OPTION

A minimum of 9 credits must be selected from the following:

COMP 115	Internet Principles & Practices (3)
Any 200-level COMP course	

GENERAL BUSINESS OPTION

A minimum of 9 credits selected from the set of ACCT, BUSN, COMP, ENTR, and OADM courses not already required for the program AND excluding the practicum courses (BUSN 232, BUSN 281, COMP 228, OADM 205, OADM 206, OADM 281).

BUSINESS SKILLS (021)

Certificate

This certificate in Business Skills provides practical business knowledge for those seeking entry-level business positions. Courses provide skill development in business operations and communications. The student will also develop the basic computer skills needed by employees in the business work environment. Typical employment positions are Office Assistant, Sales Representative or General Office Associate.

Minimum - 29 credits

First Semester

English I ENGL 101	3
Introduction to Business BUSN 203	3
Introduction to Microcomputing COMP 210	3
Business Math BUSN 121	3
Business Leadership BUSN 221	3
	15

Second Semester

Basic Accounting/Accounting I ACCT 110/ACCT 201	3/4
Principles of Mgt. BUSN 123	3
Marketing BUSN 214	3
Business Law/Employment Law BUSN 102/BUSN 124	3
Creating Presentations /Salesmanship OADM 228/BUSN 113	2/3
	14/16

BASIC BUSINESS SKILLS (030)

Diploma Program

This diploma in Basic Business Skills provides general business knowledge. Courses provide skill development in business operations and an introduction to basic computer productivity software appropriate to the business environment. Typical employment positions are General Office Associate or Receptionist. Students may be required to take prerequisite skill courses before admission to the program.

Minimum - 18 credits

Principles of Management BUSN 123	3
Introduction to Business BUSN 203	3
Introduction to Microcomputing COMP 210	3
Business Mathematics BUSN 121	3
Employment Law/Business law BUSN 124/BUSN 102	3
Business Elective	3
	18

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree

NETWORK & PC SPECIALIST OPTION (303A)

The curriculum provides experience in working with micro-computers and networks, including both systems and application software, and PC networking. Graduates of this program may seek employment as Computer Technician, Data Analyst, Network Specialist or Operator. Employees in such positions would install and upgrade PC and network software and hardware, troubleshoot and correct network communication and printing problems, and assist users in working with the network.

Courses listed in the first/third semester will be scheduled in the fall; second/fourth semester courses will be scheduled in the spring

Minimum - 64 credits

First Semester

English I ENGL 101	3
Physical Education PHED ____ or Physical Wellness PHED 125 or Health Science HLTH 120	2/3
Business Mathematics BUSN 121	3
Computer Information Systems COMP 101	3
Microcomputing Applications COMP 242	3
Introduction to Computer Programming (Using JAVA) COMP 224	3
	17/18

Second Semester

Technical Writing ENGL 106 or English II ENGL 102	3
Data Communications and Networking COMP 211	3
Microcomputer Operating Systems COMP 244	3
Linux COMP 246	3
Speech COMM 201	3
	15

Third Semester

PC Management Techniques COMP 215	4
Introduction to Business BUSN 203	3
Web Page Design Tools COMP 245	3
Systems Analysis and Design COMP 247	3
Computer and Internet Security COMP 277	3
	16

Fourth Semester

Windows Server Administrator COMP 214	3
Computer Science Cooperative COOP 101 or Computer Science Practicum COMP 228	4
Economics (Macro or Micro) ECON 101/102	3
Database Systems (with VBA) COMP 229	3
Humanities/Social Science Elective _____	3
	16

COMPUTER INFORMATION SYSTEMS

Associate in Applied Science Degree

PROGRAMMING SPECIALIST OPTION (303B)

This program provides training in the theory and practices of computer information systems with emphasis on top-down and object-oriented program design principles. Students will learn to program in procedural languages, object-oriented languages, and visual languages. A graduate of this program seeks employment as Programmer, Maintenance Programmer, Programmer/Analyst, System Analyst, Software Engineer, Quality Assurance Software Specialist, or Application Developer.

Courses listed in the first/third semester will be scheduled in the fall; second/fourth semester courses will be scheduled in the spring

Minimum - 63 credits

First Semester

Mathematics Elective _____	3
Computer Information Systems COMP 101	3
Intro to Computer Programming (using JAVA) COMP 224	3
Programming in C++ COMP 237	3
Microcomputing Applications COMP 242	3
	15

Second Semester

English I ENGL 101	3
Object Oriented Programming with JAVA COMP 233	3
C++ Object Oriented Programming COMP 238	3
Linux COMP 246	3
Data Communication and Networking COMP 211	3
	15

Third Semester

Visual Programming COMP 231	3
System Analysis and Design COMP 247	3
English II ENGL 102	3
Introduction to Business BUSN 203	3
Speech COMM 201	3
Physical Wellness PHED 125 or Physical Education _____ or Health Science HLTH 120	2/3
	17/18

Fourth Semester

Economics (Macro or Micro) ECON 101/102	3
Introduction to Web Programming COMP 235	3
Advanced Visual Programming COMP 241	3
Database Systems COMP 229	3
Computer Science Practicum COMP 228	4
	16

WEB DESIGN SPECIALIST (303D)

Associate in Applied Science Degree

This program provides training in web design with an emphasis on the application of graphic design principles to the creation of web pages. Students will learn to design web pages using both programming languages and software applications. A graduate of this program seeks employment as a Web Designer, Web Programmer, or Graphic Designer.

Courses listed in the first/third semester will be scheduled in the fall; second/fourth semester courses will be scheduled in the spring.

Minimum - 63 credits

First Semester

Design Organization I COMM 102	3
Computer Information Systems COMP 101	3
Introduction to Computer Programming (using JAVA) COMP 224	3
English I ENGL 101	3
Microcomputing Applications COMP 242	3
	15

Second Semester

Electronic Layout and Design COMM 112	3
Intro to Web Programming COMP 235	3
Business Math BUSN 121	3
Physical Education or Physical Wellness or Health Science PHED ____ or PHED 125 or HLTH 120	2/2/3
Data Communication and Networking COMP 211	3
Electronic Art and Design COMM 110	3
	17/18

Third Semester

Web Page Design Tools COMP 245	3
Systems Analysis and Design COMP 247	3
Visual Programming COMP 231	3
Tech Writing ENGL 106 or English II ENGL 102	3
Computer and Internet Security COMP 277	3
	15

Fourth Semester

General Psychology PSYC 201	3
Graphic Designer Web Pages COMM 241	3
Linux COMP 246	3
Advanced Visual Programming COMP 241	3
Web Design Practicum COMP 272	4
	16

BASIC COMPUTER SKILLS (031)

Diploma Program

This diploma program offers the student an opportunity to acquire basic skills or to upgrade skills in the computer area. The courses are intended to provide the student with knowledge in the basics of computer operations and software applications as well as the basics of business mathematics and accounting. A graduate of this program seeks employment as a Data Entry Clerk, Computer-based Clerical Worker, and Help Desk Receptionist. Students may be required to take prerequisite skill courses before admission to this program.

Minimum - 19 credits

Microcomputer Keyboarding	BUSN 119	1
Computer Information Systems	COMP 101	3
Introduction to Microcomputing	COMP 210	3
Internet Principles & Practices	COMP 115	
or Microcomputing Applications	COMP 242	3
Business Mathematics	BUSN 121	3
Basic Accounting	ACCT 110 or	
Accounting I	ACCT 201	3/4
Data Comm. & Networking	COMP 211	3
		19/20

Courses are listed in suggested sequential order.

COMPUTER FORENSICS & SECURITY (315)

Associate in Applied Science Degree

The Computer Forensics Program is designed to provide students with skills in the areas of criminology, data recovery, computer operating systems, network and PC security, cyber crime investigation, the collection and analysis of computer based evidence, ensuring the integrity of the chain of evidence, and preparing evidence for presentation in a court of law. Students will gain experience with professional investigative software and evidence gathering in a dedicated computer lab. A graduate of this program may seek employment as a Security Analyst; Computer Crime Investigator; Data Recovery Specialist; Computer Forensic Examiner; Computer Investigative Specialist; Information Systems Auditor; and Network Security Professional.

Minimum - 66 credits

First Semester

Computer Information Systems	COMP 101	3
Microcomputer Applications	COMP 242	3
English I	ENGL 101	3
Math Elective	MATH ____	3
Computer Forensics I	COMP 120	3
Introduction to Business	BUSN 203	3
		18

Second Semester

PC Management Techniques	COMP 215	4
Criminal Law	CRIM 200	3
Linux	COMP 246	3
Data Communications and Networking	COMP 211	3
Microcomputer Operating Systems	COMP 244	3
		16

Third Semester

Systems Analysis and Design	COMP 247	3
Computer and Internet Security	COMP 277	3
Computer Forensics II	COMP 240	3
Technical Writing	ENGL 106	
or English II	ENGL 102	3
Intrusion Detection	COMP 232	3
Physical Education	PHED ____	
or Physical Wellness	PHED 125	
or Health Science	HLTH 120	2/3
		17/18

Fourth Semester

Advanced Networking and Security	COMP 278	
or Criminal Procedures	CRIM 210	3
Computer Forensics III	COMP 270	3
Computer Forensics and Security Practicum	CFOR 280	
or Intro to Computer Programming (using JAVA)	COMP 224	
or Database	COMP 229	4/3/3
Windows Server Administrator	COMP 214	3
General Psychology	PSYC 201	3
		15/16

HOSPITALITY MANAGEMENT (318)

Associate in Applied Science Degree

This program combines general business studies with specialized training in restaurant and hotel operations. This allows the student to concentrate on developing the skills needed to manage the food service operation of a restaurant, school, college, or cafeteria. Graduates of this program may seek employment as Food and Beverage Director, Catering Manager, Front Office Manager, Manager Trainee, and Assistant Director of Sales and Marketing.

Minimum - 66 credits

First Semester

English I ENGL 101	3
Hospitality Management FSVC 110	3
Business Mathematics BUSN 121	3
Introduction to Business BUSN 203	3
Lodging Operations FSVC 215 or Principles of Nutrition FSVC 140	3 15

Second Semester

General Psychology PSYC 201	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3 3/4
Commercial Food Analysis w/lab FSVC 115	4
Introduction to Microcomputing COMP 210	3
Sanitation Certification FSVC 126	1
Hospitality and Travel Marketing FSVC 127	3
	17/18

Third Semester

Hospitality Law FSVC 210	3
Quantity Food Production w/lab FSVC 201	4
Food and Beverage Purchasing FSVC 203	3
English II ENGL 102	3
Speech COMM 201	3
Physical Wellness PHED 125 or Physical Education PHED ____ or Health Science HLTH 120	2/3 18/19

Fourth Semester

Hospitality Management Practicum FSVC 204	4/5
Economics (Macro or Micro) ECON 101/102	3
Hospitality Cost Control & Analysis FSVC 230	3
Human Resource Management BUSN 125	3
Business Elective	3
	16/17

HOSPITALITY MANAGEMENT DIETARY MANAGER OPTION (318A)

Associate in Applied Science Degree

This program prepares the student to assume supervisory and managerial responsibility in the institutional setting. The specific courses are complemented by a practicum at a health care facility that gives the student a significant period of supervised, on-the-job experience. At the completion of the program requirements, the student receives an A.A.S. degree and is eligible for the national Certified Dietary Manager (CDM) credentialing examination. Graduates of this program may seek employment as Food Service Director, Dietary Manager, Supervisor of Food Services.

Minimum - 67 credits

First Semester

English I ENGL 101	3
Hospitality Management FSVC 110	3
Business Mathematics BUSN 121	3
Introduction to Business BUSN 203	3
Principles of Nutrition FSVC 140	3
	15

Second Semester

General Psychology PSYC 201	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3 3/4
Commercial Food Analysis w/lab FSVC 115	4
Introduction to Microcomputing COMP 210	3
Sanitation Certification FSVC 126	1
Diet Therapy FSVC 142	4
	18/19

Third Semester

Hospitality Law FSVC 210	3
Quantity Food Production w/lab FSVC 201	4
Food and Beverage Purchasing FSVC 203	3
Speech COMM 201	3
English II ENGL 102	3
Physical Wellness PHED 125 or Physical Education _____ or Health Science HLTH 120	2/3 18/19

Fourth Semester

Hospitality Management Practicum FSVC 204	4/5
Cultural Cuisines FSVC 211 or Catering Management w/lab FSVC 220	3
Economics (Macro or Micro) ECON 101/102 or Principles of Sociology SOCI 211	3
Hospitality Cost Control & Analysis FSVC 230	3
Human Resource Management BUSN 125	3
	16/17

HOSPITALITY MANAGEMENT (018)

Certificate

This program emphasizes food preparation and service, management techniques, and general education requirements to provide students with the skills required for career entry and advancement. Graduates of this program seeks employment as Food Service Supervisor, Front Desk Clerk, and Reservation Clerk.

Minimum - 32 credits

First Semester

English I ENGL 101	3
Hospitality Management FSVC 110	3
Business Mathematics BUSN 121	3
Introduction to Business BUSN 203	3
Food & Beverage Purchasing FSVC 203	3
Lodging Operations FSVC 215	3
	<u>18</u>

Second Semester

Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Commercial Food Analysis w/lab FSVC 115	4
Hospitality Cost Control & Analysis FSVC 230	3
Sanitation Certification FSVC 126	1
Business Elective	<u>3</u>
	14/15

HUMAN RESOURCE MANAGEMENT (225)

Associate in Applied Science Degree

This program provides both practical and theoretical knowledge in the area of human resource management for those presently employed and those who desire initial training in preparation for employment in the field. Courses provide skill development in all facets of human resource operations and communications, with an emphasis in employment law, labor relations, strategic leadership management, staffing, training and development, compensation and current human resource issues. The student will also develop the basic computer skills needed by supervisors. A graduate of this program seeks employment as a Human Resource Office Administrator, Recruiter, Director of Organizational Training and Development, Performance Manager, Compensation Analyst and Human Resource Assistant.

NOTE: Students enrolled in BUSN 281, Case Studies in HRM, may be required by their practicum site employer to sign a confidentiality agreement and/or pass a criminal background check.

Minimum - 62 credits

First Semester

English I ENGL 101	3
Human Resource Management BUSN 125	3
Introduction to Microcomputing COMP 210	3
Introduction to Business BUSN 203	3
Business Math BUSN 121	<u>3</u>
	15

Second Semester

Tech Writing ENGL 106	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Principles of Management BUSN 123	3
Employment Law BUSN 124	3
Staffing Organizations BUSN 128	<u>3</u>
	15/16

Third Semester

Labor Relations BUSN 200	3
Employee Training and Development BUSN 210	3
Business Leadership BUSN 221	3
Financial Management BUSN 244	3
General Psychology PSYC 201 or Psychology of Human Relations PSYC 220	3
Physical Education PHED___ or Physical Wellness PHED 125 or Health Science HLTH 120	<u>2/3</u>
	17/18

Fourth Semester

Creating Presentations OADM 228 or Salesmanship BUSN 113	2/3
Business Ethics BUSN 139	3
Microcomputing Applications COMP 242	3
Organization Compensation BUSN 212	3
Case Studies in Human Resource Management BUSN 281	<u>4</u>
	15/16

HUMAN RESOURCE MANAGEMENT SPECIALIST (025)

Certificate Program

This certificate program provides both practical and theoretical human resources knowledge for those who desire advancement or initial employment in the professional field of Human Resources. Courses provide skill development in all facets of human resource operations and communications, with an emphasis in employment law, labor relations, strategic leadership management, staffing, compensation, training and development. Oral and written communication skills, computer skills and business ethics will also be covered. Typical employment positions include Human Resource Office Administrator, Human Resource Specialist, Performance Manager and Human Resource Generalist.

Minimum - 33 credits

First Semester

English I ENGL 101	3
Introduction to Business BUSN 203	3
Human Resource Management BUSN 125	3
Business Leadership BUSN 221	3
Labor Relations BUSN 200	3
Employee Training/Development BUSN 210	3
	<u>18</u>

Second Semester

Employment Law BUSN 124	3
Staffing Organizations BUSN 128	3
Organization Compensation BUSN 212	3
Introduction to Microcomputing COMP 210	3
Business Ethics BUSN 139	3
	<u>15</u>

HUMAN RESOURCE MANAGEMENT PROFESSIONAL (026)

Diploma Program

This diploma program provides both practical and theoretical human resources knowledge for those presently employed in the Human Resources field. Courses provide skill development in all facets of human resource operations and communications, with an emphasis in employment law, labor relations, strategic leadership management, staffing, compensation, training and development. A graduate of this program seeks employment as a Human Resource Coordinator, Compensation Analyst, Director of Benefits, Human Resource Recruiter and Employee Relations Specialist.

Minimum - 21 credits

First Semester

Human Resource Management BUSN 125	3
Labor Relations BUSN 200	3
Employee Training/Development BUSN 210	3
Business Leadership BUSN 221	3
	<u>12</u>

Second Semester

Employment Law BUSN 124	3
Staffing Organizations BUSN 128	3
Organization Compensation BUSN 212	3
	<u>9</u>

MANAGEMENT OF APPLIED TECHNOLOGY (024)

Certificate Degree

This certificate program is designed for students seeking employment in a technical environment and students already working in a technical employment who would like to pursue management opportunities. Students will develop skills in employment law, leadership, accounting, and a technical area. The program will also provide displaced, experienced workers with the necessary skills for entry-level management positions. Graduates of this program may seek employment as shop supervisors, industrial supervisors, management trainees, work methods technicians, quality technicians, or production planners.

Minimum - 33 credits

Fall Semester

Introduction to Microcomputing COMP 210	3
Introduction to Business BUSN 203	3
English I ENGL 101 or Speech COMM 201	3
Technology Elective _____	3
Leadership BUSN 221	3
Business Math BUSN 121 or	
Technical Mathematics I MATH 117 or	
Mathematics Elective MATH ____	3
	18

Spring Semester

Technology Elective _____	3
Employment Law BUSN 124	3
Technology Elective _____	3
Business Ethics BUSN 139	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
	15/16

MARKETING MANAGEMENT (311)

Associate in Applied Science Degree

This program provides the student knowledge and skills required in marketing management to develop ideas, goods and services to create exchanges and satisfy individual and organizational objectives. Product management from its conception, pricing, promotion and distribution will be addressed. A graduate of this program seeks employment as a brand/product manager, marketing researcher, account manager, media manager, and/or sales associate.

Minimum - 64 credits

First Semester

Introduction to Business BUSN 203	3
English I ENGL 101	3
Business Math BUSN 121	3
Introduction to Microcomputing COMP 210	3
Marketing BUSN 214	3
	15

Second Semester

Technical Writing ENGL 106	3
Human Resource Management BUSN 125	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Marketing Research BUSN 241	3
Consumer Behavior BUSN 237	3
	15/16

Third Semester

Business Law BUSN 102	3
Economics (Macro or Micro) ECON 101/102	3
Advertising BUSN 134	3
Physical Education PHED ____/Physical Wellness PHED 125 or Health Science HLTH 120	2/3
Humanities/Social Science Elective _____	3
Job Readiness GENL 111	1
Business Leadership BUSN 221	3
	18/19

Fourth Semester

Marketing Management Capstone BUSN 277	3
Marketing Management Practicum BUSN 232	4
Salesmanship BUSN 113	3
Web Marketing BUSN 187	3
Public Relations COMM 230	3
	16

MARKETING MANAGEMENT (011)

Certificate

This certificate program offers the student an opportunity to acquire basic marketing skills or to upgrade those skills in the marketing profession. These skills will be developed through the study of marketing, retailing, accounting, salesmanship and advertising. A graduate of this program seeks employment as entry-level Marketing Researcher, Marketing Manager, Product Manager, Advertising Assistant and sales person.

Minimum - 33 credits

First Semester

Business Mathematics BUSN 121	3
Introduction to Business BUSN 203	3
Introduction to Microcomputing COMP 210	3
Advertising BUSN 134	3
English I ENGL 101	3
Marketing BUSN 214	3
	<u>18</u>

Second Semester

Salesmanship BUSN 113	3
Business Elective	3
Marketing Research BUSN 241	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Consumer Behavior BUSN 237	3
	<u>15/16</u>

MEDICAL ASSISTANT (054)

Certificate of Achievement

This program prepares graduates to be multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting. With an emphasis on the back-office skills, this curriculum includes medical assisting courses in medical office operations and management, insurance and coding procedures, medical law and ethics, anatomy and physiology, and clinical skills. The program requires an externship experience in a selected healthcare environment. A Graduate of this program seeks employment as a Medical Receptionist, or a Medical Assistant.

Prerequisites are a GPA of 2.25 or better in either high school or college; CPR for the Professional; and Standard First Aid certification. Students must earn a "C" or better in all courses in the curriculum in order to graduate.

Courses listed in the first semester will be scheduled in the fall; second semester courses will be scheduled in the spring.

Minimum 39 Credits

First Semester

Basic Human Structure AHEA 125	4
Medical Terminology OADM 280	3
General Psychology PSYC 201	3
Document Formatting I OADM 107	3
Clinical Medical Assisting I AHEA 131	4
	<u>17</u>

Second Semester

Medical Law and Ethics AHEA 110	3
Coding I AHEA 218	3
Medical Office Procedures AHEA 140	4
Medical Laboratory Procedures AHEA 120	4
Clinical Medical Assisting II AHEA 132	4
	<u>18</u>

Summer

Medical Assistant Externship AHEA 271	4
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MEDICAL ASSISTANT (212)

Associate in Applied Science Degree

This program builds upon the skills acquired through the completion of the Certificate of Achievement in Medical Assisting. The student will complete additional courses related to administrative and clinical procedures, as well as institutional degree requirements to obtain his/her Associate of Applied Science Degree in Medical Assisting. This program prepares graduates to be multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory health-care setting. Students must earn a "C" or better in all courses in the curriculum. A graduate of this program may seek employment as a Medical Assistant, medical office manager or medical records clerk in a physician's office setting, ambulatory care facility, medical laboratory, cardiology area, out-patient facility, hospital, or other in-patient facility. Prerequisites are a GPA of 2.25 or better in either high school or college; CPR for the Professional; and Standard First Aid certification. Students must earn a "C" or better in all courses in the curriculum to graduate.

Minimum - 66 credits

First Semester	
Basic Human Structure AHEA 125	4
Medical Terminology OADM 280	3
General Psychology PSYC 201	3
Document Formatting I OADM 107	3
Clinical Medical Assisting I AHEA 131	4
	17
Second Semester	
Medical Law and Ethics AHEA 110	3
Coding I AHEA 218	3
Medical Office Procedures AHEA 140	4
Medical Laboratory Procedures AHEA 120	4
Clinical Medical Assisting II AHEA 132	4
	18
Summer	
Medical Assistant Externship AHEA 271	4
Third Semester	
English I ENGL 101	3
Business Mathematics BUSN 121 or Intermediate Algebra MATH 100	3
Introduction to Microcomputing COMP 210 or Microcomputing Applications COMP 242	3
Coding II AHEA 219	3
Study of the Disease Process AHEA 220	3
	15
Fourth Semester	
Principles of Nutrition FSVC 140	3
Speech COMM 201 or English II ENGL 102	3
Insurance & Reimbursement Methods AHEA 127	3
Physical Wellness PHED 125	2
Customer Service BUSN 127	3
	14

MEDICAL CODING SPECIALIST (055)

Certificate

This certificate provides professional skills in classifying medical data from patient records. Coding practitioners transform verbal descriptions of disease, injury and procedures into numerical designations for reimbursement of healthcare insurance claims and to maintain accurate medical statistics. A Medical Coding Specialist is familiar with human anatomy and physiology, medical terminology, medical billing procedures, medical insurance, medical ethics, and coding classification systems. Graduates of this program may seek employment as a coder in hospitals, insurance companies, research facilities, group and individual practices, nursing homes, home healthcare services, and outpatient care centers. Upon completion of the certificate program, graduates are prepared for entry level work and are eligible to take the American Academy of Professional Coders examination.

Minimum - 33 credits

First Semester	
Basic Human Structure AHEA 125	4
Medical Terminology OADM 280	3
Introduction to Microcomputing COMP 210	3
Coding I AHEA 218	3
English I ENGL 101 or Speech COMM 201	3
	16
Second Semester	
Medical Law and Ethics AHEA 110	3
Insurance and Reimbursement Methods AHEA 127	3
Medical Office Procedures AHEA 140	4
Coding II AHEA 219	3
Study of the Disease Process AHEA 220	3
	16
Third Semester	
* Medical Coding Specialist Externship AHEA 145	4

OFFICE ADMINISTRATION – EXECUTIVE (308)

Associate in Applied Science Degree

This program is designed to prepare students for interesting and challenging positions in business, industry, education, and governmental agencies. Students are given a background in business subjects with an emphasis on skill training in keyboarding, computer usage, application software, and office procedures. Students are also introduced to management principles. A graduate of this program seeks employment as an Executive Office Assistant, Receptionist, Human Resources Assistant, and Office Manager.

Minimum - 64 credits**First Semester**

English I ENGL 101	3
Document Formatting I OADM 107	3
Business Mathematics BUSN 121	3
Introduction to Microcomputing COMP 210	3
Introduction to Business BUSN 203	3
	15

Second Semester

Technical Writing ENGL 106	3
Document Formatting II OADM 108	3
Business Law BUSN 102	3
Comprehensive Spreadsheets OADM 132	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Creating Presentation OADM 228	2
	17/18

Third Semester

Administrative Database Management OADM 135	3
Word Processing I OADM 110	3
Physical Education PHED__ or Physical Wellness PHED 125 or Health Science HLTH 120	2/3
Economics (Macro or Micro) ECON 101/102	3
Machine Transcription OADM 112	3
Customer Service BUSN 127	3
	17/18

Fourth Semester

Word Processing II OADM 115	3
Administrative Office Procedures OADM 204	3
Executive Office Administration Practicum OADM 206 or Cooperative Education Internship COOP 101	4/3
Principles of Management BUSN 123	3
Business Elective	3
	15/16

OFFICE ADMINISTRATION – LEGAL (313)

Associate in Applied Science Degree

This program is designed to prepare students for interesting and challenging positions in law offices, legal departments of corporations, and governmental agencies. Students are given a background in business subjects and legal terminology with an emphasis on skill training in keyboarding, computer usage, applications software, and office procedures. Students are also introduced to a course in criminology. A graduate of this program seeks employment as a Legal Office Assistant, Receptionist, Research Assistant, and Office Manager.

Minimum - 64 credits**First Semester**

English I ENGL 101	3
Document Formatting I OADM 107	3
Business Mathematics BUSN 121	3
Introduction to Microcomputing COMP 210	3
Business Law BUSN 102	3
	15

Second Semester

Technical Writing ENGL 106	3
Document Formatting II OADM 108	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Legal Terminology OADM 141	3
Introduction to Business BUSN 203	3
Creating Presentations OADM 228	2
	17/18

Third Semester

Administrative Database Management OADM 135	3
Word Processing I OADM 110	3
Customer Service BUSN 127	3
Physical Education PHED__ or Physical Wellness PHED 125 or Health Science HLTH 120	2/3
Machine Transcription OADM 112	3
Criminology Elective CRIM __	3
	17/18

Fourth Semester

Word Processing II OADM 115	3
Administrative Office Procedures OADM 204	3
Comprehensive Spreadsheets OADM 132	3
Economics (Macro or Micro) ECON 101/102	3
Legal Office Administration Practicum OADM 205 or Cooperative Education Internship COOP 101	4/3
	15/16

OFFICE ADMINISTRATION – MEDICAL (312)

Associate in Applied Science

This program is designed to prepare students for interesting and challenging positions in hospitals, clinics, and private physician's practices. Students are given a background in business subjects, medical terminology, and human physiology with an emphasis on skill training in keyboarding, computer usage, application software, and medical office procedures. Students are also introduced to coding and insurance billing. A graduate of this program seeks employment as a Medical Receptionist, Medical Biller, and Medical Transcriptionist.

In addition, students can earn a Medical Coding Specialist Certificate by meeting the requirements for a second major. A minimum of nine additional credits must be approved in advance by the Dean of Business.

Minimum - 66 credits

First Semester

English I ENGL 101	3
Document Formatting I OADM 107	3
Business Mathematics BUSN 121	3
Introduction to Microcomputing COMP 210	3
Physical Wellness PHED 125 or Physical Education PHED _____ or Health Science HLTH 120	2/3
Introduction to Business BUSN 203	3
	17/18

Second Semester

Technical Writing ENGL 106	3
Document Formatting II OADM 108	3
Comprehensive Spreadsheets OADM 132	3
Basic Accounting ACCT 110 or Accounting I ACCT 201	3/4
Creating Presentations OADM 228	2
Medical Terminology OADM 280	3
	17/18

Third Semester

Administrative Database Management OADM 135	3
Word Processing I OADM 110	3
Business Law BUSN 102 or Medical Law and Ethics AHEA 110	3
Coding I AHEA 218	3
Basic Human Structure AHEA 125	4
	16

Fourth Semester

Word Processing II OADM 115	3
General Psychology PSYC 201	3
Medical Office Administration Practicum OADM 281 or Cooperative Education Internship COOP 101	4/3
Medical Transcription OADM 113	3
Medical Office Procedures AHEA 140	4
	17/16

OFFICE ADMINISTRATION – SOFTWARE APPLICATION SPECIALIST (001)

Certificate

This certificate is designed to prepare students for entry-level positions in business, industry, education, or governmental agencies. Students are given a background in business subjects with emphasis on skill training in keyboarding, software usage, and office procedures. Employment opportunities include receptionist, general office assistant, or word processor. Prerequisite: OADM 107, Document Formatting I.

A Document Formatting I exemption test is available and will be administered by the Business Division.

Students are encouraged to sit for Microsoft Office Certification exams upon completion of the program.

Minimum - 30 credits

First Semester

English I ENGL 101	3
Document Formatting II OADM 108	3
Word Processing I OADM 110	3
Machine Transcription OADM 112	3
Administrative Database Management OADM 135	3
	15

Second Semester

Administrative Office Procedures OADM 204	3
Comprehensive Spreadsheets OADM 132	3
Job Readiness GENL 111	1
Business Math BUSN 121	3
Customer Service BUSN 127	3
Creating Presentations OADM 228	2
	16

BASIC OFFICE SKILLS (033)

Diploma Program

This program provides the student with basic skills in the areas of personal computers, selected application software, English and grammar, and word processing. A graduate of this program seeks employment as a data entry clerk, information processor, general office assistant, and receptionist.

Minimum - 16 credits

English I ENGL 101	3
Introduction to Microcomputing COMP 210	3
Document Formatting II OADM 108	3
Word Processing I OADM 110	3
Customer Service BUSN 127	3
Job Readiness GENL 111	1
	16

TOURISM (343)

Associate in Applied Science Degree

This program integrates practical applications with theoretical knowledge to prepare students for entry-level opportunities within the Tourism Industry. Students will acquire skills in communication, math and accounting, computers, law, as well as, world and regional geography specific to the Tourism Industry. Employment may be with chambers of commerce, bed and breakfasts, hotels, travel agencies as regional experts, or with tourism bureaus. A Graduate of this program seeks employment as a Office Manager or Travel Agent.

Minimum - 63 credits

First Semester

English I ENGL 101	3
Intro to Business or Hospitality Management BUSN 203/FSVC 110	3
Business Math BUSN 121	3
Intro to Microcomputing COMP 210	3
Tourism Theories and Practices TOUR 120	3
	15

Second Semester

Basic Accounting or Accounting I ACCT 110/ACCT 201	4/3
Technical Writing ENGL 106	3
Microcomputer Applications COMP 242	3
Events Management FSVC 135	3
World Geography GEOG 101	3
Regional Geography and Tourism TOUR 125	3
	18/19

Third Semester

Principles of Management BUSN 123	3
Speech COMM 201	3
Hospitality and Travel Marketing or Marketing FSVC 127/BUSN 214	3
Internet Principles and Practices COMP 115	3
Customer Service BUSN 127	3
	15

Fourth Semester

Advertising BUSN 134	3
Practicum TOUR 205	4
Public Relations COMM 230	3
Hospitality Law or Foreign Language Elective FSVC 210/ _____	3
Physical Wellness or Physical Education or Health Science PHED 125 or PHED ___ or HLTH 120	2/3
	15/16

NOTES

COLLEGE OVERVIEW

Butler County Community College was chartered in 1965 and was the first community college in Western Pennsylvania. The College's Main Campus is located two miles south of Butler, Pennsylvania, on a spacious wooded campus.

Butler County Community College is accredited by the Middle States Commission On Higher Education.

BC3 confers the A.A., A.S., and A.A.S. degrees in the area of Liberal Arts, Business, Technology, Nursing, and Allied Health.

BC3 offers a wide array of campus activities including intercollegiate athletics, intramural activities, a student government association and more than 20 extracurricular organizations.

APPLICATION INFORMATION

Interested students should request application information through the college Admissions Office, local high school guidance offices, or in person during admissions interviews.

All applicants must complete an application form which includes a one-time \$25 application fee. ACT and SAT exams are not required for admission.

It is highly recommended that interested students contact the Admissions Office at 724-284-8501 to arrange an on-campus interview.

Financial Aid is available to students through scholarships, grants, loans, and work-study. For more information and application deadlines, contact the Financial Aid Office at 724-284-8509.