

# Butler Community College

## 2018-19 Catalog

(The content of this catalog was produced by exporting specific academic files directly from our new online catalog. Additional supplemental information listed on our Navigation Panel are external webpage links, URL's listed below. Please note: During this first-year implementation of our online catalog and file export, much of the initial formatting and word spacing was disrupted. Every effort was made to identify any/all formatting errors, some may have been missed. If you have any questions, please contact Peggy Krause, Curriculum and Catalog Director at 316.323.6427 or [pkrause@butlercc.edu](mailto:pkrause@butlercc.edu).)

Tuition and Fees - <https://www.butlercc.edu/tuition>

Enroll Now - <https://www.butlercc.edu/enroll>

Apply for Scholarships - <https://www.butlercc.edu/scholarships>

Student Involvement - <https://www.butlercc.edu/student-involvement>

Early College Academies - <https://www.butlercc.edu/academies>

Academic Support and Effectiveness - <https://www.butlercc.edu/info/200131/academic-support-and-effectiveness>

Page	Notification of Changes - CATALOG REFERENCE (Catalog changes made following initial publication date of 7/2/2018.)
<b>BUSINESS AND INDUSTRY</b>	
26	Corporate Studies, Plumber and Pipefitter (AAS) - Update 9/4/18 Added BA109-Entrepreneurship (3 credit hours) to First Term
<b>HEALTH SCIENCES</b>	
41	<b>Exercise Science (AS)</b> - Updated 8/13/18 Added FW278 Sport Nutrition (3 credit hours) to Third Term
<b>SCIENCE, ENGINEERING, AND MATHEMATICS</b>	
63	Mathematics (AS) - Updated 10/2/18 - Corrected Third Term and Total Degree Pathway Credit Hours
65	Pre-Engineering (AS) - Update 9/27/18 - Corrected addition error in Total Degree Pathway Credit Hours
67	Unmanned Aircraft Systems (AS) - Update 8/1/18 - Removed AV101 Intro to Aviation (3 credit hours), and AV 102 Private Pilot License with Lab (2 credit hours) from First Term
<b>TECHNOLOGY</b>	
68	Automotive Technology (AAS) -Update 9/10/18 - The following courses were removed from the program: IP193 (2 hrs, IP293 (2 hrs). Total pathway credit hours has been reduced to 60 credit hours
68	Automotive Technology (Certificate) - Update 9/10/18 - The following courses were removed from the program: IP193 (2 hrs, IP293 (2 hrs). Total pathway credit hours has been reduced to 41 credit hours
70	Interactive, Digital, and 3D Technology (Certificate) - Update 8/29/18 - Correction to co-requisite statement: IN162 Game, Storyline, and Character Development is a required course for IN157-Game Design 1. Students working towards the certificate pathway for Interactive 3D will need an override from an advisor to take both IN162 and IN157 within the same semester. This co-requisite exception will only be used for non-Associate degree seeking students.
<b>NEW PROGRAMS ADDED (8/27/18), AFTER PUBLICATION</b>	
Engineering Technology (AAS)	
Engineering Technology (Certificate)	
Engineering Technology-Drafting (Certificate)	
Engineering Technology-Industrial Controls (Certificate)	
Engineering Technology-Manufacturing (Certificate)	
<b>OTHER</b>	
151	<b>Enrollment and Academic Information</b> Honor Rolls - Update to eligible honor roll hours, removal of Honorable Mention content - Update 7/21/18



Welcome to Butler Community College, “Where thousands of tomorrows start today!” Embedded within our culture is a dynamic learning environment and college-wide commitment focused on your success as a student both inside the classroom and through extracurricular activities. Whether you are here to earn a certificate or an Associate degree, an industry recognized credential to enhance your job skills, or to prepare for transfer to another institution, we’re dedicated to engaging you in outstanding learning opportunities

Small class sizes, flexible schedules, and tuition half the cost of four-year universities enhance the exceptional Butler education you’ll find here. Our innovative faculty and staff are committed to creating unique and engaging classroom environments with a focus on helping you develop the skills and abilities needed for the 21st century through our Learning PACT of Personal Development, Analytical Thinking, Communication, and Technology.

Along with our newly updated College website at [www.butlercc.edu](http://www.butlercc.edu), use this 2018-19 Catalog to help you explore all our available resources. In addition to our outstanding academic programs, you’ll discover programs and services in advising, academic achievement and retention, and financial aid. Assistance through the libraries, options to live in the residence halls, help in identifying a career and a multitude of student activities will only add to your educational experience.

At Butler, we place learning and student success at the heart of everything we do and we look forward to sharing a unique educational experience with you. When you wonder where you’ll be tomorrow and who will help you get there, at Butler, your tomorrow is closer than you think. We’re here to help you reach your educational goals so together, “***Let’s Take Tomorrow!***” .

- Kim Krull, President

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## **START YOUR TOMORROW, TODAY!**

Welcome to Butler Community College, "Where thousands of tomorrows start today!" Embedded within our culture is a dynamic learning environment and college-wide commitment to your success as a student both inside the classroom and through extracurricular activities. Whether you are here to earn a certificate or an Associate degree, an industry recognized credential to enhance your job skills, or to prepare for transfer to another institution, we're dedicated to engaging you in outstanding learning opportunities

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### **Navigating the Catalog**

In the catalog, you will find your pathway, laid out semester by semester to help you save time, money, and get a little bit of experience and earn transferable credits your first year. To begin exploring, choose "Programs of Study" on the left navigation bar.

### **Milestone Courses**

Each pathway has Milestone courses marked with diamond symbols. Milestone courses are considered essential for progress along a selected career path and must be passed with a C or higher grade.

### **Degree Planner**

Each pathway is linked to a degree plan or print-friendly version of degree requirements in a checklist format. The creation of a Degree Planner account will allow you to designate favorite courses and access them in the catalog.

### **Favorites**

To designate a favorite course, click on the star symbol (located in the upper right hand side of the course description). Use your Degree Planner account to access your favorites each time you visit the catalog.

# Degree & Graduation Requirements

*Butler Community College offers students a choice of four degrees and multiple certificates, each with a special emphasis to meet individual needs. The requirements for the certificates, degrees, and additional graduation requirements are listed on the following pages.*

## General Education at Butler Community College

As a Learning College, Butler prepares students to be principled, productive individuals who are responsible, involved, lifelong learners. To accomplish this goal, Butler has established a General Education program combining knowledge and skills from areas such as the arts, communication, humanities, language, mathematics, natural and physical sciences, behavioral and social sciences and technology. Through the college's Learning PACT, Butler faculty members intend to impart the knowledge and concepts that they believe every educated person should possess to function successfully in life. The Butler Learning PACT consists of the following:

### P = Personal Development Skills

- Personal management
- Make smart personal life choices
- Interpersonal interaction
- Interact with respect for others in a diverse world

### A = Analytical Thinking Skills

- Critical thinking
- Make informed decisions for challenging situations
- Problem solving
- Find workable solutions for real life problems

### C = Communication Skills

- Creation and delivery of messages
- Write and speak effectively
- Reception and interpretation of messages
- Observe, listen, and read effectively

### T = Technology Skills

- General computer use
- Use computers and the internet proficiently
- Discipline-specific technology
- Use specialized technology effectively

The purpose of the General Education curriculum is to enhance the breadth and depth of a Butler student's specific program of study. By meeting the General Education course requirements, Butler students will have acquired pertinent knowledge and have developed invaluable skills in a broad range of academic areas which enable them to pursue a productive future in an increasingly complex and diverse global community.

General degree requirements for all Butler degrees are listed below. See program of study for specific course and GPA requirements.

- General Education requirements
- Major requirements
- Minimum cumulative GPA of 2.0
- Minimum Butler credits

The college requires an official transcript be sent from each institution for prior coursework to be used toward a degree program. In addition, certain students (VA, athletes, and select financial aid recipients) are required to provide all official transcripts to the Registrar's Office. All official transcripts on file will be used in the determination of financial aid eligibility.

Electronic transcripts should be emailed using a secure electronic exchange from your high school, college, or other educational institution to registrar@butlercc.edu. Transcripts emailed from the student are not considered official and will be used for advising purposes only.

Butler accepts transfer hours from these institutions regionally accredited by the Higher Learning Commission or regional accreditations accepted by the U.S. Department of Education.

All accepted transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree or certificate being sought. Graduates with a combined (institutional and transfer) grade point averages of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a combined (institutional and transfer) 4.0 grade point average. These hours are calculated to include the semester of graduation.

Both honors are based on the student's qualifying grade point average (see above), and a minimum of 30 resident Butler hours earned in college level coursework at the time of graduation.

If eligibility occurs after final semester grades are included, honors are posted to student's transcript and the award sent at that time.

## Associate in Arts A.A.

### Minimum Degree Requirements

Required courses are grouped by the Learning PACT General Education outcomes. Each of the required courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis. For a complete list of courses that meet General Education requirements consult the catalog section entitled "Courses that Meet General Education Requirements." In addition, refer to programs of study for other specific course requirements.

<b>P = Personal Development Skills</b>	<b>10 credit hours</b>
<ul style="list-style-type: none"><li>• Personal management</li><li>• Make smart personal life choices</li><li>• Interpersonal interaction</li><li>• Interact with respect for others in a diverse world</li></ul>	
<b>Required courses:</b>	
Social and Behavioral Science	<b>9 credit hours</b>
Social Science	3 credit hours
Behavioral Science	3 credit hours
One additional course from either:	
Social or Behavioral Science	3 credit hours
One activity course in Fitness and Wellness or Dance	<b>1 credit hour</b>
<b>A = Analytical Thinking Skills</b>	<b>16 credit hours</b>

<ul style="list-style-type: none"> <li>Critical thinking</li> <li>Make informed decisions for challenging situations</li> </ul>	
<b>Required courses:</b>	
Humanities and Fine Arts	<b>9 credit hours</b>
Humanities	3 credit hours
Fine Arts	3 credit hours
One additional course from either	
Humanities or Fine Arts	3 credit hours
<ul style="list-style-type: none"> <li>Problem solving</li> <li>Find workable solutions for real life problems</li> </ul>	
<b>Required courses:</b>	
Science and Math	<b>7 credit hours</b>
Must include one math course MA 131 or above and	
<b>C = Communication Skills</b>	<b>9 credit hours</b>
<ul style="list-style-type: none"> <li>Creation and delivery of messages</li> <li>Write and speak effectively</li> <li>Reception and interpretation of messages</li> <li>Observe, listen and read effectively</li> </ul>	
<b>Required courses</b> all grades must be C or better:	
English Comp I	3 credit hours
English Comp II	3 credit hours
Public Speaking or Interpersonal Communication	3 credit hours
<b>T = Technology Skills</b>	
<ul style="list-style-type: none"> <li>General computer use</li> <li>Use computers and the internet proficiently</li> <li>Discipline-specific technology</li> <li>Use specialized technology effectively</li> </ul> These outcomes are integrated throughout the above required courses	
<b>Required Gen Ed courses</b>	<b>35 credit hours</b>
<b>Additional courses necessary to complete Program of</b>	<b>25 credit</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

## Associate in Science A.S.

### Minimum Degree Requirements

Required courses are grouped by the Learning PACT General Education outcomes. Each of the required courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis. For a complete list of courses that meet General Education requirements consult the catalog section entitled "Courses that Meet General Education Requirements." In addition, refer to programs of study for other specific course requirements.

<b>P = Personal Development Skills</b>	<b>7 credit hours</b>
<ul style="list-style-type: none"> <li>Personal management</li> <li>Make smart personal life choices</li> <li>Interpersonal interaction</li> <li>Interact with respect for others in a diverse world</li> </ul>	
<b>Required courses:</b>	
Social and Behavioral Science	<b>6 credit hours</b>
Social Science	3 credit hours
Behavioral Science	3 credit hours
One activity course in Fitness and Wellness or Dance	<b>1 credit hour</b>
<b>A = Analytical Thinking Skills</b>	<b>16 credit hours</b>
<ul style="list-style-type: none"> <li>Critical thinking</li> </ul>	

<ul style="list-style-type: none"> <li>Make informed decisions for challenging situations</li> </ul>	
<b>Required courses:</b>	
Humanities and Fine Arts	<b>6 credit hours</b>
Humanities	3 credit hours
Fine Arts	3 credit hours
<ul style="list-style-type: none"> <li>Problem solving</li> <li>Find workable solutions for real life problems</li> </ul>	
<b>Required courses:</b>	
Science and Math	<b>10 credit hours</b>
Must include one math course MA 131 or above and one laboratory science course and may include a computer science course.	
<b>C = Communication Skills</b>	<b>9 credit hours</b>
<ul style="list-style-type: none"> <li>Creation and delivery of messages</li> <li>Write and speak effectively</li> <li>Reception and interpretation of messages</li> <li>Observe, listen and read effectively</li> </ul>	
<b>Required courses</b> all grades must be C or better:	
English Comp I	3 credit hours
English Comp II	3 credit hours
Public Speaking or Interpersonal Communication	3 credit hours
<b>T = Technology Skills</b>	
<ul style="list-style-type: none"> <li>General computer use</li> <li>Use computers and the internet proficiently</li> <li>Discipline-specific technology</li> <li>Use specialized technology effectively</li> </ul> These outcomes are integrated throughout the above required courses	
<b>Required Gen Ed courses</b>	<b>32 credit hours</b>
<b>Additional courses necessary to complete Program of Study</b>	<b>28 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

## Associate in Applied Science A.A.S.

### Minimum Degree Requirements

This degree requires a minimum of 15 credit hours of General Education. The student must see the specific Program of Study to determine which General Education courses are required for that A.A.S. program. In this list, courses are grouped by the Learning PACT General Education outcomes. Each of the courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis.

<b>P = Personal Development Skills</b>	<b>**</b>
<ul style="list-style-type: none"> <li>Personal management</li> <li>Make smart personal life choices</li> <li>Interpersonal interaction</li> <li>Interact with respect for others in a diverse world</li> </ul>	
<b>Required Courses:</b>	
Social and Behavioral Science	
One activity course may be required in Fitness and Wellness or Dance.	
See specific program of study	
<b>A = Analytical Thinking Skills</b>	<b>**</b>
<ul style="list-style-type: none"> <li>Critical thinking</li> <li>Make informed decisions for challenging situations</li> <li>Problem solving</li> <li>Find workable solutions for real life problems</li> </ul>	

<b>Required Courses: Humanities and Fine Arts</b>	
<b>Required Course:</b>	<b>3 credit hours</b>
Must include one math course MA 114 or above as	
<b>C = Communication Skills</b>	<b>**</b>
<ul style="list-style-type: none"> <li>Creation and delivery of messages</li> <li>Write and speak effectively</li> <li>Reception and interpretation of messages</li> <li>Observe, listen and read effectively</li> </ul>	
<b>Required course:</b> grade must be C or better	
English Comp I	<b>3 credit hours</b>
<b>T = Technology Skills</b>	<b>**</b>
<ul style="list-style-type: none"> <li>General computer use</li> <li>Use computers and the internet proficiently</li> <li>Discipline-specific technology</li> <li>Use specialized technology effectively</li> </ul> These outcomes are integrated throughout the above courses	
<b>Required Gen Ed courses</b>	
**In addition to the 6 required hours noted above, students must take additional 9 credit hours from any PACT area for a total of 15 hours.	<b>15 credit hours</b>
<b>Required Technical Specialty/Related courses</b>	<b>45 credit hours</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

## Associate in General Studies A.G.S. Minimum Degree Requirements

Required courses are grouped by the Learning PACT General Education outcomes. Each of the required courses listed below develops at least 3 Learning PACT outcomes. This list indicates their principal PACT emphasis. For a complete list of courses that meet General Education requirements consult the catalog section entitled "Courses that Meet General Education Requirements."

<b>P = Personal Development Skills</b>	<b>7 credit hours</b>
<ul style="list-style-type: none"> <li>Personal management</li> <li>Make smart personal life choices</li> <li>Interpersonal interaction</li> <li>Interact with respect for others in a diverse world</li> </ul>	
<b>Required courses:</b>	
Social and Behavioral Science	<b>6 credit hours</b>
Social Science	3 credit hours
Behavioral Science	3 credit hours
One activity course in Fitness and Wellness or Dance	<b>1 credit hour</b>
<b>A = Analytical Thinking Skills</b>	<b>12 credit hours</b>
<ul style="list-style-type: none"> <li>Critical thinking</li> <li>Make informed decisions for challenging</li> </ul>	
<b>Required Courses:</b>	
Humanities and Fine Arts	<b>6 credit hours</b>
Humanities	3 credit hours
Fine Arts	3 credit hours
<ul style="list-style-type: none"> <li>Problem solving</li> <li>Find workable solutions for real life problems</li> </ul>	
Science and Math	<b>6 credit hours</b>
<b>Required Courses:</b>	
Must include one math course MA 120 or above and one	
<b>C = Communication Skills</b>	<b>6 credit hours</b>

<ul style="list-style-type: none"> <li>Creation and delivery of messages</li> <li>Write and speak effectively</li> <li>Reception and interpretation of messages</li> <li>Observe, listen and read effectively</li> </ul>	
<b>Required Courses:</b> all grades must be C or better	
English Comp I and one of the following:	<b>3 credit hours</b>
English Comp II, Public Speaking or Interpersonal	<b>3 credit hours</b>
<b>T = Technology Skills</b>	
<ul style="list-style-type: none"> <li>General computer use</li> <li>Use computers and the internet proficiently</li> <li>Discipline-specific technology</li> <li>Use specialized technology effectively</li> </ul> These outcomes are integrated throughout the above required courses	
<b>Required Gen Ed courses</b>	<b>25 credit hours</b>
<b>Additional courses to complete Program of Study</b>	<b>35 credit hours</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

## Certificate Program

Community colleges offer a variety of certificates based upon the number of credit hours required of the student. A Career and Technical Education Certificate may be granted for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Certificates of Completion may be awarded for a course or sequence of courses not exceeding 15 semester hours.

## Additional Degree Policy

Students may earn more than one degree with Butler when course requirements of both degree programs are met. Transfer students may earn an additional degree when course requirements and the 15 credit hour residency requirement are met. All accepted transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree being sought. Students must complete the graduation application by the designated due date for the additional degree to avoid the late application fee.

## Courses That Meet General Education Requirements

See specific degree requirements to identify the specific courses from the following required and/or accepted for that degree. Courses in this list, which have been approved by the state to transfer to any university or community college in the state system, are identified by the KRSN number in parenthesis (ex: PSY2020). For additional course, see specific course description for transferability.

## Communication

The following list of courses must be C or better:

- EG 101. English Composition 1 Credits: 3
- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

**The following courses are accepted for the A.A.S. degree only**  
See specific programs of study.

- EG 112. Technical Writing Credits: 3
- BE 120. Business English Credits: 3
- BE 130. Business Communications Credits: 3



## **Math**

For the A.A. and A.S. degrees: MA 131 College Algebra with Review or above. For the A.A.S. degree: See specific programs of study. For A.G.S. degree: MA 120 or above

## **Laboratory Science**

- AG 220. Crop Science Credits: 4 (For Agricultural program students only)
- BI 110. General Biology Credits: 5 (BIO1010)
- BI 215. Majors Biology 1 (Cell) Credits: 5 (BIO1020)
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4 (BIO2020)
- BI 227. Anatomy and Physiology 2 Credits: 4 (BIO2020)
- BI 240. Anatomy and Physiology Credits: 5 (BIO2020)
- BI 250. Microbiology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5 (CHM1010)
- CH 115. College Chemistry 2 Credits: 5 (CHM1020)
- PH 103. Descriptive Astronomy Credits: 4 (PHY1020)
- PH 111. Introduction to Meteorology Credits: 4
- PH 130. Basic Physics 1 Credits: 5
- PH 143. General Physics 1 Credits: 5 (PHY1010)
- PH 146. General Physics 2 Credits: 5 (PHY2020)
- PH 251. Physics 1 Credits: 5
- PH 252. Physics 2 Credits: 5
- PS 100. General Physical Science. Credits: 5 (PSI1010)
- PS 102. Physical Geology Credits: 4

## **Computer Literacy**

- AG 107. Microcomputers in Agriculture Credits: 3 (For Agricultural program students only)
- BA 104. Information Processing Systems Credits: 3
- BA 245. Advanced Computer Applications Credits: 3
- BE 165. Introduction to Word Processing Credits: 1
- BE 170. Introduction to Spreadsheets Credits: 1
- BE 175. Presentation Graphics Credits: 3
- BE 180. Introduction to Database Credits: 1

## **Social Science**

- AG 120. Agricultural Economics Credits: 3 (For Agricultural program students only)
- EC 200. Principles of Microeconomics Credits: 3 (ECO1010)
- EC 201. Principles of Macroeconomics Credits: 3 (ECO1020)
- EC 250. Engineering Economics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3

## **Fine Arts**

### **Art**

- AR 100. Art Appreciation Credits: 3 (ART1010)

- HS 131. US History 1 Credits: 3 (HIS1010)
- HS 132. US History 2 Credits: 3 (HIS1020)
- HS 201. History of World Civilization 1 Credits: 3 (HIS1030)
- HS 202. History of World Civilization 2 Credits: 3 (HIS1040)
- PO 141. American Federal Government Credits: 3 (POL1020)
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3 (POL1030)
- SC 120. Principles of Geography Credits: 3 (GEO1010)

## **Behavioral Science**

- BS 103. Human Sexuality Credits: 3
- BS 105. Sociology Credits: 3 (SOC1010)
- BS 106. Introduction to Cultural Anthropology Credits: 3 (ANT1010)
- BS 107. Women and Gender Studies Credits: 3 (GCS1010)
- BS 110. Contemporary Social Problems Credits: 3 (SOC2010)
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3 (PSY1010)
- BS 210. Marriage and Family Credits: 3
- BS 212. Abnormal Psychology Credits: 3
- BS 222. Diversity and Inequality in the United States Credits: 3
- BS 260. Developmental Psychology Credits: 3 (PSY2020)
- BS 270. Child Psychology Credits: 3 (PSY2030)

## **Humanities**

### **Literature**

- LT any course except Children's Literature

### **Foreign Language**

- FL courses numbered 100 or above (Vocational Spanish courses will not fulfill this requirement except for the A.A.S. Nursing Degree.)

### **Religion/Philosophy**

- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3 (REL1010)
- PL 101. Introduction to Logic Credits: 3 (PHL1030)
- PL 290. Philosophy 1 Credits: 3 (PHL1010)
- PL 291. Ethics Credits: 3 (PHL1020)
- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3

## **Music**

- MU 100. Music Appreciation Credits: 3 (MUS1010)

## **Theatre**

- TA 206. Introduction to Theatre Art Credits: 3 (THT1010)

## **Fitness and Wellness**

- Any fitness activity course (FW)
- Any dance course (DN)
- FW 190. Fitness for Life Credits: 2

## **Catalog Compliance**

Students will follow the guidelines of the catalog under which they began, provided they remain continuously enrolled from the semester of entry to the semester of graduation if they remain in the same program/major. Students may opt to move forward to another more recent catalog but not backwards. If a more recent catalog is selected, all the catalog requirements must be met, not a mix of the prior and newly selected catalogs. Students that change their program/major will follow the current catalog requirements as of the term the program/major is changed.

Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog under which they returned.

## **Fitness and Wellness Requirements**

To meet graduation requirements for the A.A., A.S. and A.G.S. degrees, a student must complete one fitness and wellness or dance activity credit. Any exception to the requirement must be recommended by the Fitness and Wellness Department Lead Instructor and approved by the appropriate Dean.

## **Minimum Butler Credits**

Fifteen semester hours of credit must be taken with Butler in order to graduate. Any exceptions must be approved by the Vice President of Academics.

## **Application for Graduation**

Students planning to graduate must submit an application for graduation to the Registrar's Office accompanied by a GPS degree audit signed by an Advisor.

Application deadline:	
December/Fall	November 20
May/Spring	March 20
July/Summer	July 20

## **Graduation Exercises**

All students are encouraged to attend graduation exercises held each academic year in May.

## **Articulation and Transfer**

What is an articulation (transfer) agreement?

An articulation agreement is a "contract" drawn up between a community college and either a high school or a college/university involving faculty, counselors/advisors, administrators and appropriate personnel at both schools. This "contract" consists of aligning and transferring equivalent and prescribed courses applicable to a specific program from the high school to the community college or from the community college to the college or university. The student is ensured that all of the named courses will transfer. Often these agreements will be specialized to include a 2 +2 agreement, consisting of two years at Butler and two years at the transfer-college or university to complete the bachelor degree.

A student who completes an Associate in Arts or Associate in Science degree based on a baccalaureate oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide, will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities. Students transferring to Regents institutions who have not completed an Associate in Arts or Associate in Science degree will be given general education credit for any articulation general education course completed at the community college.

## **Kansas Board of Regents Transfer and Articulation**

The Kansas Board of Regents maintains a Kansas common course matrix on its website for all courses that transfer as equivalent across all public colleges and universities within the state. It can be accessed at [www.kansasregents.org](http://www.kansasregents.org) under the Students tab, Kansas Regents Shared Numbers System Course Matrix. In this catalog, approved courses are identified with the KRSN in parentheses at the end of the course description.

## Butler's Current Career Pathways Articulation Agreements

Butler is pleased to partner with the Kansas State Department of Education in support of the Career Pathways initiative. Program articulation agreements have been established to provide high school students with a sequence of coursework leading to a college degree or certificate.

For students to receive credit through these agreements, the following is required: 1) the student's high school must have a signed, current articulation agreement on file with Butler in the subject area, 2) the student must complete an articulation application form, 3) the student must maintain a C or better in the specified high school course and 4) the student must complete 12 credit hours with Butler before applying for articulated credit. Articulation credit will be posted as "CR" credit.

For additional information, please see <http://www.butlercc.edu> or contact Heather Rinkenbaugh, [hrinkenb@butlercc.edu](mailto:hrinkenb@butlercc.edu).

Andale	Derby	Marion
Andover	Dodge City	Newton
Augusta	Douglass	Ottawa
Bishop Carroll	El Dorado	Parsons
Bluestem	Emporia	Peabody-Burns
Campus	Eureka	Remington
Centre	Flint hills	Rose Hill
Chase County	Goddard	Valley Center
Circle	Halstead	Wichita
Conway Springs	Hillsboro	
	Maize	

## Early College Academy Programs

### Early College Business and Entrepreneurship Academy

offers an exclusive opportunity for students to integrate the last two years of high school and the first two years of college. This two-year program will allow students to have the opportunity to graduate high school with industry experience and significant college credit towards an Associate Degree. Students will work with Koch's Youth Entrepreneurship Foundation and have internship opportunities during their fourth semester of the program. For more information, call 316.218.6139 or email [academies@butlercc.edu](mailto:academies@butlercc.edu).

### Early College Engineering Technology Academy

offers the only opportunity for students interested in Engineering Technologies in the state of Kansas to integrate the last two years of high school and the first two years of college. This Academy will prepare students for careers in Engineering and Engineering Technology. The two-year program will allow students to have the opportunity to graduate high school with significant college credit towards an Associate Degree and/or transfer to a Pre-Engineering program at a 4 four-year university. For more information, call 316.218.6139 or email [academies@butlercc.edu](mailto:academies@butlercc.edu).

### Early College Health Sciences Academy

The Butler Early College Health Sciences Academy offers an exceptional opportunity for students to integrate the last two years of high school and the first two years of college. This Academy will prepare students for a career in healthcare and immerse them in the college experience as a high school student. This two-year program will allow students to earn a significant portion of their Associate's Degree and have numerous opportunities for experience in the healthcare career of their choice. For more information, call 316.218.6139 or email [academies@butlercc.edu](mailto:academies@butlercc.edu).

### Early College Information Technology Academy

offers an exceptional opportunity for students to integrate the last two years of high school and the first two years of college. The Academy will prepare students for careers in IT related fields and immerse them into the college experience as a high school student. This two-year program will allow students to have the opportunity to graduate high school with industry credentials, certifications and significant college credit towards an Associate Degree. For more information, call 316-218-6139 or email [academies@butlercc.edu](mailto:academies@butlercc.edu).

### Early College Public Safety Academy

The Butler Early College Health Sciences Academy offers a one of a kind opportunity for students to integrate the last two years of high school and the first two years of college. This Academy will prepare students for a career in public service with concentrations in Criminal Justice, Fire Science, Emergency Medicine and Emergency Communications Dispatch. This two-year program will allow students to earn a significant portion of their Associate's Degree earn certifications and hands on experience in the field of public safety. For more information, call 316.218.6139 or email [academies@butlercc.edu](mailto:academies@butlercc.edu).

### Requirements

Early College Academy requirements can be found under the Admissions section.

## **Developmental Education Program**

### **Vision**

Butler Community College considers developmental education an integral part of the college and developmental student's important contributors to college life. At Butler, developmental students will gain knowledge and learn skills that further their success in education, the workplace, and lifelong learning.

### **Mission**

The mission of the Developmental Education Program at Butler Community College is to prepare students for future success in college, the workplace, and lifelong learning through highly coordinated and relevant instruction, services, and support.

### **College Goals and Objectives**

In order to fulfill Butler's Developmental Education Program Vision and Mission, faculty and staff members will

- Honor diversity and practice inclusion.
- Use the results of placement testing and multiple measures to appropriately advise and enroll students.
- Study and use best practices, pedagogies, and techniques to engage students inside and outside the classroom.
- Support the development of independence, inquiry, and problem solving in students through instruction, success coaching, and multiple forms of tutoring.
- Systematically collect, study, and use demographic, enrollment, assessment, and completion data to refine the developmental education curriculum.
- Regularly convene to coordinate and evaluate their work.
- Regularly share data and evaluations of the program.
- Participate in appropriate professional development and technical training.

### **Student Goals and Objectives**

To prepare for future success in college, the workplace, and lifelong learning, Butler Developmental Education students will

- Make a successful transition to college.
- Become engaged in academic and student life.
- Use multiple resources and supports.
- Practice effective time, task, and relationship management.
- Develop proficiency in skills that support academic achievement.
- Demonstrate ongoing academic achievement.
- Make academic progress toward degrees and certificates.

Students may be required to take developmental courses as the result of placement testing. The following developmental courses count as prerequisites for other courses, not toward fulfilling degree requirements, total credit hours earned, honors, or grade point average calculations:

## **Accelerated Learning Program (ALP) Courses**

Most students who place in developmental English are required to enroll in the Accelerated Learning Program (ALP). ALP students enroll in EG 060. Fundamentals of English, and with conventional students, EG 101. English Composition 1, as co-requisites in the same term. ALP classes are taught by instructors who are trained in strategies to help students succeed in composition and in college. ALP students who pass both classes earn 6 hours' credit (3 from EG 060 and 3 for EG 101) faster than students outside the program.

### **Developmental Courses**

BI 050. Chemistry Review

EG 053. ESL Sentence to Paragraph

EG 063. ESL Fundamentals of English

EG 060. Fundamentals of English

CH 050. Math Review for the Sciences.

MA 051. Pre-Algebra 1 (Algebra Module 1)

MA 052. Pre-Algebra 2 (Algebra Module 2)

MA 053. Pre-Algebra 3 (Algebra Module 3)

MA 060. Fundamentals of Algebra

MA 064. Fundamentals of Algebra 1 (Algebra Module 4)

MA 065. Fundamentals of Algebra 2 (Algebra Module 5)

MA 066. Fundamentals of Algebra 3 (Algebra Module 6)

RD 011. Basic Reading and Vocabulary Skills

RD 014. ELL Basic Reading and Vocabulary Skills

RD 015. ELL Reading Fundamentals

RD 012. Reading Fundamentals

SP 010. ESL Pronunciation of English Fundamentals

SP 013. ESL Pronunciation of English Applied

### **Remedial/Developmental Coursework Policy**

The Kansas Board of Regents (KBOR) policy and procedure manual states the following regarding HS concurrent enrollment:

"Remedial/developmental course work or course work that does not apply to a Regents' approved degree program at the postsecondary partner institution in a CEP agreement is not considered appropriate for college-level credit or eligible for financial reimbursement" (Ch IV, 8 (3) v). Based on this policy, Butler does not allow high school students to enroll in developmental courses. High school students include those enrolled in public and private institutions and those in home school.

## FINE ARTS AND COMMUNICATION

Art A.A.	14
Dance A.A.	14
Mass Communications A.S.	15
Music-A.A.	16
Music Education A.A.	17
Speech Communication A.A. and A.S.	17-18
Theatre Performance A.A.	19
Theatre Technical A.A.	19-20
Fine Arts and Communication Meta Major A.A.	20-21

## BUSINESS AND INDUSTRY

Accounting A.S.	21
Accounting Assistant A.A.S.	22
Agribusiness A.S.	22-23
Agriculture A.S.	23
Business Administration A.S.	24
Business Administrative Technology A.A.S.	24-25
Business Medical Specialist A.A.S.	25
Corporate Studies, Construction Trades, A.A.S.	25-26
Corporate Studies, Electrical A.A.S.	
Corporate Studies, Plumber and Pipefitter A.A.S.	
Corporate Studies, Sheet Metal A.A.S.	
Culinary Arts A.A.S.	26
Farm and Ranch Management A.A.S.	27
Hotel Management A.A.S.	27-28
Livestock Management and Merchandising A.A.S.	28
Marketing A.S.	28-29
Marketing and Management A.A.S.	29
Physical Coding A.A.S.	29-30
Restaurant Management A.A.S.	30
Business and Industry Meta Major A.S.	30-31

## BUSINESS AND INDUSTRY CERTIFICATES

Accounting Assistant Certificate	31
Business Administrative Technology	31
Business Medical Specialist	31-32
Culinary Arts Certificate	32
Entrepreneurship	32
Hotel Management	32-33
Livestock Management and Merchandising	33
Physician Coding	33-34
Restaurant Management	34

## EDUCATION AND PUBLIC SERVICES

Criminal Justice A.A.	34
Early Childhood Education A.A.S.	35
Elementary Education A.S.	35-36
Elementary Education/BEST A.S.	36-37
Fire Science A.A.S.	37
Homeland Security A.A.	37-38
Secondary Education A.A.	38-39
Secondary Education A.S.	39
Education and Public Services Meta Major A.A.	39-40
Education and Public Services Meta major A.S.	40

## EDUCATION AND PUBLIC SERVICES CERTIFICATE and CERTIFICATIONS

Early Childhood	40
Early Childhood (CDA)	40-41

## HEALTH SCIENCES

Athletic Training A.S.	41
Exercise Science A.S.	41-42
Pre-Nursing	43
Nursing A.A.S.	42-43
Health Sciences Meta Major	43-44

## HEALTH SCIENCES CERTIFICATIONS

Advanced Emergency Medical Technician (AEMT)	44
Butler/Cowley Partnership Paramedic	44
Emergency Medical Technician	44-45
Home Health Aide	45

## HEALTH SCIENCES CERTIFICATIONS (cont.)

Medication Aide	45
Nurse Aide	45
Operator Training for Assisted Living	45
Patient Care Pathways	46
Restorative Aide	46

## HUMANITIES, SOCIAL AND BEHAVIOR SCIENCES

Economics A.A.	46-47
Economics A.S.	47
English/Literature A.A.	47-48
Foreign Language A.A.	49
History A.A.	49-50
Liberal Arts A.A.	50-51
Liberal Arts A.G.S.	51-52
Philosophy A.A.	52-53
Political Science A.A.	53-54
Psychology A.A.	54-55
Psychology A.S.	55
Religion A.A.	55-56
Sociology and Social Work A.A.	56-57
Humanities, Social and Behavioral Science Meta Major A.A.	57-58
Humanities, Social and Behavioral Science Meta Major A.S.	58

## SCIENCE, ENGINEERING, and MATH

Biology A.S.	58-59
Biotechnology A.S.	59-60
Chemistry A.S.	60
Engineering Technology A.S.	60-61
Food Science Business A.S.	61
Food Science Technology A.S.	61
Liberal Arts A.S.	62-63
Mathematics A.S.	63
Physics A.S.	63
Pre-Computer Science A.S.	64-65
Pre-Engineering A.S.	65
Pre-Medicine A.S.	65-66
Pre-Pharmacy A.S.	66
Pre-Veterinary A.S.	66-67
Unmanned aircraft Systems A.S.	67
Science, Engineering, and Math Meta Major A.S.	67-68

## TECHNOLOGY

Auto Collision Repair A.A.S.	68
Automotive Technology A.A.S.	68
Cyber Security A.A.S.	68-69
Digital Media A.A.S.	69
Engineering Graphics Technology A.A.S.	69-70
Interactive, Digital, and 3D Technology A.A.S.	70
Internetworking Management A.A.S.	70-71
Software Development A.A.S.	71
Web Development A.A.S.	71-72
Welding Technology A.A.S.	72-73

## TECHNOLOGY CERTIFICATES

Auto Collision Repair Certificate	72
Auto Technology Certificate	72
Cyber Security Certificate	72-73
Digital Media	73
Interactive, Digital, and 3D Technology Certificate	73
Web Development Certificate	73-74
Welding Technology Certificate	74

# Programs of Study

(Listing mirrors catalog format)

(♦ Indicates a milestone course for a program)

## Fine Arts and Communication

### Art (AA)

#### Program information

Painting, Ceramics, Drawing, and Design. Butler offers you a wide spectrum of visual arts to spark your creativity. Butler's highly respected art professors will provide solid instruction in the foundations of drawing, two-dimensional and three-dimensional design. Students interested in art scholarships should contact the art department. The art department's facilities include studios and lecture rooms with audio/visual equipment. The Erman B. White Gallery of Art hosts an annual student exhibit and rotating exhibits by regionally and nationally recognized artists.

#### Recommendations

Prospective teachers should take BS 160. General Psychology and ED 206. Introduction to Teaching. A math course above MA135 College Algebra may be required at some transfer institutions.

#### Contact Information

Valeria Haring Lead Instructor  
316.322.3176  
Office: BOE 318  
vharing@butlercc.edu

#### First Term: 16 Credit Hours

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- AR 141. Drawing and Composition 1 Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- AR 121. Two-Dimensional Design Credits: 3
- AR 161. Ceramics 1 Credits: 3

#### Second Term: 16-17 Credit Hours

- EG 102. English Composition 2 Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- AR 121. Two-Dimensional Design Credits: 3 ♦
- AR 161. Ceramics 1 Credits: 3 ♦

Select one: 3 Credit Hours

- AR 142. Drawing and Composition 2 Credits: 3
- AR 241. Life Drawing Credits: 3

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

#### Third Term: 16-17 Credit Hours

- AR 122. Fundamentals of 3-D Design Credits: 3 ♦

Select one: 3 Credit Hours

- AR 251. Painting 1 Credits: 3
- AR 262. Ceramics 2 Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5

- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

#### Fourth Term: 16-17 Credit Hours

- Studio Art Courses Elective Credits: 3
- SP 100. Public Speaking Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- Studio Art Courses Elective Credits: 3 ♦
- EV 150. Environmental Issues Credits: 3 ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

**Total Degree Pathway Credit Hours: 64-67**

### Dance (AA)

#### Program Information

Butler's Dance Department offers beginning and advanced classes in most styles of dance including Tap, Jazz, Modern and Ballet. Students interested in dance as a career are encouraged to assist or teach in private or public dance studios under the Cooperative Education or internship programs. Public recitals by Tap, Ballet, Modern, and Jazz classes are presented twice each year. All dance students participate.

#### Contact Information

Valerie Lippoldt Mack  
Vocal Music and Dance Chair  
316.322.3224  
Office: BOE 714  
[vmack@butlercc.edu](mailto:vmack@butlercc.edu)

#### First Term: 16 Credit Hours

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- DN 130. Modern Dance 1 Credits: 2
- DN 133. Beginning Jazz Dance Credits: 1
- DN 135. Ballet 1 Credits: 2 ♦
- DN 137. Beginning Tap Dance Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

#### Second Term: 17 Credit Hours

- DN 131. Modern Dance 2 Credits: 2
- DN 134. Jazz Dance 2 Credits: 1
- DN 136. Ballet 2 Credits: 2 ♦
- EG 102. English Composition 2 Credits: 3

- SP 100. Public Speaking Credits: 3
  - TA 110. Acting 1 Credits: 3
- Select one: 3 Credit Hours
- AR 100. Art Appreciation Credits: 3
  - MU 100. Music Appreciation Credits: 3
  - TA 206. Introduction to Theatre Art Credits: 3

#### **Third Term: 14-15 Credit Hours**

- DN 235. Ballet 3 Credits: 2 ♦
  - Dance Electives Credits: 2
- Select one: 4-5 Credit Hours
- BI 110. General Biology Credits: 5
  - CH 110. College Chemistry 1 Credits: 5
  - PS 100. General Physical Science. Credits: 5
  - PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

#### **Fourth Term: 13-15 Credit Hours**

- DN 236. Ballet 4 Credits: 2 ♦
  - Dance Electives Credits: 2
- Select one: 3 Credit Hours
- BS 110. Contemporary Social Problems Credits: 3
  - BS 260. Developmental Psychology Credits: 3
  - BS 270. Child Psychology Credits: 3

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- EV 150. Environmental Issues Credits: 3
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

### **Total Degree Pathway Credit Hours: 60-63**

## **Mass Communication (AS)**

### **Program Information**

The AS Mass Communication degree is designed for student planning to transfer to a 4-year Kansas institution to complete a BS Mass Communication-related degree. Emphasis is on General Education coursework including Fundamental Mass Communication classes.

### **Contact Information**

Michael Swan  
Mass Communication Chair  
316.322.3280  
Office: BOE 105  
mswan@butlercc.edu

### **First Term: 16 Credit Hours**

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- MC 161. Introduction to Mass Communications Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3

- MA 135. College Algebra Credits: 3 (or higher)
- BS 105. Sociology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### **Second Term: 16-19 Credit Hours**

- MC 162. Reporting 1 Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- MC 169. Introduction to Audio and Video Production Credits: 3
- Free Elective Credits: 3 (See an Advisor)

Select one: 3-5 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

### **Third Term: 16-17 Credit Hours**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 4-5 Credit hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- MC 171. Audio Production 2 Credits: 3 ♦
- MC 291. Media Buying and Selling Credits: 3 ♦
- Free Elective Credits: 3 (See an Advisor)

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EV 150. Environmental Issues Credits: 3

### **Fourth Term: 13-14 Credit Hours**

Select one

- MC 176. Video Production 2 Credits: 3 ♦
- MC 261. Reporting 2 Credits: 3 ♦
- MC 290. Convergence Media Credits: 3 ♦
- Free Elective Credits: 3 (See an Advisor)

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3



- HU 101. Humanities: Renaissance to Modern Credits: 3
  - LT 201. Introduction to Literature 1 Credits: 3
  - LT 204. Introduction to Poetry Credits: 3
  - LT 215. American Literature 1: Colonial to 1865 Credits: 3
  - LT 216. American Literature 2: 1865 to Present Credits: 3
  - PL 101. Introduction to Logic Credits: 3
  - PL 290. Philosophy 1 Credits: 3
  - PL 291. Ethics Credits: 3
  - RG 190. New Testament Credits: 3
  - RG 191. Old Testament Credits: 3
  - RG 210. Comparative Religions Credits: 3
- Select one: 4-5 Credit Hours
- BI 110. General Biology Credits: 5
  - CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
  - CH 110. College Chemistry 1 Credits: 5
  - PH 103. Descriptive Astronomy Credits: 4
  - PH 143. General Physics 1 Credits: 5
  - PS 100. General Physical Science. Credits: 5
  - PS 102. Physical Geology Credits: 4
  - Free Elective Credits: 3 (See an Advisor)

**Total Degree Pathway Credit Hours: 61-66**

## Music (AA)

### Program Information

Butler's Instrumental music department offers you the opportunity to play in a variety of ensembles including concert band, several jazz and pop groups, and big band. It isn't necessary to be a music major to audition for the department's many ensembles or scholarships. Butler's vocal music department offers you the opportunity to study and participate in numerous musical and performing groups. You'll learn several different musical styles through individual voice instruction and performance classes. Butler offers you performance opportunities through one of many performing groups. An audition is required for choreographed groups, but auditions are open to all regardless of major.

### Tour and perform as a member of:

- |                                  |                     |
|----------------------------------|---------------------|
| • A Capella Group                | Pep Band            |
| • Chamber Singers                | Concert Band        |
| • Concert Choir                  | Jazz Band           |
| • Headliner's Showchoir          | Show Band           |
| • Other Small Ensembles          | Barbershop Quartets |
| • Butler Ladies-Women's Ensemble |                     |

Whether you're a beginner or an accomplished pianist, Butler has keyboard classes to help you develop your playing skills. The keyboard department offers you special classes in accompanying ensembles. Private instruction is also available. Students interested in applying for music scholarships should contact the music department.

Prospective teachers should take BS 160. General Psychology and ED 206. Introduction to Teaching. A math course above College Algebra may be required at some transfer institutions.

Prospective vocal music majors should consider taking courses in dance and acting. Student who intend to minor in music should take Music Theory (I-IV), performance Ensembles, Applied Music, Piano Proficiency, and Aural Skills.

### Contact Information

Valerie Lippoldt Mack  
Vocal Music and Dance Chair  
316.322.3224  
Office: BOE 714  
vmack@butlercc.edu

### First Term: 18-19 Credit Hours

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- MU 111. Theory of Music 1 Credits: 3 ♦
- MU 156. Aural Skills 1 Credits: 2 ♦

- MU 106. Piano Proficiency 1 Credits: 1
- Ensemble Courses: Credits 1
- MA 135. College Algebra Credits: 3 or higher
- EG 101. English Composition 1 Credits: 3

Select one: 1-2 Credit Hours

- MU 118. Applied Voice 1 Credits: 1-2
- MU 122. Applied Piano 1 Credits: 1-2
- MU 160. Applied Band 1 Credits: 2

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

### Second Term: 18-20 Credit Hours

- MU 112. Theory of Music 2 Credits: 3 ♦
- MU 157. Aural Skills 2 Credits: 2 ♦
- MU 107. Piano Proficiency 2 Credits: 1
- Ensemble Courses : Credits 1
- EG 102. English Composition 2 Credits: 3

Select one: 1-2 Credit Hours

- MU 119. Applied Voice 2 Credits: 1-2
- MU 123. Applied Piano 2 Credits: 1-2
- MU 161. Applied Band 2 Credits: 2

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

### Third Term: 17-18 Credit Hours

- MU 213. Theory of Music 3 Credits: 3 ♦
- MU 256. Aural Skills 3 Credits: 2 ♦
- MU 255. Piano Proficiency 3 Credits: 1
- Ensemble Courses: Credits 1
- SP 100. Public Speaking Credits: 3

Select one: 1-2 Credit Hours

- MU 120. Applied Voice 3 Credits: 1-2
- MU 124. Applied Piano 3 Credits: 1-2
- MU 162. Applied Band 3 Credits: 2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

### Fourth Term: 15-17 Credit Hours

- MU 214. Theory of Music 4 Credits: 3 ♦
- MU 257. Aural Skills 4 Credits: 2 ♦
- MU 260. Piano Proficiency 4 Credits: 1

- Ensemble Courses Credits 1
- Any Physical Activity Course Credits: 1-2

Select one: 1-2 Credit Hours

- MU 121. Applied Voice 4 Credits: 1-2
- MU 125. Applied Piano 4 Credits: 1-2
- MU 163. Applied Band 4 Credits: 2

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

**Total Degree Pathway Credit Hours: 68-74**

## Music Education (AA)

### Program Information

Butler's Music Education program offers you the opportunity to build the skills necessary for continued study in music education at a baccalaureate degree-granting institution. This program is designed for students with a desire to teach instrumental and/or vocal music from grades prekindergarten – 12.

As either an instrumental or vocal music education major, you will have the opportunity to perform in a variety of ensembles such as...

Concert Band	Concert Choir
Pep Band	Chamber Singers
Jazz Ensemble	A Capella
Show Band	Headliners Showchoir
Chamber Ensembles	Butler Ladies
Percussion Ensemble	Barbershop Quartets

Students who intend to major in music education should take four semesters of Music Theory, Aural Skills, Piano Proficiency, Applied Music, and Performance Ensembles.

Music education majors should also plan to take Orientation to Music Education (MU 171) in the fall semester of their freshman year, and Intro to Teaching (ED 206) in the spring semester of their freshman year.

### Contact Information

Brett Martinez  
Department Chair  
316.322.3117  
Office: BOE 724  
[bmartinez11@butlercc.edu](mailto:bmartinez11@butlercc.edu)

#### First Term: 15-16 Credit Hours

- MU 111. Theory of Music 1 Credits: 3 ♦
- MU 156. Aural Skills 1 Credits: 2 ♦
- MU 171. Orientation to Music Education Credits: 1 ♦
- MU 106. Piano Proficiency 1 Credits: 1
- Ensemble Courses Credits 1
- MA 135. College Algebra Credits: 3 (or higher)
- EG 101. English Composition 1 Credits: 3

Select one: 1-2 Credit Hours

- MU 118. Applied Voice 1 Credits: 1-2
- MU 122. Applied Piano 1 Credits: 1-2
- MU 160. Applied Band 1 Credits: 2

#### Second Term: 20-21 Credit Hours

- ED 206. Introduction to Teaching Credits: 3
- MU 112. Theory of Music 2 Credits: 3 ♦
- MU 157. Aural Skills 2 Credits: 2 ♦

- MU 107. Piano Proficiency 2 Credits: 1
- Ensemble Courses : Credits 1
- EG 102. English Composition 2 Credits: 3

Select one: 1-2 Credit Hours

- MU 119. Applied Voice 2 Credits: 1-2
- MU 123. Applied Piano 2 Credits: 1-2
- MU 161. Applied Band 2 Credits: 2

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

#### Third Term: 17-18 Credit Hours

- MU 213. Theory of Music 3 Credits: 3 ♦
- MU 256. Aural Skills 3 Credits: 2 ♦
- MU 255. Piano Proficiency 3 Credits: 1
- Ensemble Courses Credits 1
- SP 100. Public Speaking Credits: 3

Select one: 1-2 Credit Hours

- MU 120. Applied Voice 3 Credits: 1-2
- MU 124. Applied Piano 3 Credits: 1-2
- MU 162. Applied Band 3 Credits: 2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

#### Fourth Term: 19-22 Credit Hours

- MU 214. Theory of Music 4 Credits: 3 ♦
- MU 257. Aural Skills 4 Credits: 2 ♦
- MU 260. Piano Proficiency 4 Credits: 1
- Ensemble Courses Credits 1
- Any Physical Activity Course Credits: 1-2
- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 1-2 Credit Hours

- MU 121. Applied Voice 4 Credits: 1-2
- MU 125. Applied Piano 4 Credits: 1-2
- MU 163. Applied Band 4 Credits: 2

Select one: 3 Credit Hours

- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

**Total Degree Pathway Credit Hours: 71-77**

## Speech Communication (AA)

## Program Information

No matter what career you choose, communication is the key to making it a successful one. Speaking effectively, in front of a group or one-on-one, is a valuable skill. Butler's speech classes will help you improve your public speaking skills as well as teach you how to research a subject and prepare a speech for any delivery strategy.

## Contact Information

Alexis Reisig-Hopkins

Speech Chair

316.218.6267

Office: BOA 5116S

[ahopkins@butlercc.edu](mailto:ahopkins@butlercc.edu)

### First Term: 14-15 Credit Hours

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- SP 120. Introduction to Human Communication Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- Any Physical Activity Course: Credits 1-2

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 160. General Psychology Credits: 3

### Second Term: 16-17 Credit Hours

- SP 100. Public Speaking Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

### Third Term: 15-17 Credit Hours

- SP 102. Interpersonal Communication Credits: 3 ♦
- MC 161. Introduction to Mass Communications Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3 Credit Hours

- IN 117. Video and Audio Editing Credits: 3
- IN 124. Introduction to Digital Design Credits: 3

Fourth Term: 15-17 Credit Hours

- SP 125. Introduction to Mediated Communication Credits: 3 ♦
- EV 150. Environmental Issues Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3-5 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- FL 107. Beginning Spanish 1 Credits: 5
- FL 108. Beginning Spanish 2 Credits: 5
- FL 205. Conversational Spanish 1 Credits: 3
- FL 207. Conversational Spanish 2 Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

**Total Degree Pathway Credit Hours: 60-66**

## **Theatre, Performance (AA)**

### **Program Information**

If you are passionate about developing your skills as a performer, then the BCC theatre program is the place for you. Butler offers one of the state's most unique programs on the community college level, combining course offerings with excellent training. With a program stressing all elements of theatre, Butler brings you closer to the fulfillment of your own potential, regardless of major. You can participate in four annual productions. Considerations for the theatre seasons productions include:

- Musical
- Children's theatre show
- Innovative restaging of a classic piece
- Premiere of an original script when available

Students interested in theatre scholarships, including technical scholarships, should contact the theatre department.

### **Contact Information**

Bob Peterson

Department Chair, Professor

316.322.3261

Office: BOE 729

[bpeterson@butlercc.edu](mailto:bpeterson@butlercc.edu)

### **First Term: 17 Credit Hours**

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- TA 110. Acting 1 Credits: 3 ♦
- TA 125. Stagecraft Credits: 3
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- SP 100. Public Speaking Credits: 3
- TA 151. Theatre Practicum 1 Credits: 1

Second Term: 17-18 Credit Hours

- TA 112. Acting 2 Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3
- Any Physical Activity Course Credits: 1-2
- TA 152. Theatre Practicum 2 Credits: 1

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3

Select one: 3 Credit Hours

- TA 131. Children's Theatre 1 Credits: 3
- TA 108. Play Production Credits: 3

Third Term: 15-17 Credit Hours

- TA 212. Audition Techniques for the Theatre Credits: 3 ♦
- TA 206. Introduction to Theatre Art Credits: 3
- Voice/Dance Credits: 1-2
- TA 250. Theatre Practicum 3 Credits: 1

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5

- PH 251. Physics 1 Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Fourth Term: 16 Credit Hours

- TA 210. Chamber Theatre Credits: 3
- TA 127. Stage Makeup Credits: 3 ♦
- TA 251. Theatre Practicum 4 Credits: 1

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- TA 108. Play Production Credits: 3
- TA 131. Children's Theatre 1 Credits: 3
- TA 132. Children's Theatre 2 Credits: 3

**Total Degree Pathway Credit Hours: 65-68**

## **Theatre, Technical (AA)**

### **Program Information**

From focusing a light to constructing a costume to building a platform, the technical theatre program offers you the opportunity to expand your knowledge in the area of tech theatre. Not only will you be an integral part of building a show, but given the opportunity to having a 'hands-on' experience by running the light board, serving as a sound technician, being on deck crew, head the make-up crew for one of our four major mainstage productions. The experiences you accrue will serve you well at your next institution of learning, no matter your major.

### **Contact Information**

Bob Peterson

Department Chair, Professor

316.322.3261

Office: BOE 729

[bpeterson@butlercc.edu](mailto:bpeterson@butlercc.edu)

### **First Term: 15-16 Credit Hours**

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- TA 125. Stagecraft Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- SP 100. Public Speaking Credits: 3

- TA 151. Theatre Practicum 1 Credits: 1
- Any Physical Activity Course Credits: 1-2

Second Term: 16 Credit Hours

- TA 110. Acting 1 Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3
- TA 152. Theatre Practicum 2 Credits: 1

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- TA 131. Children's Theatre 1 Credits: 3
- TA 108. Play Production Credits: 3

Third Term: 14-15 Credit Hours

- AR 141. Drawing and Composition 1 Credits: 3 ♦
- TA 250. Theatre Practicum 3 Credits: 1

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

Fourth Term: 17-18 Credit Hours

- TA 127. Stage Makeup Credits: 3 ♦
- TA 251. Theatre Practicum 4 Credits: 1

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5

- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 160. General Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- TA 131. Children's Theatre 1 Credits: 3
- TA 132. Children's Theatre 2 Credits: 3
- TA 108. Play Production Credits: 3

**Total Degree Pathway Credit Hours: 62-65**

## **Fine Arts and Communication Meta Major (AA)**

### **Contact Information**

Larry Patton

Interim Dean, Fine Arts and Communication

316.322.3328

Office: BOE 733

[lpatton@butlercc.edu](mailto:lpatton@butlercc.edu)

### **Fine Arts and Communication Common Courses Credits: 30-32**

- PD 122. Engaging in Fine Arts and Communication Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- EG 102. English Composition 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

Additional General Education Courses Credits: 6-8

Select one: 3-5 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 108. Beginning Spanish 2 Credits: 5
- FL 205. Conversational Spanish 1 Credits: 3
- FL 207. Conversational Spanish 2 Credits: 3

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 142. State and Local Government Credits: 3
- SC 120. Principles of Geography Credits: 3

#### **Pathways - Credits: 24**

Remaining courses may be taken from any of the pathways below.

- Art (AA)
- Dance (AA)
- Mass Communication (AS)
- Music (AA)
- Music Education (AA)
- Speech Communication (AA)
- Theatre - Performance (AA)
- Theatre - Technical (AA)

**Total Degree Pathway Credit Hours: 60**

## **Business and Industry**

### **Accounting (AS)**

#### **Program Information**

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

#### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

#### **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.

#### **Contact Information**

Janice Akao

Department Chair, Professor

316.322.3186

Office: 804A

[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

#### **First Term: 16 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BA 126. Accounting 1 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 (or higher)

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### **Second Term: 16-17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- BA 127. Accounting 2 Credits: 3 ♦
- MA 148. Calculus with Applications Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BA 110. Introduction to Business Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 220. Business Ethics Credits: 3

#### **Third Term: 15-16 Credit Hours**

- EC 201. Principles of Macroeconomics Credits: 3
- SP 100. Public Speaking Credits: 3
- BA 204. Managerial Accounting Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

#### **Fourth Term: 15 Credit Hours**

- EC 200. Principles of Microeconomics Credits: 3 ♦

Select one: 3 Credit Hours

- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- BA 112. Personal Finance Credits: 3
- BA 140. Introduction to Marketing Credits: 3
- BA 210. Principles of Management Credits: 3
- EG 112. Technical Writing Credits: 3

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 201. International Relations Credits: 3
- RG 190. New Testament Credits: 3



- RG 191. Old Testament Credits: 3
- SC 120. Principles of Geography Credits: 3

**Total Degree Pathway Credit Hours: 62-64**

## **Accounting Assistant (AAS)**

### **Program Information**

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

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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.

### **Contact Information**

Janice Akao  
Department Chair, Professor  
316.322.3186  
Office: BOE 804A  
[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

### **First Term: 16 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- BA 126. Accounting 1 Credits: 3 ♦
- BE 121. Business Math/10-Key Credits: 3
- BA 104. Information Processing Systems Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

### **Second Term: 15 Credit Hours**

- BE 130. Business Communications Credits: 3
- BA 245. Advanced Computer Applications Credits: 3
- BA 127. Accounting 2 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or equivalent or higher

Select one: 3 Credit Hours

- BA 109. Entrepreneurship Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 184. Human Resource Management Credits: 3
- BA 210. Principles of Management Credits: 3

### **Third Term: 15 Credit Hours**

- BA 110. Introduction to Business Credits: 3
- SP 100. Public Speaking Credits: 3
- BA 178. Payroll Accounting Credits: 3 ♦
- BA 220. Business Ethics Credits: 3

Select one: 3 Credit Hours

- BA 109. Entrepreneurship Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 184. Human Resource Management Credits: 3
- BA 210. Principles of Management Credits: 3

### **Fourth Term: 15 Credit Hours**

- BE 120. Business English Credits: 3
- BA 211. Computerized Accounting Credits: 3 ♦
- BA 204. Managerial Accounting Credits: 3

Select two: 6 Credit Hours

- BA 109. Entrepreneurship Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 184. Human Resource Management Credits: 3
- BA 210. Principles of Management Credits: 3

**Total Degree Pathway Credit Hours: 61**

## **Agribusiness (AS)**

### **Program Information**

Transfer to a four-year institution and/or operate the family farm/ranch. More than 40 agriculture courses in the areas of animal science, agribusiness, farm and ranch management, crops and soils, pre-veterinary medicine and livestock production management allow students to focus on their areas of interest. Butler has a state-of-the-art Agriculture facility complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

### **Recommendations**

Visit with Ag faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly. Students planning to transfer to a four-year institution should include a chemistry, biology, and managerial accounting course.

### **Contact Information**

Joseph Leibbrandt  
Department Chair, Assistant Professor  
316-322-3145  
Office: BOE 1404  
[jleibbrandt@butlercc.edu](mailto:jleibbrandt@butlercc.edu)

### **First Term: 15 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- AG 111. Agriculture in our Society Credits: 2
- AG 102. Principles of Animal Science Credits: 3 ♦ (FA)

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Second Term: 17 Credit Hours

- EG 102. English Composition 2 Credits: 3
- BA 126. Accounting 1 Credits: 3 ♦
- AG 211. Fundamentals of Livestock Nutrition Credits: 3

Select one: 3 Credit Hours

- AG 107. Microcomputers in Agriculture Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BE 160. Computer Concepts Credits: 3

Select one: 5 Credit hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5

- CH 110. College Chemistry 1 Credits: 5

Third Term: 16-17 Credit Hours

- BA 127. Accounting 2 Credits: 3
- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2
- AG 120. Agricultural Economics Credits: 3 ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Fourth Term: 15-20 Credit Hours

- BA 204. Managerial Accounting Credits: 3

- AG 220. Crop Science Credits: 4 ♦
- Select one: 3-5 Credit Hours
- AG 215. Farm Management and Finance Credits: 3
  - MA 148. Calculus with Applications Credits: 3
  - MA 210. Applied Statistics Credits: 3
  - MA 220. Statistics for Management, Life and Social Sciences Credits: 5

Select one: 2-5 Credit Hours

- AG 213. Introduction to Food Science Credits: 3
- AG 216. Livestock Health and Disease Credits: 3
- AG 218. Principles of Futures Markets Credits: 3
- AG 221. Beef Management Credits: 3
- AG 240. Livestock Rations Credits: 3
- BI 110. General Biology Credits: 5
- IP 193. Internship 1 Credits: 2

Select one: 3 Credit Hours

- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- PO 141. American Federal Government Credits: 3

**Total Degree Pathway Credit Hours: 63-69**

## Agriculture (AS)

### Program Information

Transfer to a four-year institution and/or operate the family farm/ranch. More than 40 agriculture courses in the areas of animal science, agribusiness, farm and ranch management, crops and soils, pre-veterinary medicine and livestock production management allow students to focus on their areas of interest. This program includes learning in basic animal, plant, economic information used in farming, ranching and agricultural business. Butler has a state-of-the-art Agriculture facility complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

### Recommendations

Visit with Ag faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly. Students planning to transfer to a four-year institution should include a chemistry and biology course.

### Contact Information

Joe Leibbrandt

Department Chair, Assistant Professor

316.322.3145

Office: BOE 1412

[jleibbrandt@butlercc.edu](mailto:jleibbrandt@butlercc.edu)

### First Term: 15 Credit Hours

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 or higher
- AG 102. Principles of Animal Science Credits: 3 ♦
- AG 111. Agriculture in our Society Credits: 2

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### Second Term: 18-19 Credit Hours

- EG 102. English Composition 2 Credits: 3
- Any Physical Activity Course Credits: 1-2
- AG 211. Fundamentals of Livestock Nutrition Credits: 3 ♦

Select one: 3 Credit Hours

- BA 126. Accounting 1 Credits: 3
- FW 220. Healthy Living Credits: 3

Select one: 3 Credit Hours

- AG 107. Microcomputers in Agriculture Credits: 3
- BA 104. Information Processing Systems Credits: 3

Select one: 5 Credit Hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5

- CH 110. College Chemistry 1 Credits: 5

### Third Term: 14-18

- SP 100. Public Speaking Credits: 3
- AG 120. Agricultural Economics Credits: 3 ♦

Select one: 3-5 Credit Hours

- BA 103. Principles of Advertising Credits: 3
- BA 127. Accounting 2 Credits: 3
- BI 250. Microbiology Credits: 5
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- SP 102. Interpersonal Communication Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 2-4

- AG 213. Introduction to Food Science Credits: 3
- BA 103. Principles of Advertising Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EN 101. Engineering Graphics 1 Credits: 3
- PS 102. Physical Geology Credits: 4
- SP 102. Interpersonal Communication Credits: 3

### Fourth Term: 15-22

- AG 220. Crop Science Credits: 4 ♦

Select one: 3-5 Credit Hours

- AG 215. Farm Management and Finance Credits: 3
- AG 217. Marketing Agricultural Products Credits: 3
- BA 204. Managerial Accounting Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- MA 148. Calculus with Applications Credits: 3
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

Select one: 2-5

- BA 204. Managerial Accounting Credits: 3
- BI 110. General Biology Credits: 5
- AG 133. Livestock Selection 1 Credits: 3
- AG 136. Livestock Judging Lab 1 Credits: 2
- AG 213. Introduction to Food Science Credits: 3
- AG 216. Livestock Health and Disease Credits: 3
- AG 218. Principles of Futures Markets Credits: 3
- AG 221. Beef Management Credits: 3
- AG 240. Livestock Rations Credits: 3
- AG 275. Livestock Concepts and Practices Credits: 3
- IP 193. Internship 1 Credits: 2
- PH 143. General Physics 1 Credits: 5

Select one: 3-5 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- LT 201. Introduction to Literature 1 Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- PO 141. American Federal Government Credits: 3

**Total Degree Pathway Credit Hours: 62-74**



## **Business Administration (AS)**

### **Program Information**

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

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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.

### **Contact Information**

Janice Akao  
Department Chair, Professor  
316.322.3186  
Office: BOE 804A  
[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

#### **First Term: 16 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BA 126. Accounting 1 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 (or higher)

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### **Second Term: 16-17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- BA 127. Accounting 2 Credits: 3 ♦
- MA 148. Calculus with Applications Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BA 110. Introduction to Business Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 220. Business Ethics Credits: 3

#### **Third Term: 15-16 Credit Hours**

- EC 201. Principles of Macroeconomics Credits: 3
- SP 100. Public Speaking Credits: 3
- BA 204. Managerial Accounting Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

#### **Fourth Term: 15 Credit Hours**

- EC 200. Principles of Microeconomics Credits: 3 ♦

Select one: 3 Credit Hours

- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

Butler Community College

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- BA 112. Personal Finance Credits: 3
- BA 140. Introduction to Marketing Credits: 3
- BA 210. Principles of Management Credits: 3

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 201. International Relations Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- SC 120. Principles of Geography Credits: 3

**Total Degree Pathway Credit Hours: 62-64**

## **Business Administrative Technology (AAS)**

### **Program Information**

This program will prepare you for an entry-level position with the career goal of managing 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. Students will develop and refine their office technical skills using current technology. Students have the opportunity to obtain Microsoft Certified Specialist (MOS) certifications.

### **Microsoft Certification**

Through your coursework you may qualify to take industry certification exams. Butler Community College BST Department is a certified Certiport Testing Center for Microsoft Office Specialist certifications and administers those tests on campus to students and community members. Please see your department chair for details.

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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:**

Karen Wright [kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

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.

### **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 Term of Internship.

### **Contact Information**

Karen Wright  
Department Chair, Professor  
316.218.6212  
Office: BOA 5205  
[skwright6@butlercc.edu](mailto:skwright6@butlercc.edu)

#### **First Term: 15 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- BE 165. Introduction to Word Processing Credits: 1 ♦
- BE 170. Introduction to Spreadsheets Credits: 1 ♦
- BE 180. Introduction to Database Credits: 1 ♦
- BE 102. Intermediate Document Processing Credits: 3

- BE 120. Business English Credits: 3
- BE 109. Human Relations Credits: 3
- BE 115. Microsoft Outlook Level 1 Credits: 1
- BE 116. Microsoft Outlook Level 2 Credits: 1

#### **Second Term: 15 Credit Hours**

- BA 245. Advanced Computer Applications Credits: 3 ♦
- BE 112. Digital Office Technology Credits: 3
- BE 121. Business Math/10-Key Credits: 3
- BE 103. Keyboard Skillbuilding Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or above

#### **Third Term: 17 Credit Hours**

- BA 126. Accounting 1 Credits: 3
- BE 108. Records Management Credits: 3 ♦
- BE 130. Business Communications Credits: 3
- BA 220. Business Ethics Credits: 3
- EG 101. English Composition 1 Credits: 3
- IP 193. Internship 1 Credits: 2

#### **Fourth Term: 13-15 Credit Hours**

- BE 175. Presentation Graphics Credits: 3
- BE 202. Business Procedures Credits: 3 ♦
- BE 275. Desktop Publishing Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Related Electives: 1-3 Credit Hours

- BA 127. Accounting 2 Credits: 3
- BA 210. Principles of Management Credits: 3
- BE 176. Introduction to Internet Credits: 1
- IP 293. Internship 2 Credits: 2

**Total Degree Pathway Credit Hours: 60-62**

## **Business Medical Specialist (AAS)**

### **Program Information**

The students are to choose one of two emphases: medical office or physicians coding, depending on choice of electives. They may continue to become a certified coder by completing the additional requirement for the Physician Coding Certificate.

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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:**

Karen Waddell kwaddell@butlercc.edu

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.

### **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.

### **Contact Information**

Karen Wright  
Department Chair, Professor  
316.218.6212  
Office: BOA 5205  
skwright6@butlercc.edu

### **First Term: 16 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- AH 201. Health Professions Medical Terminology 1 Credits: 3
- BE 165. Introduction to Word Processing Credits: 1
- BE 170. Introduction to Spreadsheets Credits: 1
- BE 180. Introduction to Database Credits: 1
- BE 102. Intermediate Document Processing Credits: 3
- BE 121. Business Math/10-Key Credits: 3
- BE 122. Introduction to Health Information Credits: 3 ♦

### **Second Term: 16 Credit Hours**

- AH 202. Health Professions Medical Terminology 2 Credits: 1
- BE 123. Legal and Ethical Issues in Health Care Credits: 3
- BE 124. Reimbursement Methodologies Credits: 3 ♦
- BE 120. Business English Credits: 3
- BE 108. Records Management Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or above

### **Third Term: 17 Credit Hours**

- BE 126. Computerized Medical Office Management Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3
- BE 115. Microsoft Outlook Level 1 Credits: 1
- BE 116. Microsoft Outlook Level 2 Credits: 1

Select two: 6 Credit Hours

- BA 245. Advanced Computer Applications Credits: 3
- BE 103. Keyboard Skillbuilding Credits: 3
- BE 125. Beginning Medical Coding Credits: 3
- BE 166. Introduction to Windows Credits: 1
- BE 175. Presentation Graphics Credits: 3
- BE 176. Introduction to Internet Credits: 1
- BE 275. Desktop Publishing Credits: 3
- BI 240. Anatomy and Physiology Credits: 5

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

### **Fourth Term: 14 Credit Hours**

- BE 202. Business Procedures Credits: 3 ♦
- BE 109. Human Relations Credits: 3
- IP 193. Internship 1 Credits: 2
- BE 130. Business Communications Credits: 3

Related Electives: 3 Credit Hours

- BA 245. Advanced Computer Applications Credits: 3
- BE 103. Keyboard Skillbuilding Credits: 3
- BE 166. Introduction to Windows Credits: 1
- BE 175. Presentation Graphics Credits: 3
- BE 176. Introduction to Internet Credits: 1
- BE 275. Desktop Publishing Credits: 3
- BE 125. Beginning Medical Coding Credits: 3
- BE 127. Advanced Medical Coding Credits: 3
- BI 240. Anatomy and Physiology Credits: 5

**Total Degree Pathway Credit Hours: 63-64**

## **Corporate Studies, Construction Trades (AAS)**

The partnership between The Associated General Contractors of Kansas (AGC) and Butler Community College (BCC) identified an opportunity for those students to complete 15 credit hours of General Education courses as outlined below from BCC and 47 credit hours from AGC. This allows the student to graduate with both AGC certificate credentials and along with an Associate of Applied Science degree.

The goal of this partnership is to provide every apprentice of AGC with the opportunity to earn an industry certificate and an Associate of Applied Science degree during their apprenticeship indenture.

### Contact Information

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.6124  
Office: BOA 5102S  
[mruder1@butlercc.edu](mailto:mruder1@butlercc.edu)

#### First Term

- BE 120. Business English Credits: 3
- BE 130. Business Communications Credits: 3
- BA 104. Information Processing Systems Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3
- PO 142. State and Local Government Credits: 3
- Associated General Contractors of Kansas (AGC) Transcript Credits: 47

**Total Degree Pathway Credit Hours: 62**

### Corporate Studies, Electrical (AAS)

The purpose of this Memorandum of Understanding is to create learning opportunities through a partnership between the Wichita Electrical Joint Apprenticeship Training Committee (JATC) and Butler Community College to deliver an associate of applied science degree to apprentices enrolled in joint apprenticeship training programs associated with the National Joint Apprenticeship Training Committee. The goal is to provide every apprentice of the Electrical Workers program in the state of Kansas with the opportunity to earn a Journeyman's card and an associate of applied science degree during their apprenticeship indenture.

### Contact Information

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.6124  
Office: BOA 5102S  
[mruder1@butlercc.edu](mailto:mruder1@butlercc.edu)

#### First Term

- BE 120. Business English Credits: 3
- BE 130. Business Communications Credits: 3
- BA 104. Information Processing Systems Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3
- PO 142. State and Local Government Credits: 3
- Electrical JATC Apprenticeship Transcript Credits: 47

**Total Degree Pathway Credit Hours: 62**

### Corporate Studies, Plumber and Pipefitter (AAS)

This program is a partnership between the UA Local 441 Plumbers and Pipefitters (PPATKS) and Butler Community College (BCC) to deliver an Associate of Applied Science degree to apprentices enrolled in or have completed the apprenticeship training program. The goal of this partnership is to provide every apprentice of the Plumbers and Pipefitters program in the State of Kansas, as well as nationally, with the opportunity to earn a Journeyman's card and an Associate of Applied Science degree during their apprenticeship indenture.

### Contact Information

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.6124  
Office: BOA 5102S  
[mruder1@butlercc.edu](mailto:mruder1@butlercc.edu)

#### First Term

- BE 120. Business English Credits: 3
- BE 130. Business Communications Credits: 3
- BA 104. Information Processing Systems Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3

- PO 142. State and Local Government Credits: 3
- Plumber and Pipefitter Apprenticeship Training of Kansas Credits: 47**  
(Transcript Credits: 44 from PPATKS, 3 for MA 114)

**Total Degree Pathway Credit Hours: 62**

### Corporate Studies, Sheet Metal (AAS)

This program is a partnership between the Joint Apprenticeship Training Committee (JATC) and Butler Community College to deliver an Associate of Applied Science degree to apprentices enrolled in joint apprenticeship training programs associated with the Sheet Metal Workers International Association. The goal is to provide every apprentice of the Sheet Metal Workers program in the state of Kansas with the opportunity to earn a Journeyman's card and an associate of applied science degree during their apprenticeship indenture.

### Contact Information

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.6124  
Office: BOA 5102S  
[mruder1@butlercc.edu](mailto:mruder1@butlercc.edu)

#### First Term

- BE 120. Business English Credits: 3
- BE 130. Business Communications Credits: 3
- BA 104. Information Processing Systems Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3
- PO 142. State and Local Government Credits: 3
- Sheet Metal JATC Apprenticeship Transcript Credits: 47

**Total Degree Pathway Credit Hours: 62**

### Culinary Arts (AAS)

#### Program Information

If you have a keen interest in cooking and like to know more about ingredients and how to prepare and present dishes, the field of culinary arts can prove to be a rewarding career. To become an expert in cooking and food preparation, you need to obtain formal culinary training. A degree in culinary arts will equip you with both strong knowledge about culinary arts and cooking and practical experience required to make a successful career.

#### Additional Cost Requirements

Additional program fees will be assessed and are subject to change.

### Contact Information

Executive Chef John W. Michael  
Department Chair, Associate Professor  
316.218.6256  
Office: 6655 E Zimmerly Wichita, KS 67207  
[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

#### First Term: 15 Credit Hours

- CA 120. Professional Culinary Skills 1 Credits: 3 ♦
- HM 101. Sanitation Management Credits: 1 ♦
- EG 101. English Composition 1 Credits: 3
- CA 109. Culinary Nutrition Credits: 2
- CA 151. Kitchen Essentials/Culinary Math Credits: 3
- BA 104. Information Processing Systems Credits: 3

#### Second Term: 15 Credit Hours

- CA 220. Professional Culinary Skills II Credits: 3 (SP, SU) ♦
- HM 190. Food and Beverage Management Credits: 3
- CA 130. Professional Baking Skills Credits: 3
- HM 180. Introduction to Hospitality and Tourism Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 (or higher)

#### Summer: 2 Credit Hours

- IP 193. Internship 1 Credits: 2

#### Third Term: 15 Credit Hours

- CA 232. Cuisines of Asia Credits: 3 (FA)
- CA 235. Cuisines of America Credits: 3 (FA)
- CA 153. Essentials of Purchasing Credits: 3 ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

#### **Fourth Term: 15 Credit Hours**

- CA 152. Menu Development Credits: 3 ♦
- CA 231. Garden Manger Credits: 3 (SP)
- CA 233. Cuisines of Northern Europe Credits: 3 (SP)
- CA 234. Cuisines of Southern Europe Credits: 3 (SP)
- FL 130. Survival Spanish for Restaurant and Hospitality Staff Credits: 3

**Total Degree Pathway Credit Hours: 62**

## **Farm and Ranch Management (AAS)**

### **Program Information**

Transfer to a four-year institution and/or operate the family farm/ranch. More than 40 agriculture courses in the areas of animal science, agribusiness, farm and ranch management, crops and soils, pre-veterinary medicine and livestock production management allow students to focus on their areas of interest. Butler has a state-of-the-art Agriculture facility complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

### **Recommendations**

Visit with departmental faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly.

### **Contact Information**

Joe Leibbrandt

Department Chair, Assistant Professor

316.322.3145

Office: BOE 1412

[jleibbrandt@butlercc.edu](mailto:jleibbrandt@butlercc.edu)

#### **First Term: 15 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or above
- AG 102. Principles of Animal Science Credits: 3 (FA) ♦
- AG 111. Agriculture in our Society Credits: 2 (FA)
- AG 120. Agricultural Economics Credits: 3 (FA)

#### **Second Term: 16 Credit Hours**

- BA 126. Accounting 1 Credits: 3
- AG 211. Fundamentals of Livestock Nutrition Credits: 3 (SP)
- AG 107. Microcomputers in Agriculture Credits: 3 (SP)
- AG 220. Crop Science Credits: 4 ♦ (SP)

Select one: 3 Credit Hours

- EG 102. English Composition 2 Credits: 3
- EG 112. Technical Writing Credits: 3
- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

#### **Third Term: 16-17 Credit Hours**

- AG 215. Farm Management and Finance Credits: 3 (FA) ♦
- AG 230. Range Management Credits: 3 (FA)

Select one: 5 Credit hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5

Select two: 5-6 Credit Hours

- AG 108. Feeder Livestock Production Management Credits: 3 (FA)
- AG 212. Meat Science Fundamentals Credits: 2 (FA)
- AG 213. Introduction to Food Science Credits: 3 (FA)
- AG 217. Marketing Agricultural Products Credits: 3 (FA)
- BA 115. Business Law 1 Credits: 3
- BA 140. Introduction to Marketing Credits: 3

#### **Fourth Term: 15 Credit Hours**

- AG 109. Breeding Livestock Production Management Credits: 3 (SP) ♦

Related Electives: 12 Credits

- AG 216. Livestock Health and Disease Credits: 3 (SP)
- AG 218. Principles of Futures Markets Credits: 3 (SP)
- AG 221. Beef Management Credits: 3 (SP)
- AG 240. Livestock Rations Credits: 3 (SP)
- AG 275. Livestock Concepts and Practices Credits: 3 (SP)

**Total Degree Pathway Credit Hours: 62-63**

## **Hotel Management (AAS)**

### **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 room 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.

### **Contact Information**

Executive Chef John W. Michael

Department Chair, Associate Professor

316.218.6256

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[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

#### **First Term: 14 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- HM 180. Introduction to Hospitality and Tourism Credits: 3 ♦
- HM 101. Sanitation Management Credits: 1
- BA 104. Information Processing Systems Credits: 3

Select one: 3 Credit Hours

- CA 120. Professional Culinary Skills 1 Credits: 3
- CA 130. Professional Baking Skills Credits: 3

#### **Second Term: 15 Credit Hours**

- HM 115. Hospitality Human Resources Credits: 3 (SP)
- HM 116. Event Planning 1 Credits: 3 ♦
- MA 114. Technical Mathematics 1 Credits: 3 (or higher)
- FL 130. Survival Spanish for Restaurant and Hospitality Staff Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

#### **Summer: 2 Credit Hours**

- IP 193. Internship 1 Credits: 2

#### **Third Term: 15 Credit Hours**

- HM 256. Hotel/Motel Operations Credits: 3 (FA) ♦
- HM 260. Hospitality Financial Management Credits: 3
- HM 215. Introduction to Catering Credits: 3
- HM 255. Hospitality Law Credits: 3 (FA)

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3

- SP 102. Interpersonal Communication Credits: 3

**Fourth Term: 15 Credit Hours**

- HM 203. Rooms Management Credits: 3 (SP)
- HM 258. Hospitality Marketing Credits: 3 ♦
- HM 202. Quality Management /Customer Service Credits: 3
- HM 216. Event Planning 2 Credits: 3
- HM 217. Convention Management Credits: 3 (SP)

**Total Degree Pathway Credit Hours: 61**

## **Livestock Management and Merchandising (AAS)**

### **Program Information**

Transfer to a four-year institution and/or operate the family farm/ranch. More than 40 agriculture courses in the areas of animal science, agribusiness, farm and ranch management, crops and soils, pre-veterinary medicine and livestock production management allow students to focus on their areas of interest. Butler has a state-of-the-art Agriculture facility complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

### **Recommendations**

Visit with Ag faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly. Students planning to transfer to a four-year institution should include a chemistry and biology course.

### **Contact Information**

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**First Term: 15 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or above
- AG 102. Principles of Animal Science Credits: 3 ♦ (FA)
- AG 111. Agriculture in our Society Credits: 2 (FA)
- AG 120. Agricultural Economics Credits: 3 (FA)

**Second Term: 16 Credit Hours**

- BA 126. Accounting 1 Credits: 3
- AG 211. Fundamentals of Livestock Nutrition Credits: 3 ♦ (SP)
- AG 107. Microcomputers in Agriculture Credits: 3 (SP)
- AG 220. Crop Science Credits: 4

Select one: 3 Credit Hours

- EG 102. English Composition 2 Credits: 3
- EG 112. Technical Writing Credits: 3
- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

**Third Term: 16-17 Credit Hours**

- AG 215. Farm Management and Finance Credits: 3 (FA) ♦
- AG 230. Range Management Credits: 3 (FA)

Select one: 5 Credit hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5

Select two: 5-6 Credit Hours

- AG 108. Feeder Livestock Production Management Credits: 3 (FA)
- AG 212. Meat Science Fundamentals Credits: 2 (FA)
- AG 213. Introduction to Food Science Credits: 3 (FA)
- AG 217. Marketing Agricultural Products Credits: 3 (FA)
- BA 115. Business Law 1 Credits: 3

- BA 140. Introduction to Marketing Credits: 3

**Fourth Term: 15 Credit Hours**

- AG 109. Breeding Livestock Production Management Credits: 3 ♦ (SP)

Select four: 12 Credit Hours

- AG 216. Livestock Health and Disease Credits: 3 (SP)
- AG 218. Principles of Futures Markets Credits: 3 (SP)
- AG 221. Beef Management Credits: 3 (SP)
- AG 240. Livestock Rations Credits: 3 (SP)
- AG 275. Livestock Concepts and Practices Credits: 3 (SP)

**Total Degree Pathway Credit Hours: 62-63**

## **Marketing (AS)**

### **Program Information**

This program prepares students for entry level positions in marketing and management, or to transfer to a four-year institution.

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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.

### **Contact Information**

Jared McGinley  
Department Chair, Assistant Professor  
316.322.3240  
Office: BOE 121  
[jmcginley@butlercc.edu](mailto:jmcginley@butlercc.edu)

**First Term: 16 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BA 140. Introduction to Marketing Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Second Term: 16-17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- BA 126. Accounting 1 Credits: 3 ♦
- MA 148. Calculus with Applications Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BA 110. Introduction to Business Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 210. Principles of Management Credits: 3
- BA 220. Business Ethics Credits: 3

**Third Term: 15-16 Credit Hours**

- EC 201. Principles of Macroeconomics Credits: 3
- SP 100. Public Speaking Credits: 3



- BA 127. Accounting 2 Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

#### **Fourth Term: 15 Credit Hours**

- EC 200. Principles of Microeconomics Credits: 3 ♦
- BA 204. Managerial Accounting Credits: 3

Select one: 3 Credit Hours

- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 201. International Relations Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- SC 120. Principles of Geography Credits: 3

**Total Degree Pathway Credit Hours: 62-64**

## **Marketing and Management (AAS)**

### **Program Information**

This program prepares students for entry level positions in marketing and management such as sales, distribution, advertising and others.

### **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.

#### **First Term: 15 Credit Hours**

- BA 140. Introduction to Marketing Credits: 3 ♦
- BA 126. Accounting 1 Credits: 3
- EG 101. English Composition 1 Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 (or higher)
- BA 110. Introduction to Business Credits: 3

#### **Second Term: 16-17 Credit Hours**

- BA 104. Information Processing Systems Credits: 3
- BA 127. Accounting 2 Credits: 3
- BA 103. Principles of Advertising Credits: 3 ♦

Select one: 3 Credit Hours

- EG 102. English Composition 2 Credits: 3
- EG 112. Technical Writing Credits: 3
- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- BI 250. Microbiology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 115. College Chemistry 2 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5

- PH 146. General Physics 2 Credits: 5
- PH 251. Physics 1 Credits: 5
- PH 252. Physics 2 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

#### **Third Term: 15 Credit Hours**

- BA 215. Personal Selling Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 109. Entrepreneurship Credits: 3 ♦

Select one: 3 Credit Hours

- BA 219. Internet Marketing Credits: 3
- BA 231. Introduction to Sport Management Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3 (suggested)

#### **Fourth Term: 14 Credit Hours**

- BA 203. Retail Management Credits: 3
- BA 210. Principles of Management Credits: 3
- BA 184. Human Resource Management Credits: 3
- BA 129. Writing a Business Plan Credits: 2
- Free Elective Credit: 3 (see an Advisor)

**Total Degree Pathway Credit Hours: 60-61**

## **Physician Coding (AAS)**

### **Program Information**

This program will prepare you to take the CPC exam to become a certified coder apprentice (CPC-A). After two years of validated work experience in medical coding, the apprentice part of the certificate is dropped.

### **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.

### **Accreditation**

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

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 math course.

### **Contact Information**

Karen Wright  
Department Chair, Professor  
316.218.6212  
Office BOA 5205S  
[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

#### **First Term: 18 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- AH 201. Health Professions Medical Terminology 1 Credits: 3 ♦
- BE 165. Introduction to Word Processing Credits: 1
- BE 170. Introduction to Spreadsheets Credits: 1
- BE 180. Introduction to Database Credits: 1
- BE 122. Introduction to Health Information Credits: 3
- EG 101. English Composition 1 Credits: 3
- BI 240. Anatomy and Physiology Credits: 5

#### **Second Term: 13 Credit Hours**

- AH 202. Health Professions Medical Terminology 2 Credits: 1
- BE 123. Legal and Ethical Issues in Health Care Credits: 3
- BE 124. Reimbursement Methodologies Credits: 3
- BE 125. Beginning Medical Coding Credits: 3 ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

#### **Third Term: 15 Credit Hours**

- BE 127. Advanced Medical Coding Credits: 3 ♦
- BE 120. Business English Credits: 3
- BE 126. Computerized Medical Office Management Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3

Select 3 Credit Hours

- BE 102. Intermediate Document Processing Credits: 3
- BE 108. Records Management Credits: 3
- BE 109. Human Relations Credits: 3
- BE 115. Microsoft Outlook Level 1 Credits: 1
- BE 130. Business Communications Credits: 3
- BE 166. Introduction to Windows Credits: 1
- BE 176. Introduction to Internet Credits: 1

#### **Fourth Term: 15-16 Credit Hours**

- BE 202. Business Procedures Credits: 3
- IP 193. Internship 1 Credits: 2
- BI 231. Pathophysiology Credits: 4 ♦
- BE 128. Coding Certification Test Preparation. Credits: 1 ♦

Related Electives: 5-6 Credit Hours

- BE 102. Intermediate Document Processing Credits: 3
- BE 108. Records Management Credits: 3
- BE 109. Human Relations Credits: 3
- BE 115. Microsoft Outlook Level 1 Credits: 1
- BE 130. Business Communications Credits: 3
- BE 166. Introduction to Windows Credits: 1
- BE 176. Introduction to Internet Credits: 1

**Total Degree Pathway Credit Hours: 61-62**

## **Restaurant Management (AAS)**

### **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.

### **Contact Information**

Executive Chef John W. Michael

Department Chair, Associate Professor

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[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

### **First Term: 14 Credit Hours**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- HM 180. Introduction to Hospitality and Tourism Credits: 3
- HM 101. Sanitation Management Credits: 1 ♦
- BA 104. Information Processing Systems Credits: 3

Select one: 3 Credit Hours

- CA 120. Professional Culinary Skills 1 Credits: 3
- CA 130. Professional Baking Skills Credits: 3

Second Term: 15 Credit Hours

- FL 130. Survival Spanish for Restaurant and Hospitality Staff Credits: 3
- HM 190. Food and Beverage Management Credits: 3 ♦

- MA 114. Technical Mathematics 1 Credits: 3 (or higher)
- HM 115. Hospitality Human Resources Credits: 3 (SP)

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Summer: 2 Credit Hours

- IP 193. Internship 1 Credits: 2

Third Term: 15 Credit Hours

- HM 116. Event Planning 1 Credits: 3
- CA 152. Menu Development Credits: 3 ♦
- HM 215. Introduction to Catering Credits: 3
- HM 195. Beverage Control Credits: 3

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Fourth Term: 15 Credit Hours

- CA 153. Essentials of Purchasing Credits: 3 ♦
- HM 258. Hospitality Marketing Credits: 3
- HM 202. Quality Management /Customer Service Credits: 3
- HM 228. Facilities and Design Management Credits: 3
- HM 260. Hospitality Financial Management Credits: 3 (SP)

**Total Degree Pathway Credit Hours: 61**

## **Business and Industry Meta Major (AS)**

### **Contact Information**

Tiffani Price

Associate Dean, Science, Technology, Engineering, and Math

316.218.6236

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[tprice@butlercc.edu](mailto:tprice@butlercc.edu)

### **Business and Industry Common Courses Credits: 36-37**

- PD 121. Engaging in Business and Industry Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- EG 102. English Composition 2 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- SP 100. Public Speaking Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- BA 126. Accounting 1 Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 5 Credit hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Additional General Education Courses Credits: 6

Select one: 3 Credit Hours

- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- FL 107. Beginning Spanish 1 Credits: 5

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- PO 141. American Federal Government Credits: 3

Pathways - Credits: 18-19

Remaining courses may be taken from any of the following pathways.

- Accounting (AS)
- Agribusiness (AS)
- Agriculture (AS)
- Business Administration (AS)
- Marketing (AS)

**Total Degree Pathway Credit Hours: 60**

## **Accounting Assistant (Certificate)**

### **Program Information**

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

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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.

### **Contact Information**

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### **First Term: 15 Credit Hours**

- BE 121. Business Math/10-Key Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BA 126. Accounting 1 Credits: 3
- BE 130. Business Communications Credits: 3
- BA 110. Introduction to Business Credits: 3

### **Second Term: 15 Credit Hours**

- BA 178. Payroll Accounting Credits: 3
- BA 245. Advanced Computer Applications Credits: 3
- BA 127. Accounting 2 Credits: 3
- BA 211. Computerized Accounting Credits: 3
- BA 220. Business Ethics Credits: 3

**Total Certificate Pathway Credit Hours: 30**

## **Business Administrative Technology (Certificate)**

### **Program Information**

This program will prepare you for an entry-level position with the career goal of managing 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.

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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:**

Karen Waddell [kwaddell@butlercc.edu](mailto:kwaddell@butlercc.edu)

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.

### **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 Term of Internship.

### **Contact Information**

Karen Wright  
Department Chair, Professor  
316.218.6212  
Office: BOA 5205s  
[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

### **First Term: 16 Credit Hours**

- BE 165. Introduction to Word Processing Credits: 1 ♦
- BE 170. Introduction to Spreadsheets Credits: 1 ♦
- BE 180. Introduction to Database Credits: 1 ♦
- BE 102. Intermediate Document Processing Credits: 3
- BE 120. Business English Credits: 3
- BE 109. Human Relations Credits: 3
- BE 115. Microsoft Outlook Level 1 Credits: 1
- BE 121. Business Math/10-Key Credits: 3

### **Second Term: 20 Credit Hours**

- BA 245. Advanced Computer Applications Credits: 3
- BE 108. Records Management Credits: 3
- BE 130. Business Communications Credits: 3
- BE 175. Presentation Graphics Credits: 3
- BE 202. Business Procedures Credits: 3 ♦
- BE 275. Desktop Publishing Credits: 3
- IP 193. Internship 1 Credits: 2

**Total Certificate Pathway Credit Hours: 36**

## **Business Medical Specialist (Certificate)**

### **Program Information**

This program will prepare you, under supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility. You will be able to perform specialized data entry, classification and record-keeping procedures related to medical diagnostic, treatment, billing and insurance documentation.

### **Accreditation**

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

### **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:**

Karen Waddell [kwaddell@butlercc.edu](mailto:kwaddell@butlercc.edu)

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.

### **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.

#### Contact Information

Karen Wright  
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Office: BOA 5205s  
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#### First Term: 18 Credit Hours

- AH 201. Health Professions Medical Terminology 1 Credits: 3
- BE 165. Introduction to Word Processing Credits: 1
- BE 170. Introduction to Spreadsheets Credits: 1
- BE 180. Introduction to Database Credits: 1
- BE 102. Intermediate Document Processing Credits: 3
- BE 120. Business English Credits: 3
- BE 121. Business Math/10-Key Credits: 3
- BE 122. Introduction to Health Information Credits: 3

#### Second Term: 17 Credit Hours

- BE 109. Human Relations Credits: 3
- BE 123. Legal and Ethical Issues in Health Care Credits: 3
- BE 124. Reimbursement Methodologies Credits: 3
- BE 126. Computerized Medical Office Management Credits: 3
- BE 202. Business Procedures Credits: 3
- IP 193. Internship 1 Credits: 2

**Total Certificate Pathway Credit Hours: 35**

### Culinary Arts (Certificate)

#### Program Information

A Culinary Arts certificate will prepare students for entry-level employment in a variety of culinary venues. It enhances an introduction to hospitality with basic cooking skills. Students will have the opportunity to demonstrate their skills through hands-on and experiential learning methodologies. A Culinary Arts certificate will introduce students to the knowledge, skills, and current industry techniques and help to enhance their employment opportunities in the culinary industry.

#### Additional Costs

Additional lab fees are assessed to each program course and subject to change.

#### Contact Information

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[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

#### First Term: 15 Credit Hours

- CA 120. Professional Culinary Skills 1 Credits: 3
- CA 109. Culinary Nutrition Credits: 2
- HM 101. Sanitation Management Credits: 1 ♦
- HM 190. Food and Beverage Management Credits: 3
- HM 180. Introduction to Hospitality and Tourism Credits: 3
- CA 151. Kitchen Essentials/Culinary Math Credits: 3

#### Second Term: 15 Credit Hours

- CA 220. Professional Culinary Skills II Credits: 3 ♦
- CA 152. Menu Development Credits: 3
- CA 153. Essentials of Purchasing Credits: 3
- FL 130. Survival Spanish for Restaurant and Hospitality Staff Credits: 3
- CA 130. Professional Baking Skills Credits: 3

**Total Certificate Pathway Credit Hours: 30**

### Entrepreneurship (Certificate)

#### Program Information

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

#### Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP), reflecting a strong commitment to the enhancement of student learning, the advancement of teaching excellence, and the measurement of program effectiveness.

#### Contact Information

Jared McGinley  
Department Chair, Assistant Professor  
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#### First Term: 15 Credit Hours

- BA 110. Introduction to Business Credits: 3
- BA 126. Accounting 1 Credits: 3
- BA 140. Introduction to Marketing Credits: 3
- BA 109. Entrepreneurship Credits: 3 ♦

Select one: 3 Credit Hours

- BA 103. Principles of Advertising Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 129. Writing a Business Plan Credits: 2
- BA 184. Human Resource Management Credits: 3
- BA 219. Internet Marketing Credits: 3
- BA 220. Business Ethics Credits: 3
- BA 231. Introduction to Sport Management Credits: 3
- BE 130. Business Communications Credits: 3

Second Term: 15 Credit Hours

- BA 215. Personal Selling Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 203. Retail Management Credits: 3
- BA 210. Principles of Management Credits: 3 ♦

Select one: 3 Credit Hours

- BA 103. Principles of Advertising Credits: 3
- BA 112. Personal Finance Credits: 3
- BA 127. Accounting 2 Credits: 3
- BA 129. Writing a Business Plan Credits: 2
- BA 184. Human Resource Management Credits: 3
- BA 211. Computerized Accounting Credits: 3
- BA 219. Internet Marketing Credits: 3
- BA 220. Business Ethics Credits: 3
- BA 231. Introduction to Sport Management Credits: 3
- BE 130. Business Communications Credits: 3

**Total Certificate Pathway Credit Hours: 30**

### Hotel Management (Certificate)

#### 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 room 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.

### Contact Information

Executive Chef John W. Michael

Department Chair, Associate Professor

316.218.6256

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[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

#### First Term: 15 Credit Hours

- HM 180. Introduction to Hospitality and Tourism Credits: 3
- HM 116. Event Planning 1 Credits: 3
- HM 256. Hotel/Motel Operations Credits: 3 (FA)
- HM 217. Convention Management Credits: 3
- HM 255. Hospitality Law Credits: 3 (FA)

#### Second Term: 17 Credit Hours

- HM 115. Hospitality Human Resources Credits: 3 (SP)
- HM 202. Quality Management /Customer Service Credits: 3
- HM 258. Hospitality Marketing Credits: 3
- HM 260. Hospitality Financial Management Credits: 3
- HM 203. Rooms Management Credits: 3 (SP)
- IP 193. Internship 1 Credits: 2

#### Total Certificate Pathway Credit Hours: 32

## Livestock Management and Merchandising (Certificate)

### Program Information

Transfer to a four-year institution and/or operate the family farm/ranch. More than 40 agriculture courses in the areas of animal science, agribusiness, farm and ranch management, crops and soils, pre-veterinary medicine and livestock production management allow students to focus on their areas of interest. Butler has a state-of-the-art Agriculture facility complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

### Recommendations

Visit with departmental faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly.

### Contact Information

Joe Leibbrandt

Department Chair, Assistant Professor

316.322.3145

Office: BOE 1412

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#### First Term: 15-17 Credit Hours

- BA 126. Accounting 1 Credits: 3
- AG 102. Principles of Animal Science Credits: 3 ♦
- AG 120. Agricultural Economics Credits: 3 (FA)

#### Select 6-8 Credit Hours

- AG 108. Feeder Livestock Production Management Credits: 3
- AG 111. Agriculture in our Society Credits: 2
- AG 212. Meat Science Fundamentals Credits: 2 (FA)
- AG 213. Introduction to Food Science Credits: 3
- AG 217. Marketing Agricultural Products Credits: 3 (FA)
- AG 230. Range Management Credits: 3
- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- IP 193. Internship 1 Credits: 2

#### Second Term: 16-18 Credit Hours

- AG 211. Fundamentals of Livestock Nutrition Credits: 3 (SP) ♦
- AG 107. Microcomputers in Agriculture Credits: 3 ♦ (SP)
- AG 220. Crop Science Credits: 4 (SP)

#### Select 6-8 Credit Hours

- AG 109. Breeding Livestock Production Management Credits: 3
- AG 216. Livestock Health and Disease Credits: 3 (SP)
- AG 218. Principles of Futures Markets Credits: 3 (SP)
- AG 221. Beef Management Credits: 3 (SP)
- AG 240. Livestock Rations Credits: 3 (SP)
- AG 275. Livestock Concepts and Practices Credits: 3 (SP)
- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- IP 293. Internship 2 Credits: 2

#### Total Certificate Pathway Credit Hours: 31-35

## Physician Coding (Certificate)

### Program Information

This program will prepare you to take the CPC exam to become a certified coder apprentice (CPC-A). After two years of validated work experience in medical coding, the apprentice part of the certificate is dropped.

### Accreditation

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

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 math course.

### Requirements

There is a growing need for certified coders in the medical field. Employers feel that credentials are most important for medical coding professionals. Hiring and promotion practices are influenced by credentials. Credentialed employees are rewarded financially. Butler's program recognizes the requirements to become a professional certified coder (CPC) through American Academy of Professional Coders. This certification is nationally recognized seeking ethical, accurate and experienced coders.

To become a certified coder, the applicant must have passed the national certification test plus have two years coding experience. Those applicants who are successful in passing the certification examination, but have not met the required "two years of coding work experience" will be awarded the apprentice certification. Upon completion of acquiring the required coding work experience the apprentice coder submits appropriate documentation and receives the official certification diploma. The test is given in the Wichita area.

Students interested in this program certificate must work independently and be extremely accurate. To receive the Butler certificate, students must complete all required courses with a grade of a C or higher. Students must be prepared to purchase reference materials that would be used in a medical office. There is also a fee to take the national certification exam.

If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only BE 128 Coding Certification Test Preparation. Before enrolling in this course, the student must take a pre-test to verify prerequisite coding skills. The student would not be eligible for the certificate but would be prepared to sit for the nation certification.

### Contact Information

Karen Wright

Department Chair, Professor

316.218.6212

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[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

**First Term: 15 Credit Hours**

- AH 201. Health Professions Medical Terminology 1 Credits: 3 ♦
- BE 122. Introduction to Health Information Credits: 3
- BE 126. Computerized Medical Office Management Credits: 3
- BE 165. Introduction to Word Processing Credits: 1
- BI 240. Anatomy and Physiology Credits: 5

**Second Term: 12 Credit Hours**

- AH 202. Health Professions Medical Terminology 2 Credits: 1
- BE 123. Legal and Ethical Issues in Health Care Credits: 3
- BE 124. Reimbursement Methodologies Credits: 3
- BE 125. Beginning Medical Coding Credits: 3 ♦
- IP 193. Internship 1 Credits: 2

**Third Term: 8 Credit Hours**

- BE 127. Advanced Medical Coding Credits: 3 ♦
- BE 128. Coding Certification Test Preparation. Credits: 1
- BI 231. Pathophysiology Credits: 4

**Total Certificate Pathway Credit Hours: 35****Restaurant Management (Certificate)****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.

**Contact Information**

Executive Chef John W. Michael

Department Chair, Associate Professor

316.218.6256

Office: 6655 E Zimmerly Wichita, KS 67207

[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

**First Term: 13 Credit Hours**

- HM 101. Sanitation Management Credits: 1
- HM 190. Food and Beverage Management Credits: 3 ♦
- HM 215. Introduction to Catering Credits: 3 (FA)
- HM 202. Quality Management /Customer Service Credits: 3

Select one: 3 Credit Hours

- CA 120. Professional Culinary Skills 1 Credits: 3
- CA 130. Professional Baking Skills Credits: 3

**Second Term: 17 Credit Hours**

- HM 195. Beverage Control Credits: 3
- HM 228. Facilities and Design Management Credits: 3
- CA 152. Menu Development Credits: 3 ♦
- HM 260. Hospitality Financial Management Credits: 3
- HM 258. Hospitality Marketing Credits: 3
- IP 193. Internship 1 Credits: 2

**Total Certificate Pathway Credit Hours: 30****Education and Public Services****Criminal Justice (AA)****Program Information**

Many of today's criminal justice positions require higher education to enter or advance in the profession. Whatever your career choice, Butler's Criminal justice programs are here to help you reach your goals. Butler's courses are approved by Kansas law enforcement and corrections training academies. These courses also meet requirements

of Criminal Justice agencies for employment preparation and inservice professional training.

The Associate in Arts is designed for students planning to transfer to a Bachelor degree program.

Students that have successfully completed a law enforcement or corrections training academy such as the Kansas Law Enforcement Training Center (KLETC), Kansas Highway Patrol Training Academy, Wichita/Sedgwick County Law Enforcement Training Center, Kansas Department of Corrections Training Academy, etc. within the past 5 years may submit their certificate of completion for credit toward either degree.

**Contact Information**

Miles Erpelding

Lead Instructor

316.322.3241

Office: BOE 804B

[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

**First Term: 16 Credit Hours**

- PD 125. Engaging in Public Service Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- CJ 102. Introduction to Criminal Justice Credits: 3 ♦

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

**Second Term: 18-21 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- CJ 212. Criminology Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5

Select one: 3-5 Credit Hours

- CJ 215. Criminal Procedures Credits: 3
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

Select one: 3 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- CJ 104. Law Enforcement Operations and Procedures Credits: 3
- CJ 106. Criminal Justice Interview and Report Writing Credits: 3
- CJ 109. Introduction to Corrections Credits: 3
- CJ 118. Gang Investigation Credits: 3
- CJ 202. Law Enforcement in the Community Credits: 3
- EV 150. Environmental Issues Credits: 3
- PO 142. State and Local Government Credits: 3

**Third Term: 18-19 Credit Hours**

- CJ 103. Agency Administration Credits: 3 ♦

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5

- PS 102. Physical Geology Credits: 4
- Select one: 3 Credit Hours
- BS 106. Introduction to Cultural Anthropology Credits: 3
  - BS 107. Women and Gender Studies Credits: 3
  - BS 110. Contemporary Social Problems Credits: 3
  - BS 115. Substance Abuse Awareness Credits: 3
  - BS 160. General Psychology Credits: 3
  - BS 210. Marriage and Family Credits: 3
  - BS 260. Developmental Psychology Credits: 3
  - BS 270. Child Psychology Credits: 3
- Select one: 3-5 Credit Hours
- LT 201. Introduction to Literature 1 Credits: 3
  - LT 215. American Literature 1: Colonial to 1865 Credits: 3
  - LT 216. American Literature 2: 1865 to Present Credits: 3
  - PL 290. Philosophy 1 Credits: 3
  - PL 291. Ethics Credits: 3
  - RG 190. New Testament Credits: 3
  - RG 191. Old Testament Credits: 3
  - RG 210. Comparative Religions Credits: 3
- Select one: 5 Credit hours
- FL 108. Beginning Spanish 2 Credits: 5
  - FL 110. Beginning German 2 Credits: 5
  - FL 119. Beginning French 2 Credits: 5
- Fourth Term: 12-14 Credit Hours
- CJ 116. Juvenile Delinquency and Justice Credits: 3 ♦
  - SP 100. Public Speaking Credits: 3
- Select one: 3 Credit Hours
- AR 100. Art Appreciation Credits: 3
  - MU 100. Music Appreciation Credits: 3
  - TA 206. Introduction to Theatre Art Credits: 3
- Select one: 3-5 Credit hours
- BI 110. General Biology Credits: 5
  - CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
  - CH 110. College Chemistry 1 Credits: 5
  - CJ 117. Criminal Behavior Credits: 3
  - CJ 204. Criminal Law Credits: 3
  - CJ 211. Criminal Investigation Credits: 3
  - CJ 213. Criminal Evidence Credits: 3
  - CJ 216. Professional Responsibility in Criminal Justice Credits: 3
  - PH 103. Descriptive Astronomy Credits: 4
  - PH 111. Introduction to Meteorology Credits: 3
  - PH 143. General Physics 1 Credits: 5
  - PS 100. General Physical Science. Credits: 5
  - PS 102. Physical Geology Credits: 4

**Total Degree Pathway Credit Hours: 64-70**

## **Early Childhood Education (AAS)**

### **Program Information**

This program will prepare you to direct a center of up to 100 children as well as teach within a childcare center or operate a licensed home daycare.

### **Accreditation**

The EduCare Center Learning Lab on the Butler of El Dorado Campus is accredited by the National Association for the Education of Young Children (NAEYC).

### **Requirements**

Students must have completed a health physical on the Kansas Department of Health & Environment (KDHE) form before participating in the required program practicums CD 223 and CD 224. Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum and/or at the time

of employment in a licensed childcare center. All students must achieve grades of C or better in all subjects courses with a CD indication. All students are required to have taken Pediatric First Aid and Pediatric CPR. There are 9 Health and Safety subject areas a newly hired staff member at a KDHE licensed site has to have completed within 30 calendar days of being hired or acting as a volunteer counted within the ratio. Students may find these trainings on the following sites: [www.kccto.org](http://www.kccto.org), [www.kcsl.org](http://www.kcsl.org), and [www.ks.train.org](http://www.ks.train.org).

### **Contact information**

Teresa Thompson

Lead Professor

316.323.6883

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### **First Term: 15 Credit Hours**

- CD 122. Principles of Early Childhood Education 1 Credits: 3
- CD 124. Infant and Toddler Development Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BS 160. General Psychology Credits: 3

### **Second Term: 15 Credit Hours**

- CD 123. Principles of Early Childhood Education 2 Credits: 3 ♦
- CD 125. Child Nutrition and Health Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 (or higher)

Select one: 3 Credit Hours

- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

### **Third Term: 16 Credit Hours**

- CD 223. Child Care Practicum 1 Credits: 3
- CD 135. Special Needs in Early Childhood Credits: 3
- CD 115. Creative Experiences for Young Children Credits: 3
- CD 220. Early Childhood Program and Curriculum Planning Credits: 3 ♦
- CD 221. Early Childhood Program and Curriculum Planning Lab Credits: 1
- LT 260. Children's Literature Credits: 3

### **Fourth Term: 15 Credit Hours**

- CD 225. Interaction Techniques with Young Children Credits: 3
- CD 224. Child Care Practicum 2 Credits: 3 ♦
- CD 222. Child Care Administration Credits: 3
- CD 226. Building Relationships with Families Credits: 3
- CD 295. Leadership in Early Childhood Credits: 3

**Total Degree Pathway Credit Hours: 61**

## **Elementary Education (AS)**

### **Program Information**

If a teaching career interests you, Butler is the place for you to study elementary or secondary education. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges so work with a Butler advisor to ensure a smooth and complete transfer process.

### **Contact Information**

Shellie Gutierrez

Department Chair and Professor

316.322.3291

Office: BOA 5134NB

[sgutier@butlercc.edu](mailto:sgutier@butlercc.edu)



**First Term: 15 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- BS 160. General Psychology Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- ED 206. Introduction to Teaching Credits: 3 ♦

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

**Second Term: 15-17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- AR 100. Art Appreciation Credits: 3
- ED 220. Introduction to Special Education Credits: 3 ♦

Select one: 3 Credit Hours

- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3 Credit Hours

- FW 220. Healthy Living Credits: 3
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3

**Third Term: 16 Credit Hours**

- BI 110. General Biology Credits: 5
- SP 100. Public Speaking Credits: 3
- FW 190. Fitness for Life Credits: 2
- ED 222. Technology in the Classroom Credits: 3 ♦

Select one: 3 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- BE 160. Computer Concepts Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- FW 220. Healthy Living Credits: 3
- SC 120. Principles of Geography Credits: 3

**Fourth Term: 15-17 Credit Hours**

Select one: 3 Credit Hours

- LT 260. Children's Literature Credits: 3 or
- LT 204. Introduction to Poetry Credits: 3
- LT 205. Introduction to the Short Story Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3

Select one: 3 Credit Hours

- MU 105. Fundamentals of Music Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 205. Introduction to the Short Story Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3

- BS 106. Introduction to Cultural Anthropology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3

Select one: 3-5 Credit Hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- EV 150. Environmental Issues Credits: 3
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

**Total Degree Pathway Credit Hours: 61-65****Elementary Education/BEST (AS)****Program Information**

BEST Program – This 2 + 2 Elementary Education partnership with Emporia State University enables students to earn their Associate of Science degree at Butler during the first two years of the program. Thereafter, during the subsequent two years, students will continue their teacher preparation coursework at either the Butler of El Dorado or Butler of Andover campus to complete a Bachelor of Science degree in Elementary Education from Emporia State University.

**Contact Information**

Shellie Gutierrez  
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**First Term: 15 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- AR 100. Art Appreciation Credits: 3
- SP 100. Public Speaking Credits: 3
- BS 160. General Psychology Credits: 3
- ED 206. Introduction to Teaching Credits: 3 ♦

Second Term: 15 Credit Hours

- EG 102. English Composition 2 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- BS 260. Developmental Psychology Credits: 3
- ED 220. Introduction to Special Education Credits: 3 ♦

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Third Term: 17 Credit Hours

- BI 110. General Biology Credits: 5
- MU 105. Fundamentals of Music Credits: 3
- FW 220. Healthy Living Credits: 3
- ED 222. Technology in the Classroom Credits: 3 ♦

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3

Fourth Term: 13 Credit Hours

- LT 260. Children's Literature Credits: 3
- PS 100. General Physical Science. Credits: 5
- FW 190. Fitness for Life Credits: 2

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3

**Total Degree Pathway Credit Hours: 60**

## **Fire Science (AAS)**

### **Program Information**

The fire science program is committed to providing an integral link between formal education and the emergency services through essential training in life safety, protection of property and environmental conservation, benefiting the students and the communities they serve. Butler's Fire Science Program is located at 2610 W 6th Street in El Dorado. Butler's Fire Science Program offers a large selection of courses in Butler and Sedgwick County. Instructors are current and retired fire service personnel ranging from Firefighters to Fire Chiefs. Students can satisfy their cooperative education requirements by serving as a Volunteer Firefighter at those locations.

### **Additional Costs**

An additional lab fee is assessed to each program course to cover cost of equipment maintenance, repair and replacement, lab consumables, and certification exam fees. Fees are subject to change.

### **Service Certification Exams**

At the end of each Term, students will have the opportunity to test through a third party tester for Fire Service Certifications. These certifications are recognized nationwide within the fire service. Specific courses are designed to meet or exceed the national Standards, preparing the student for the exam. Students must meet specific criteria in order to be eligible for testing.

### **Contact Information**

Troy Jellison

Lead Adjunct Instructor

316.323.6150

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**First Term: 17.5 Credit Hours**

- PD 125. Engaging in Public Service Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 125. Intermediate Algebra Credits: 3
- FS 100. Firefighter 1 Credits: 4.5 ♦
- FS 207. Hazardous Materials for First Responders Credits: 3 ♦
- FS 125. Fire Inspector 1 Credits: 3 (FA)

**Second Term: 17 Credit Hours**

- AH 110. Emergency Medical Technician (EMT) Credits: 7 ♦
- AH 212. Emergency Medical Technician - Skills Credits: 4 ♦
- SP 100. Public Speaking Credits: 3

Select 3 Credit Hours

- FS 140. Emergency Rescue Credits: 3 (SP)
- FS 141. Rope Rescue 1 Credits: 1 (FA, SP)
- FS 142. Rope Rescue 2 Credits: 1 (FA, SP)
- FS 146. Confined Space Rescue 1 Credits: 1 (FA, SP)
- FS 147. Confined Space Rescue 2 Credits: 1 (FA, SP)
- FS 149. Surface Water Rescue Credits: 1 (SP, SU)

**Third Term: 15 Credit Hours**

- FS 200. Firefighter 2 Credits: 3 ♦ (SP)
- BA 104. Information Processing Systems Credits: 3
- FS 130. Building Construction for the Fire Service Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- FS 103. Fire Officer 1 Credits: 3 (FA)

- FS 141. Rope Rescue 1 Credits: 1 (FA, SP)
- FS 142. Rope Rescue 2 Credits: 1 (FA, SP)
- FS 146. Confined Space Rescue 1 Credits: 1 (FA, SP)
- FS 147. Confined Space Rescue 2 Credits: 1 (FA, SP)
- FS 149. Surface Water Rescue Credits: 1 (SP, SU)
- FS 150. Vehicle and Machinery Rescue I. Credits: 1 (FA)
- FS 180. Fire Investigation Credits: 3 (FA)
- FS 205. Firefighting Tactics and Strategy Credits: 3 (FA)
- FS 250. Fire Command Credits: 3 (FA)

**Fourth Term: 15 Credit Hours**

- FS 110. Fire and Emergency Services Safety and Survival Credits: 3
- FS 145. Fire Protection Systems Credits: 3
- EG 112. Technical Writing Credits: 3 ♦
- FS 135. Fire Prevention Credits: 3

Select one: 3 Credit Hours

- FS 140. Emergency Rescue Credits: 3 (SP)
- FS 203. Fire Service Hydraulics Credits: 3 (SP)
- FS 265. Fire Apparatus Driver/Operator Credits: 4 (SP)

**Total Degree Pathway Credit Hours: 64.5**

## **Homeland Security (AA)**

### **Program Information**

This program is designed to prepare students for positions in homeland security. Students will learn about risk management, systems integration, and threat dynamics. The legal, political and ethical issues associated with homeland security will be explored. Students will also learn about the criminal justice system, terrorism, cyber security and emergency management systems. The Associate of Arts degree is designed for students planning to transfer to a Bachelor degree program.

### **Contact Information**

Miles Erpelding

Lead Instructor

316.322.3241

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[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

**First Term: 16 Credit Hours**

- PD 125. Engaging in Public Service Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- CJ 125. Introduction to Homeland Security Credits: 3 ♦
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

**Second Term: 15-16 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- FL 107. Beginning Spanish 1 Credits: 5
- CJ 112. Fundamentals of Emergency Management and Disaster Preparedness Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Third Term: 18-19 Credit Hours**

- CJ 203. Introduction to Computer and Cyber Crime Credits: 3 ♦
- CJ 123. Intelligence Analysis and Security Management Credits: 3
- FL 108. Beginning Spanish 2 Credits: 5

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5

- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Fourth Term: 17-19 Credit Hours

- CJ 103. Agency Administration Credits: 3 ♦
- FL 201. Intermediate Spanish Credits: 5
- SP 100. Public Speaking Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CJ 105. Transportation and Border Security Credits: 3
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CJ 122. Concepts of Terrorism Credits: 3
- CJ 201. Weapons of Mass Destruction Credits: 3
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

**Total Degree Pathway Credit Hours: 66-70**

## **Secondary Education (AA)**

### **Program Information**

If a teaching career interests you, Butler is the place for you to study elementary or secondary education. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges so work with a Butler advisor to ensure a smooth and complete transfer process.

### **Contact Information**

Shellie Gutierrez

Department Chair, Professor

316.322.3291

Office: BOA 5134NB

[sgutier@butlercc.edu](mailto:sgutier@butlercc.edu)

### **First Term: 15 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- BS 160. General Psychology Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- ED 206. Introduction to Teaching Credits: 3 ♦

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### **Second Term: 16-17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- ED 220. Introduction to Special Education Credits: 3 ♦

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

- PO 141. American Federal Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5
- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 205. Introduction to the Short Story Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

### **Third Term: 16-17 Credit Hours**

- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2
- ED 222. Technology in the Classroom Credits: 3 ♦  
(Specific to transfer Institution for SECED Majors)
- Transfer Course (See an Advisor)

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5

- FL 119. Beginning French 2 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5
- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 205. Introduction to the Short Story Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

**Fourth Term: 15 Credit Hours**

- Required Transfer Courses Credits: 15 (See an advisor)

**Total Degree Pathway Credit Hours: 62-64**

## Secondary Education (AS)

### Program Information

If a teaching career interests you, Butler is the place for you to study elementary or secondary education. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges so work with a Butler advisor to ensure a smooth and complete transfer process.

### Contact Information

Shellie Gutierrez  
Department Chair, Professor  
316.322.3291  
Office: BOA 5134NB  
[sgutier@butlercc.edu](mailto:sgutier@butlercc.edu)

**First Term: 15 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- BS 160. General Psychology Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- ED 206. Introduction to Teaching Credits: 3 ♦

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Second Term: 16-17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- ED 220. Introduction to Special Education Credits: 3 ♦

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5

- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

**Third Term: 16-17 Credit Hours**

- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2
- ED 222. Technology in the Classroom Credits: 3 ♦ or transfer course
- Transfer courses Credits: 6 (See an Advisor)

Select one: 3 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- BE 160. Computer Concepts Credits: 3
- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 140. Trigonometry Credits: 3 or higher
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

**Fourth Term: 15 Credit Hours**

- Required Transfer Courses Credits: 15 (See an Advisor)

**Total Degree Pathway Credit Hours: 62-64**

## Education and Public Services Meta Major (AA)

### Contact Information

Christy Streeter  
Associate Dean, Health, Education, and Public Services  
316.218.6223  
Office: BOA, Bldg. 9100  
[cstreeter1@butlercc.edu](mailto:cstreeter1@butlercc.edu)

**Education and Public Services Common Courses Credits: 29-31**

- ED 206. Introduction to Teaching Credits: 3 or
- PD 125. Engaging in Public Service Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- BS 160. General Psychology Credits: 3
- SP 100. Public Speaking Credits: 3
- EG 102. English Composition 2 Credits: 3
- BI 110. General Biology Credits: 5
- LT 201. Introduction to Literature 1 Credits: 3
- FW 190. Fitness for Life Credits: 2



Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
  - TA 206. Introduction to Theatre Art Credits: 3
- Additional General Education Courses Credits: 11

- BS 260. Developmental Psychology Credits: 3
- Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5  
(Or visit with an academic advisor to request a substitute Humanities or Fine Arts course.)

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Pathways - Credits 20

Remaining courses may be taken from any of the following pathways.

- Criminal Justice (AA)
- Homeland Security (AA)
- Secondary Education (AA)

**Total Degree Pathway Credit Hours: 60**

## **Education and Public Services Meta Major (AS)**

### **Contact Information**

Christy Streeter

Associate Dean, Health, Education, and Public Services  
316.218.6223

Office: BOA, Bldg. 9100

[cstreeter1@butlercc.edu](mailto:cstreeter1@butlercc.edu)

### **Education and Public Services Common Courses Credits: 29-31**

- ED 206. Introduction to Teaching Credits: 3 or
- PD 125. Engaging in Public Service Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- BS 160. General Psychology Credits: 3
- SP 100. Public Speaking Credits: 3
- EG 102. English Composition 2 Credits: 3
- BI 110. General Biology Credits: 5
- LT 201. Introduction to Literature 1 Credits: 3
- FW 190. Fitness for Life Credits: 2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
  - TA 206. Introduction to Theatre Art Credits: 3
- Additional General Education Courses Credits: 8

- PS 100. General Physical Science. Credits: 5

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- SC 120. Principles of Geography Credits: 3

Pathways - Credits: 23

Remaining courses may be taken from any of the following pathways.

- Elementary Education (AS)
- Elementary Education/BEST (AS)
- Secondary Education (AS)

**Total Degree Pathway Credit Hours: 60**

## **Early Childhood (Certificate)**

### **Program Information**

This is a vocationally oriented program and includes 30 hours of Early Childhood Education courses. Students may add general education requirements to this certificate and additional early childhood hours to complete an associate's degree.

Any exceptions to the list of required courses for this certificate must be approved by the Department Chair of Early Childhood Education, Teresa Thompson, [tthompson@butlercc.edu](mailto:tthompson@butlercc.edu), 316-323-6883.

The EduCare Center Learning Lab on the Butler of El Dorado Campus is accredited by the National Association for the Education of Young Children (NAEYC).

### **Requirements**

Students must have completed a health physical on the Kansas Department of Health & Environment (KDHE) form before participating in the required program practicums CD 223 and CD 224. Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum and/or at the time of employment in a licensed childcare center. All students must achieve grades of C or better in all subjects courses with a CD indicator. All students are required to have taken Pediatric First Aid and Pediatric CPR. There are 9 Health and Safety subject areas a newly hired staff member at a KDHE licensed site has to have completed within 30 calendar days of being hired or acting as a volunteer counted within the ratio. Students may find these trainings on the following sites: [www.kccto.org](http://www.kccto.org), [www.kcsl.orge](http://www.kcsl.orge), and [www.ks.train.org](http://www.ks.train.org). Contact information for Department Chair, Teresa Thompson: [tthompson@butlercc.edu](mailto:tthompson@butlercc.edu); 316-323-6883.

### **Contact Information**

Teresa Thompson

Lead Professor

316.323.6883

Office: BOE 1600 Building

[tthompson@butlercc.edu](mailto:tthompson@butlercc.edu)

### **First Term: 15 Credit Hours**

- CD 122. Principles of Early Childhood Education 1 Credits: 3
- CD 124. Infant and Toddler Development Credits: 3
- CD 220. Early Childhood Program and Curriculum Planning Credits: 3 ♦
- CD 223. Child Care Practicum 1 Credits: 3
- CD 135. Special Needs in Early Childhood Credits: 3

### **Second Term: 15 Credit Hours**

- CD 123. Principles of Early Childhood Education 2 Credits: 3
- CD 225. Interaction Techniques with Young Children Credits: 3
- CD 224. Child Care Practicum 2 Credits: 3 ♦
- CD 222. Child Care Administration Credits: 3
- CD 295. Leadership in Early Childhood Credits: 3

**Total Certificate Pathway Credit Hours: 30**

## **Certification**

### **Early Childhood (CDA)**

#### **Program Information**

The Early Childhood Education course work listed for the CDA will provide training to cover the six competency areas for the credential which is earned through:

The Council for Early Childhood Professional Recognition  
2460 16th Street NW Washington, DC 20009-3575

For information contact: [www.cdacouncil.org](http://www.cdacouncil.org)

### Contact Information

Teresa Thompson

Lead Professor

316.323.6883

Office: BOE 1600 Building

[tthompson@butlercc.edu](mailto:tthompson@butlercc.edu)

#### First Term: 10 Credit Hours

- CD 220. Early Childhood Program and Curriculum Planning Credits: 3
- CD 221. Early Childhood Program and Curriculum Planning Lab Credits: 1

Select one: 3 Credit Hours

- CD 122. Principles of Early Childhood Education 1 Credits: 3
- CD 123. Principles of Early Childhood Education 2 Credits: 3

Select one: 3 Credit Hours

- CD 225. Interaction Techniques with Young Children Credits: 3
- CD 226. Building Relationships with Families Credits: 3

**Total Degree Pathway Credit Hours: 10**

## Health Sciences

### Athletic Training (AS)

#### Program Information

Butler's Athletic Training Program offers its students multiple practical experience opportunities to serve and support the health and well-being of the student athletes in all Butler Grizzly sports. Coursework required for this program builds a knowledge base necessary for the student to be competent in the skills necessary for prevention, assessment, management, referral and rehabilitation of athletic-related injuries and illness.

This program will prepare you for a career in athletic training with an opportunity to work with Butler's nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Amanda Maiden at 316-322-3220. Butler courses will fulfill the first two years toward a bachelor's degree at most colleges. Requirements vary at four-year colleges so work with a Butler advisor to answer transfer questions.

#### Contact Information

Matt Sanders

Lead Professor

316.322.3395

Office: BOE 500, Rm 501

[msanders4@butlercc.edu](mailto:msanders4@butlercc.edu)

#### First Term: 16 Credit Hours

- PD 123. Engaging in Health Sciences Credits: 1
- FW 275. Introduction to Exercise Science Credits: 3
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 or higher
- FW 280. Prevention and Care of Athletic Injuries Credits: 3 ♦
- FW 183. Field Experience in Athletic Training 1 Credits: 1
- FW 190. Fitness for Life Credits: 2

#### Second Term: 16 Credit Hours

- EG 102. English Composition 2 Credits: 3
- FW 184. Field Experience in Athletic Training 2 Credits: 1
- FW 285. Assessment of Lower Extremity Injuries Credits: 2 ♦ (SP 2019)

- FW 221. First Aid/CPR/AED Credits: 2

Select one: 5 Credit hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3

Butler Community College

- BS 160. General Psychology Credits: 3

#### Third Term: 19 Credit Hours

- FW 278. Sport Nutrition Credits: 3 ♦
- FW 220. Healthy Living Credits: 3
- SP 100. Public Speaking Credits: 3
- FW 279. Sport Psychology Credits: 3
- FW 283. Field Experience in Athletic Training 3 Credits: 1

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### Fourth Term: 17 Credit Hours

- FW 277. Motor Learning Credits: 3
- FW 286. Assessment of Upper Extremity Injuries Credits: 2 ♦ (SP 2020)

- FW 284. Field Experience in Athletic Training 4 Credits: 1

Select one: 5 Credit hours

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 240. Anatomy and Physiology Credits: 5
- PH 143. General Physics 1 Credits: 5

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

**Total Degree Pathway Credit Hours: 68**

### Exercise Science (AS)

#### Program Information

An Associate in Exercise Science can help you further your career as:

1. An Allied Health Pre-Professional Track (Physical Therapist, Physician Assistant, and other)
2. Strength and Conditioning Coach
3. Personal Trainer
4. Sport Psychologist

Students will be prepared to take the Certified Personal Trainer (CPT) exam with the National Strength and conditioning Association (NSCA). Please refer to their website: [www.nasca.com](http://www.nasca.com) for additional information regarding certification programs.

Butler's department of Fitness and Wellness provides an opportunity for a student to learn the foundations of the field of exercise science. This field of study incorporates learning principles of anatomy, physiology, biomechanics, kinesiology, physics, chemistry, nutrition, and sport psychology. Butler's program provides the student many opportunities to gain an understanding of these sub-disciplines through practical, hands-on learning opportunities.

The program also provides all students the opportunity to enjoy a wide range of fitness activity courses include: Muscle Pump, Fitness Circuit, Zumba, Yoga, Pilates, Karate, Rock Climbing, Golf, Bowling, Archery. And Fitness for Life. Degree Program tracks include Exercise Science and Athletic Training.

### Contact Information

Matt Sanders  
Lead Professor  
316.322.3395  
Office: BOE 500, Rm 501  
[msanders4@butlercc.edu](mailto:msanders4@butlercc.edu)

### First Term: 16 Credit Hours

- FW 275. Introduction to Exercise Science Credits: 3 ♦
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- FW 190. Fitness for Life Credits: 2
- FW 221. First Aid/CPR/AED Credits: 2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### Second Term: 17 Credit Hours

- EG 102. English Composition 2 Credits: 3
- FW 279. Sport Psychology Credits: 3 ♦

Select one: 5 Credit hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- BE 160. Computer Concepts Credits: 3

### Third Term: 17 Credit Hours

- FW 220. Healthy Living Credits: 3
- FW 278. Sport Nutrition Credits: 3
- SP 100. Public Speaking Credits: 3
- FW 225. Principles of Personal Training Credits: 3 ♦

Select one: 5 Credit Hours

- BI 110. General Biology Credits: 5
- BI 240. Anatomy and Physiology Credits: 5

### Fourth Term: 16-18 Credit Hours

- FW 277. Motor Learning Credits: 3 ♦
- FW 299. Field Experience in Exercise Science Credits: 2
- PH 143. General Physics 1 Credits: 5

Select one: 3 Credit Hours

- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3-5 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- LT 201. Introduction to Literature 1 Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3

- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

**Total Degree Pathway Credit Hours: 66-68**

## Nursing (AAS)

### Program Information

This program will prepare you for licensure and practice as a registered nurse. Butler nursing graduates are highly recruited by area hospitals and clinics.

### Prior to Admission

Students must make a separate application to the Nursing Program. Check deadline dates for application and admission requirements. Be sure to follow the Nursing Program Selective Admission Policy. The Nursing Department supports the Kansas Nursing Articulation Plan and provides the opportunity for advanced placement of the licensed practical nurse into the second level of the associate degree in nursing curriculum. Validation of current Kansas LPN license and LPN IV certification is required. Visit our Web site at <http://www.butlercc.edu/nursing/> for more information on Advanced Placement.

Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program.

The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

\*Anatomy, Physiology and Microbiology must have been completed within 5 years of admission into the program of nursing.

\*\*NR 104 and NR 105 must be completed with a grade of C or better. If a student fails one or both courses, the student, if desired, can apply for consideration to be included in the next applicant pool. Upon readmission, the student will be required to take both NR 104 and NR 105.

### Additional Costs

A Nursing Lab fee is assessed each Term of the nursing program. Students are responsible for cost of uniforms and the licensing exam for Registered Nursing NCLEX-RN. Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program.

### Requirements

The following documents must be **on file AND COMPLETE** prior to date specified in the course syllabus. These health documents are to be sent directly to Butler College Health Services at 901 S. Haverhill Road, El Dorado, KS 67042. FAX 316-323-6850. Please call 733-3371 to verify that your records were received.

1. A Butler Department of Nursing Health Record (annual physical exam form) completed and signed by a health care provider demonstrating compliance with the clinical facility requirements.
2. The Health Record includes verification of an annual TB skin test following an initial two-step. The immunization record also includes a Tdap, two MMR's, two-dose Varicella (chickenpox), and the Hepatitis B series or signed refusal form. *Butler College Health Services can do physicals and immunizations if needed.* For an appointment (required), call Butler of El Dorado (BOE) College Health Service phone # 733-3371, 322-3371, 323-6929, or 323-6934. Or Butler of Andover (BOA) College Health Service phone # 218-6282 or 322-3371, or 733-3371.
3. Current CPR certification (American Heart Association BLS Health Care Provider OR the American Red Cross CPR for the Professional Rescuer). Certification should include adult, child, infant and two-person. Online CPR must be accompanied by evidence of a performance exam.
4. The influenza vaccine is required annually.

Admission to the nursing program is contingent upon a satisfactory background check and negative urine drug screen. Previous background checks will not fulfill this requirement. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at [www.ksbn.org](http://www.ksbn.org).

- Qualifications for writing the state board licensure examinations. <http://www.ksbn.org/npa/pages/65-1115.pdf>
- Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/65-1120.pdf>

Crimes against persons

[http://www.kslegislature.org/li/b2017\\_18/statute/021\\_000\\_0000\\_chapter/021\\_054\\_0000\\_article/](http://www.kslegislature.org/li/b2017_18/statute/021_000_0000_chapter/021_054_0000_article/)

### Accreditation

Accreditation Commission for Education of Nursing

3343 Peachtree Rd NE, Suite 850

Atlanta, GA 30326404-975-5000

[www.acen.org](http://www.acen.org)

### Kansas State Board of Nursing

Landon State Office Building

900 SW Jackson Street, Suite 1051

Topeka, KS 66612-1230

Main: 785-296-4929

Fax: 785-296-3929

[www.ksbn.org](http://www.ksbn.org)

### Contact Information

Anita Mills

Dean

316.322.3146

Office: BOE 15242

[amills@butlercc.edu](mailto:amills@butlercc.edu)

### First Term: 14 Credit Hours

- EG 101. English Composition 1 Credits: 3
- BI 240. Anatomy and Physiology Credits: 5 ♦
- BS 160. General Psychology Credits: 3
- MA 135. College Algebra Credits: 3

### Second Term: 13 Credit Hours

- NR 104. Physical Assessment for the Practice of Nursing Credits: 3 ♦
- NR 105. Foundations of Patient Centered Care Credits: 6 ♦  
(Note: NR104 and NR105 must be taken together.)

- BI 231. Pathophysiology Credits: 4

### Third Term: 15 Credit Hours

- NR 106. Patient Centered Care of the Developing Individual and Family Credits: 9 ♦
- BS 260. Developmental Psychology Credits: 3
- AH 111. Therapeutic Nutrition Credits: 3

### Fourth Term: 14 Credit Hours

- NR 202. Patient Centered Care in Mental Health and High Acuity Medical-Surgical Environments Credits: 9 ♦
- BI 250. Microbiology Credits: 5

### Fifth Term: 12 Credit Hours

- NR 203. Leadership and Management in Professional Nursing Practice Credits: 9 ♦

Select one: 3 Credit Hours

- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3

**Total Degree Pathway Credit Hours: 68**

## Pre-Nursing/Health Sciences (AS)

### Program Information

This program will provide preparation for many health care professions. The Pre-Nursing/Health Science Degree offers the prerequisites required for health care professional degrees offered at Butler and beyond. Students planning to apply to Butler's Nursing

program will be enrolled as a Pre-Nursing/Health Science Major, but will only be required to take the four required prerequisites (English Comp 1-EG 101, College Algebra-MA 135, Anatomy and Physiology-BI 240 or BI 226 /BI 227, General Psychology-BS 260) to be considered for admission into the nursing program. Students should work closely with a Butler Academic Advisor to determine how the courses within this degree will apply to Butler and other institutions' professional health care programs.

Prerequisite requirements for Butler's Nursing program: Students planning to apply to Butler's Nursing program are only required to take the courses designed with a (\*) to meet required nursing prerequisites to be considered for admission.

### Contact Information

Kenetta Markelionis

Director

316.323.6072

[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### First Term: 15 Credit Hours

- PD 123. Engaging in Health Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3 ♦ \*
- BS 160. General Psychology Credits: 3 \*
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- MA 135. College Algebra Credits: 3 (or higher) \*

### Second Term: 16 Credit Hours

- BI 240. Anatomy and Physiology Credits: 5 ♦ \*
- SC 120. Principles of Geography Credits: 3
- AH 111. Therapeutic Nutrition Credits: 3
- FW 190. Fitness for Life Credits: 2
- EG 102. English Composition 2 Credits: 3

### Third Term: 17 Credit Hours

- MA 210. Applied Statistics Credits: 3
- BI 250. Microbiology Credits: 5 ♦
- BS 105. Sociology Credits: 3
- HS 131. US History 1 Credits: 3

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

### Fourth Term: 16 Credit Hours

- BI 231. Pathophysiology Credits: 4 ♦
- BS 260. Developmental Psychology Credits: 3
- NR 245. Pharmacology Credits: 3
- SP 100. Public Speaking Credits: 3
- AR 100. Art Appreciation Credits: 3

**Total Degree Pathway Credit Hours: 64**

## Health Sciences Meta Major (AS)

### Contact Information

Anita Mills

Dean, Health, Education, and Public Services

316.322.3146

Office: BOE 15242

[amills@butlercc.edu](mailto:amills@butlercc.edu)

### Health Sciences Common Core Courses Credits: 27

- PD 123. Engaging in Health Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- SC 120. Principles of Geography Credits: 3
- SP 100. Public Speaking Credits: 3
- EG 102. English Composition 2 Credits: 3
- AR 100. Art Appreciation Credits: 3
- FW 190. Fitness for Life Credits: 2



- PL 290. Philosophy 1 Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Additional General Education Courses Credits: 8-10

Select two: One must be a lab science.

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- PH 143. General Physics 1 Credits: 5

Pathways - Credits 25

Remaining courses may be taken from any of the pathways below.

- Athletic Training (AS)
- Exercise Science (AS)
- Pre-Nursing/Health Science (AS)

**Total Degree Pathway Credit Hours: 60**

## Certification

### Advanced Emergency Medical Technician (AEMT)

#### Program Information

An Advanced Emergency Medical Technician (AEMT) provides advanced emergency medical care for patients. An AEMT is a part of a comprehensive Emergency Medical Services (EMS) Response Team and operates under medical oversight. Once you obtain AEMT certification you will be able to work in an ambulance or in an emergency department of a facility. An AEMT must obtain 250 hours of EMS Field Internship, 96 hours of hospital ED clinicals and be able to perform specific skills, including, intravenous application, distribution of medication, EKG Facilitation and Interpretation. Butler instructors provide you with practical experience and training in this in-demand job.

#### Accreditation

State of Kansas Board of EMS Approval

#### Requirements

Provide valid State of Kansas EMT Certification and up to date immunization records.

Students must have a specific background check. Previous background checks will not meet this requirement, unless done through BCC within a year of starting class.

Some felony criminal convictions may prevent the student from participating in course clinicals and field internship and taking the state and national certification exams.

#### Additional Costs

Lab fee cost associated with on campus lab, background check, immunization update and physical examination, Uniform, and State application, preparatory exams fees.

#### Related Programs

EMT is a prerequisite for Paramedic programs and AEMT. A Butler/Cowley partnership allows students to complete an AAS Degree at the Butler of Andover Campus.

#### Contact Information

Jeb Burress

316-323-6269

[jburress@butlercc.edu](mailto:jburress@butlercc.edu)

#### Required Courses

- AH 250. Advanced Emergency Medical Technician (AEMT) Credits: 8
- AH 251. Advanced Emergency Medical Technician (AEMT) - Skills Credits: 3
- AH 252. Advanced Emergency Medical Technician (AEMT) - Field Internship Credits: 8

**Program credits: 19**

### Butler/Cowley Partnership Paramedic

#### Program Information

EMT and EMT Skills run concurrently. Successful completion of these two classes allows the student to challenge the registry examination to become certified as a Kansas and National EMT.

#### Accreditation

State of Kansas Board of EMS Approval

#### Additional Costs

Lab fee cost associated with on campus lab, immunization update and physical examination, Uniform, and State application, preparatory exams fees.

#### Contact Information

Jeb Burress

EMT Education Coordinator

316.218.6269

Office: BOA 5108S

[jburress@butlercc.edu](mailto:jburress@butlercc.edu)

#### Required Courses

- AH 110. Emergency Medical Technician (EMT) Credits: 7
- AH 212. Emergency Medical Technician - Skills Credits: 4
- BA 104. Information Processing Systems Credits: 3
- BI 240. Anatomy and Physiology Credits: 5
- BS 160. General Psychology Credits: 3
- EG 101. English Composition 1 Credits: 3
- EG 102. English Composition 2 Credits: 3
- PL 291. Ethics Credits: 3

**Program credits: 31**

### Emergency Medical Technician

#### Program Information

EMT and EMT Skills run concurrently. Successful completion of these two classes allows the student to challenge the registry examination to become certified as a Kansas and National EMT.

#### Requirements

A score at a pre-determined level in reading, writing and math on a placement instrument.

Students must be 17 years old to attend class and 17 in Kansas, 18 for National Certification, to become certified as EMT. Students must have a specific background check. Previous background checks will not meet this requirement.

Some felony criminal convictions may prevent the student from taking the state and national certification exams. EMT is a prerequisite for MICT paramedic.

The following documents must be **on file AND COMPLETE** prior to the date specified in the course syllabus. These health documents are to be sent directly to Butler College Health Services at 901 S. Haverhill Road, El Dorado, KS 67042. FAX 316-323-6850.

1. A Butler Department of EMS Education Health Record (physical exam form) completed and signed by a health care provider demonstrating compliance with the clinical facility requirements.

2. The Health Record includes verification of two-step TB skin test. The immunization record also includes a Tdap, two MMR's, Varicella (chickenpox), and the Hepatitis B series or signed refusal form. Butler College Health Services can do physicals and immunizations if needed. For an appointment (required), call Butler of El Dorado (BOE) College Health Service at 733-3371, 322-3371,

323-6829, or 323-6934. Or Butler of Andover (BOA) College Health  
Service phone at 218-6282 or 322-3371, or 733-33713.

### **Contact Information**

Jeb Burress, BA, AEMT, I/CEMT  
Education Coordinator  
316.218.6269  
Office: BOA 5108S  
[jburress@butlercc.edu](mailto:jburress@butlercc.edu)

### **Required Courses**

- AH 110. Emergency Medical Technician (EMT) Credits: 7
- AH 212. Emergency Medical Technician - Skills Credits: 4

**Program credits: 11**

## **Home Health Aide**

### **Program Information**

Must be active in the Kansas Certified Nurse Aide Registry. Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316-322-3163 El Dorado or 316-218-6259 Andover. Your Butler experience will prepare you to adapt basic healthcare services to clients in their own homes under the supervision of a registered nurse.

### **Accreditation**

Course approved by KDADS.

### **Contact Information**

Kenetta Markelionis  
Director  
316.323.6072  
[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### **Required Course**

- AH 117. Home Health Aide Credits: 2

**Program credits: 2**

Certification of completion as approved by KDADS.

## **Medication Aide**

### **Program Information**

The student must be active in the Kansas Certified Nurse Aide Registry. After successful completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide Test which is required for work as Certified Medication Aide. Student must have a TB skin test, current within one year and a statement of good health.

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

### **Prerequisite**

Student must be 18 years or older by the last day of class to enroll in this course. Appropriate placement scores, see an advisor for details.

### **Additional Costs**

Additional lab fees will be assessed to each program course and subject to change

### **Contact Information**

Kenetta Markelionis  
Director  
316.323.6072  
[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### **Required Courses**

- AH 120. Certified Medication Aide Credits: 5

Related Courses

- AH 123. Medication Aide Update Credits: 1

Note

\*The AH 123-Medication Aide Update course is required every two years for certificate renewal for Continuing Education for the CMA.

**Requirement for KDADS Certification**

## **Nurse Aide**

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

### **Program Information**

Nurse Aide is the basic course for paraprofessionals. This person might also be called a geriatric aide, nurse's aide, nursing attendant, nursing assistant or patient care assistant. A Certified Nurse Aide CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. The CNA course at Butler is a total of 104 clock hours which includes classroom lecture and discussion, practice of skills in the learning lab and clinical experience in a nursing home. After successful completion of all class components, the student is eligible to take the state exam and is "certified" by the KDADS.

### **Additional Costs**

Textbook and workbook bundle, physical examination and TB skin test, state exam, uniforms, white leather shoes and watch with second hand. Additional lab fees will be assessed to each program course and subject to change.

### **Contact Information**

Kenetta Markelionis  
Director  
316.323.6072  
[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### **Required Courses**

- AH 122. Nurse Aide Credits: 5

Related Courses

- AH 150. CNA Refresher: Topics on Aging for Long Term Care Credits: 1

(\*Requirements of KDADS to reactivate the CNA certificate.)

## **Operator Training for Assisted Living**

### **Program Information**

Your Butler experience will prepare you to be an operator of assisted living facilities, residential healthcare facilities, home plus and adult day care facilities. Upon completion of the course, the student is eligible to take the state exam given by KDADS.

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

### **Prerequisite for enrollment**

Kansas requires validation of: Option A: Official transcript of a Baccalaureate degree in any area of study, Option B: Official transcript of an Associate's degree in a relevant field as determined by Health Occupations Credentialing, or Option C: Official transcript of a high school diploma or equivalent, with one-year relevant experience required by Health Occupations Credentialing or department approval.

### **Hints for successful completion**

Experience in long term care will be beneficial.

### **Additional costs**

Additional lab fees will be assessed to each program course and subject to change

### **Contact Information**

Kenetta Markelionis  
Director  
316.323.6072  
[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### **Required Course**

- AH 225. Operator Training for Assisted Living. Credits: 3

**Program credits: 3**

Certification of completion as approved by KDADS

## **Patient Care Pathways**

BUTLER CERTIFICATION OF COMPLETION KANSAS DEPT  
FOR AGING AND DISABILITY SERVICES (KDADS)  
CERTIFICATION (CNA)

### **Program Information**

There is high demand for supportive allied health occupations. The Patient Care Pathways Certificate will develop the skills nurse aides need for successful employment in Hospitals and Medical Centers. Following completion, the nurse aide assumes an expanded role as a "patient care assistant" or "nurse aide tech," (local terminology).

(•) Nurse Aide (AH 122) is a prerequisite to AH 125, all other courses may be taken concurrently. The courses are rigorous and demand study and preparation time outside of the required course hours.

The student should have a general knowledge of popular software applications including word processing, database management and the Windows system.

Certificate students must have a physical examination, verification of immunizations and test free from Tuberculosis. The student must have a specified background check before the acute care clinical experience.

### **Additional Costs**

Additional lab fees will be assessed to each program course and subject to change.

### **Contact Information**

Kenetta Markelionis  
Director  
316.323.6072  
[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### **Required Courses**

- AH 122. Nurse Aide Credits: 5
- AH 125. Nurse Aide II-Acute Care Environment Credits: 2
- AH 126. Nurse Assistant Success Skills Credits: 2
- AH 130. Basic Life Support for Health Care Professionals Credits: 0.5
- AH 201. Health Professions Medical Terminology 1 Credits: 3

**Program credits: 12.5**

## **Restorative Aide**

BUTLER CERTIFICATION OF COMPLETION

**Course Approved for Kansas Physical Therapist Association  
(KTPA) Certification**

### **Program Information**

Must be a Certified Nurse Aide

### **Prerequisite**

Must be current in the Kansas Certified Nurse Aide Registry.

### **Contact Information**

Kenetta Markelionis  
Director  
316.323.6072  
[kmarkeli@butlercc.edu](mailto:kmarkeli@butlercc.edu)

### **Required Course**

- AH 124. Restorative Aide Credits: 2

### **Program credits: 2**

Certificate of Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association (KTPA).

## **Humanities, Social and Behavioral Sciences**

### **Economics (AA)**

#### **Program Information**

Economics is about choice and the impact of those choices on individuals and society. The field relates to the decisions made as individuals or families and the structures created by governments and firms. Studying the economic way of thinking can provide the student with the ability to make better choices and become an informed citizen. Butler Community College's Economics Department offers classes in Microeconomics, which focuses on the small economy of individuals and businesses; Macroeconomics, which focuses on the large economy of the government and the Federal Reserve; and Engineering Economics, which focuses on economic principles and their application to engineering projects.

#### **Contact Information**

Noreen Templin  
Lead Instructor  
316.322.3165  
Office: BOE 804C  
[ntemplin@butlercc.edu](mailto:ntemplin@butlercc.edu)

#### **First Term: 16 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- MA 135. College Algebra Credits: 3 ♦ (or higher)
- EG 101. English Composition 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 Credits: 3

Select one: 3 Credit Hours

- MA 140. Trigonometry Credits: 3 ♦
- MA 148. Calculus with Applications Credits: 3 ♦

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

Third Term: 14-16 Credit Hours

- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3 ♦
- EC 201. Principles of Macroeconomics Credits: 3 ♦

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics Credits: 3



- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5

#### **Fourth Term: 14-16 Credit Hours**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3 ♦
- EC 201. Principles of Macroeconomics Credits: 3 ♦

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 151. Calculus 1 with Analytic Geometry Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3

Any Physical Activity Course Credits: 1-2

#### **Total Degree Pathway Credit Hours: 59-64**

(Students will need to complete a minimum of 60 credit hours for this program.)

## **Economics (AS)**

### **Program Information**

Economics is about choice and the impact of those choices on individuals and society. The field relates to the decisions made as individuals or families and the structures created by governments and firms. Studying the economic way of thinking can provide the student with the ability to make better choices and become an informed citizen. Butler Community College's Economics Department offers classes in Microeconomics, which focuses on the small economy of individuals and businesses; Macroeconomics, which focuses on the large economy of the government and the Federal Reserve; and Engineering Economics, which focuses on economic principles and their application to engineering projects.

### **Contact Information**

Noreen Templin

Lead Instructor

316.322.3165

Office: BOE 804C

[ntemplin@butlercc.edu](mailto:ntemplin@butlercc.edu)

#### **First Term: 16 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- MA 135. College Algebra Credits: 3 ♦ (or higher)
- EG 101. English Composition 1 Credits: 3
- BA 126. Accounting 1 Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3

- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Second Term: 16-17 Credit Hours

- EG 102. English Composition 2 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- BA 127. Accounting 2 Credits: 3

Select one: 3 Credit Hours

- MA 140. Trigonometry Credits: 3 ♦
- MA 148. Calculus with Applications Credits: 3 ♦

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Third Term: 15-17 Credit Hours

- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3 ♦
- EC 201. Principles of Macroeconomics Credits: 3 ♦

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

Select one: 3 Credit Hours

- PL 101. Introduction to Logic Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems Credits: 3
- BS 260. Developmental Psychology Credits: 3

Fourth Term: 13-14 Credit Hours

- BA 204. Managerial Accounting Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3 ♦
- EC 201. Principles of Macroeconomics Credits: 3 ♦

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 291. Ethics Credits: 3

#### **Total Degree Pathway Credit Hours: 60-64**

## **English/Literature (AA)**

### **Program Information**

Butler's composition and literature classes will help you further develop your skills as a writer by teaching you how to compose, proofread, and edit your own work. You will also learn how to analyze and evaluate other texts in your writing. Literature classes offer you a broad literary selection and also provide an opportunity to discuss the events and conflicts of life. Whatever your major, Butler's English and literature courses will help you build a solid

communications foundation. Butler students also have the opportunity to become published authors through two internal publications: The *Quill* and *Scan*.

### Contact Information

Jim Buchhorn  
Department Chair  
316.323.3327  
Office: BOE 126B  
[wbuchhorn@butlercc.edu](mailto:wbuchhorn@butlercc.edu)

### First Term: 17-18 Credit Hours

- PD 124. Engaging in the Humanities Credits: 1
- EG 101. English Composition 1 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

### Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3 ♦
- LT 204. Introduction to Poetry Credits: 3 ♦
- LT 215. American Literature 1: Colonial to 1865 Credits: 3 ♦
- LT 216. American Literature 2: 1865 to Present Credits: 3 ♦

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

### Third Term: 14 Credit Hours

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- LT 204. Introduction to Poetry Credits: 3 ♦
- LT 211. British Literature 1: Origins-1784 Credits: 3 ♦
- LT 212. British Literature 2: 1784 to Present Credits: 3 ♦

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5

- FL 128. Beginning Japanese 2 Credits: 5
- Select one: 3 Credit Hours
- BS 105. Sociology Credits: 3
  - BS 106. Introduction to Cultural Anthropology Credits: 3
  - BS 110. Contemporary Social Problems Credits: 3
  - BS 115. Substance Abuse Awareness Credits: 3
  - BS 160. General Psychology Credits: 3
  - BS 210. Marriage and Family Credits: 3
  - BS 260. Developmental Psychology Credits: 3
  - BS 270. Child Psychology Credits: 3

### Fourth Term: 15-19 Credit Hours

Select one: 3 Credit Hours

- LT 204. Introduction to Poetry Credits: 3 ♦
- LT 215. American Literature 1: Colonial to 1865 Credits: 3 ♦

Select one: 3-5 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- EG 104. Creative Writing Credits: 3
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5
- FL 201. Intermediate Spanish Credits: 5

Select one: 3 Credit Hours

- EV 150. Environmental Issues Credits: 3
- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3 Credit Hours

- BA 220. Business Ethics Credits: 3
- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- LT 204. Introduction to Poetry Credits: 3 ♦
- LT 216. American Literature 2: 1865 to Present Credits: 3 ♦

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- LT 218. Shakespeare Credits: 3
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

**Total Degree Pathway Credit Hours: 61-67**

## **Foreign Language (AA)**

### **Program Information**

Whether you're taking a foreign language course in an effort to work toward graduation or to assist you in the workplace, Butler is the place to be. Our professors can help you reach your goals with various levels of foreign language instruction. Classes are taught with an emphasis on target-language proficiencies in reading, writing, listening and speaking, as well as cultural understanding. Butler's Foreign Language Department also offers courses to support education and business curriculum.

### **Contact Information**

Calisa Marlar

Lead Instructor

316.218.6280

Office: BOA 5177N

[cmarlar@butlercc.edu](mailto:cmarlar@butlercc.edu)

### **First Term: 15 Credit Hours**

- PD 124. Engaging in the Humanities Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5 ♦
- FL 109. Beginning German 1 Credits: 5 ♦
- FL 111. Beginning Russian 1 Credits: 5 ♦
- FL 118. Beginning French 1 Credits: 5 ♦
- FL 127. Beginning Japanese 1 Credits: 5 ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

### **Second Term: 17-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 Credits: 5 ♦
- FL 110. Beginning German 2 Credits: 5 ♦
- FL 112. Beginning Russian 2 Credits: 5 ♦
- FL 119. Beginning French 2 Credits: 5 ♦
- FL 128. Beginning Japanese 2 Credits: 5 ♦

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

### **Third Term: 15-17 Credit Hours**

- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

Select one: 3 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- BA 112. Personal Finance Credits: 3
- EV 150. Environmental Issues Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3-5 Credit Hours

- ED 206. Introduction to Teaching Credits: 3 ♦
- FL 201. Intermediate Spanish Credits: 5 ♦ **or**  
Transfer language course ♦

### **Fourth Term: 13-14 Credit Hours**

- FL 205. Conversational Spanish 1 Credits: 3 ♦

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

**Total Degree Pathway Credit Hours: 60-65**

## **History (AA)**

### **Program Information**

History is the gateway subject to many careers including journalism, law, and education. More importantly, a knowledge of history is crucial to becoming a well-prepared and active citizen of the United States and the world. Butler Community College's history program offers courses in U.S. History as well as Western and World Civilization.

### **Contact Information**

Tim Myers

Lead Instructor

316.218.6228

Office: BOA 6411

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### **First Term: 16 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3 ♦
- HS 131. US History 1 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 Credits: 3 ♦
- HS 132. US History 2 Credits: 3 ♦
- SP 100. Public Speaking Credits: 3

- Any Physical Activity Course: Credits 1-2

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

### **Third Term: 12-16 Credit Hours**

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 Credits: 3 ♦
- HS 122. History of Western Civilization 2 Credits: 3 ♦
- HS 201. History of World Civilization 1 Credits: 3 ♦
- HS 202. History of World Civilization 2 Credits: 3 ♦

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 201. International Relations Credits: 3

Select one: 3-5 Credit Hours

- BA 112. Personal Finance Credits: 3
- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5
- FW 220. Healthy Living Credits: 3

### **Fourth Term: 16-19 Credit Hours**

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 Credits: 3 ♦
- HS 122. History of Western Civilization 2 Credits: 3 ♦
- HS 201. History of World Civilization 1 Credits: 3 ♦
- HS 202. History of World Civilization 2 Credits: 3 ♦

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3-5 Credit Hours

- EV 150. Environmental Issues Credits: 3
- FL 201. Intermediate Spanish Credits: 5

- MA 210. Applied Statistics Credits: 3

- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

- SC 120. Principles of Geography Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

### **Total Degree Pathway Credit Hours: 59-68**

(Students will need to complete a minimum of 60 hours.)

## **Liberal Arts (AA)**

### **Program Information**

Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college of university. This degree allows students to choose elective courses to customize a program of study. Many students begin at Butler as a cost-effective way to complete the first two years of a bachelor's degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for a 2 year and 4-year degree. Prospective teachers should take General Psychology BS 260 and Introduction to Teaching ED 206. A math course above College Algebra MA 135 may be required at some transfer institutions.

### **Contact Information**

Susan Bradley Dean, Humanities, Social and Behavioral Sciences  
316.323.6725

Office: BOE 126A

[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

### **First Term: 16 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 or higher ♦

Select one: 1 Credit Hour

- PD 121. Engaging in Business and Industry Credits: 1
- PD 122. Engaging in Fine Arts and Communication Credits: 1
- PD 123. Engaging in Health Sciences Credits: 1
- PD 124. Engaging in the Humanities Credits: 1
- PD 125. Engaging in Public Service Credits: 1
- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- PD 128. Engaging in Information Technology Credits: 1
- PD 129. Engaging in Meta Major and Pathways Credits: 1
- PD 130. Engaging in Interactive Technology Credits: 1

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3

- EC 250. Engineering Economics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### **Second Term: 15-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3 ♦
- Free Elective Credits: 2 (See an Advisor)
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- EC 250. Engineering Economics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Select one: 3-5 Credit Hours

FL courses numbered 100 or above  
(FL 202 and Vocational Spanish courses will not fulfill this requirement. Exception: AAS Nursing)

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3

- RG 210. Comparative Religions Credits: 3

#### **Third Term: 16-19 Credit Hours**

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- BI 250. Microbiology Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 115. College Chemistry 2 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PH 146. General Physics 2 Credits: 5
- PH 251. Physics 1 Credits: 5
- PH 252. Physics 2 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3-5 Credit Hours

#### Fine Arts

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### Humanities

FL courses numbered 100 or above (FL202 and Vocational Spanish courses will not fulfill this requirement except for the AAS Nursing Degree.)

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- Free Elective Credits: 9 (See and Advisor)

#### **Fourth Term: 15 Credit Hours of Free Electives**

**Total Degree Pathway Credit Hours: 62-68**

### **Liberal Arts (AGS)**

#### **Program Information**

Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college of university. This degree allows students to choose elective courses to customize a program of study. Many students begin at Butler as a cost-effective way to complete the first two years of a bachelor's degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for a 2 year and 4-year degree. Prospective teachers should take General Psychology BS 260 and Introduction to Teaching ED 206. A math course above College Algebra MA 135 may be required at some transfer institutions.



## Contact Information

Susan Bradley

Dean, Humanities, Social and Behavioral Sciences

316.323.6725

Office: BOE 126A

[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

### First Term: 16 Credit Hours

- EG 101. English Composition 1 Credits: 3
- MA 125. Intermediate Algebra Credits: 3 (or higher) ♦

Select one: 1 Credit Hour

- PD 121. Engaging in Business and Industry Credits: 1
- PD 122. Engaging in Fine Arts and Communication Credits: 1
- PD 123. Engaging in Health Sciences Credits: 1
- PD 124. Engaging in the Humanities Credits: 1
- PD 125. Engaging in Public Service Credits: 1
- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- PD 128. Engaging in Information Technology Credits: 1
- PD 129. Engaging in Meta Major and Pathways Credits: 1
- PD 130. Engaging in Interactive Technology Credits: 1

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- EC 250. Engineering Economics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### Second Term: 16-19

Select one: 3 Credit Hours

- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Select one: 3-5 Credit Hours

FL courses numbered 100 or above  
(FL 202 and Vocational Spanish courses will not fulfill this requirement. Exception: AAS-Nursing)

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3

- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3
- Any Physical Activity Course Credits: 1-2
- Free Elective Credits: 9 (See an Advisor)

### Third Term: 16-17 Credit Hours

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- BI 250. Microbiology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 115. College Chemistry 2 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PH 146. General Physics 2 Credits: 5
- PH 251. Physics 1 Credits: 5
- PH 252. Physics 2 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4
- Free Elective Credits: 12 (See an Advisor)

### Fourth Term: 15 Credit Hours

- Free Elective Credits: 15 (See an Advisor)

**Total Degree Pathway Credit Hours: 63-67**

## Philosophy (AA)

### Program Information

Butler's Philosophy courses are designed to expose students to the ideas and principles of philosophical reflection that constitute the foundations of modern Western life and thought, thereby acquainting student with the rich intellectual heritage of our culture. These courses provide students with the opportunity to analyze and critique some of the logical, metaphysical, epistemological, and axiological theories of the Western world's greatest philosophers, thereby helping students to develop their critical thinking skills and increase their understanding of complex issues.

### Contact Information

Regina Turner

Lead Instructor

316.322.3153

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### First Term: 16 Credit Hours

- PD 124. Engaging in the Humanities Credits: 1
- EG 101. English Composition 1 Credits: 3
- PL 290. Philosophy 1 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems Credits: 3
- BS 160. General Psychology Credits: 3
- BS 105. Sociology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### **Second Term: 15-16 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- PL 101. Introduction to Logic Credits: 3 ♦

Select one: 5 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

Laboratory Science General Education: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

#### **Third Term: 17 Credit Hours**

- PL 291. Ethics Credits: 3 ♦
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 5 Credit Hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5

#### **Fourth Term: 13-16 Credit Hours**

- RG 210. Comparative Religions Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 130. Basic Physics 1 Credits: 5
- PH 143. General Physics 1 Credits: 5

- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- EV 150. Environmental Issues Credits: 3
- FL 201. Intermediate Spanish Credits: 5
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3

**Total Degree Pathway Credit Hours: 61-65**

## **Political Science (AA)**

### **Program Information**

Do you have concerns about what motivates our public officials and how their decisions affect the average citizen? Do you have questions regarding the nature of "who gets what" as national, local and state governments decide issues of taxation, spending and constitutional matters? If so, you probably have at least a moderate interest in political science. Butler offers a variety of courses that probe the workings of the public realm. If you are concerned about what happens "inside the beltway" in Washington, D.C. and its impact on U.S. citizens, Butler offers a course in American Federal Government. If you have questions regarding decisions made in Topeka and other levels of government closer to your home, the course in State and Local Government may best suit your interests. If you have questions about politics in the global environment, consider the course in International Relations.

### **Contact Information**

Tim Myers

Lead Instructor

316.218.6228

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### **First Term: 16 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- EV 150. Environmental Issues Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### **Second Term: 16-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3 ♦
- PO 141. American Federal Government Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5



- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

#### **Third Term: 17 Credit Hours**

- SC 120. Principles of Geography Credits: 3
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- HS 201. History of World Civilization 1 Credits: 3 ♦
- HS 202. History of World Civilization 2 Credits: 3 ♦
- PO 142. State and Local Government Credits: 3 ♦

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5

#### **Fourth Term: 15-19 Credit Hours**

- PO 201. International Relations Credits: 3 ♦

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3 ♦
- EC 201. Principles of Macroeconomics Credits: 3 ♦

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3-5 Credit Hours

- EV 150. Environmental Issues Credits: 3
- FL 201. Intermediate Spanish Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

**Total Degree Pathway Credit Hours: 64-70**

## **Psychology (AA)**

### **Program Information**

Are you interested in why people do the things they do? Psychology is the scientific study of human behavior and mental processes. You will explore various topics including functions of the brain, child

development, aging, sexuality, learning, and abnormal behavior. Career fields include therapy, research, teaching, case work, or counselor's aide. Butler's program provides you with the basic course you will need to transfer to a four-year college or university. Graduates with a bachelor's degree may also find position in sales, marketing, personnel and management. To become a psychologist or therapist, students will need to complete work beyond the bachelor's degree.

### **Contact Information**

Cheree Anthony-Encapera

Department Chair, Professor

316.323.6744

Office: BOE 15138

[santhony@butlercc.edu](mailto:santhony@butlercc.edu)

#### **First Term: 15 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3
- BS 160. General Psychology Credits: 3 ♦
- MA 135. College Algebra Credits: 3

Select one: 3 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

#### **Second Term: 17-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- BI 110. General Biology Credits: 5
- BS 105. Sociology Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5

#### **Third Term: 15-19 Credit Hours**

- SP 100. Public Speaking Credits: 3

Select one: 3-5 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 270. Child Psychology Credits: 3
- FL 201. Intermediate Spanish Credits: 5

Select one: 3 Credit Hours

- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- BS 260. Developmental Psychology Credits: 3 ♦
- BS 270. Child Psychology Credits: 3 ♦

#### **Fourth Term: 15-17 Credit Hours**

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3 ♦
- BS 107. Women and Gender Studies Credits: 3 ♦
- BS 110. Contemporary Social Problems Credits: 3 ♦
- BS 115. Substance Abuse Awareness Credits: 3 ♦
- BS 210. Marriage and Family Credits: 3 ♦

- BS 270. Child Psychology Credits: 3 ♦
- EV 150. Environmental Issues Credits: 3 ♦

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

Select one: 3 Credit Hours

- LT 204. Introduction to Poetry Credits: 3
- LT 211. British Literature 1: Origins-1784 Credits: 3
- LT 212. British Literature 2: 1784 to Present Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

**Total Degree Pathway Credit Hours: 62-69**

## **Psychology (AS)**

### **Program Information**

Are you interested in why people do the things they do? Psychology is the scientific study of human behavior and mental processes. You will explore various topics including functions of the brain, child development, aging, sexuality, learning, and abnormal behavior. Career fields include therapy, research, teaching, case work, or counselor's aide. Butler's program provides you with the basic course you will need to transfer to a four-year college or university. Graduates with a bachelor's degree may also find position in sales, marketing, personnel and management. To become a psychologist or therapist, students will need to complete work beyond the bachelor's degree.

### **Contact Information**

Cheree Anthony-Encapera  
Department Chair, Professor  
316.323.6744  
Office: BOE 15138  
[santhony@butlercc.edu](mailto:santhony@butlercc.edu)

### **First Term: 15 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3
- BS 160. General Psychology Credits: 3 ♦
- FW 190. Fitness for Life Credits: 2
- MA 135. College Algebra Credits: 3 (or higher)

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### **Second Term: 17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- BI 110. General Biology Credits: 5
- BS 105. Sociology Credits: 3 ♦
- MA 210. Applied Statistics Credits: 3
- SC 120. Principles of Geography Credits: 3

### **Third Term: 15 Credit Hours**

- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- MA 140. Trigonometry Credits: 3
- MA 148. Calculus with Applications Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5

Select one: 3 Credit Hours

- EV 150. Environmental Issues Credits: 3
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3 ♦
- BS 270. Child Psychology Credits: 3 ♦

### **Fourth Term: 13-14 Credit Hours**

- LT 201. Introduction to Literature 1 Credits: 3

Select one: 4-5 Credit Hours

- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3 ♦
- BS 107. Women and Gender Studies Credits: 3 ♦
- BS 115. Substance Abuse Awareness Credits: 3 ♦
- BS 210. Marriage and Family Credits: 3 ♦
- BS 260. Developmental Psychology Credits: 3 ♦
- BS 270. Child Psychology Credits: 3 ♦

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

**Total Degree Pathway Credit Hours: 60-61**

## **Religion (AA)**

### **Program Information**

Butler's Religion courses enable students to analyze seven major, living religions of the world through a study of their origins, historical development, literature, principal tenets, and practices. Students are introduced to the sacred writing of these religions and the relationship of these religions to the social and geographical environments from which they emerged. The aim of these courses is

the growth of personal and human understanding, the improvement of cross-cultural awareness, and the development of a global perspective.

### Contact Information

Regina Turner  
Lead Instructor  
316.322.3153  
Office: BOE 15252  
[rturner@utlercc.edu](mailto:rturner@utlercc.edu)

#### First Term: 16 Credit Hours

- PD 124. Engaging in the Humanities Credits: 1
- EG 101. English Composition 1 Credits: 3
- RG 210. Comparative Religions Credits: 3 ♦
- MA 135. College Algebra Credits: 3 or higher

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 Credits: 3
- RG 191. Old Testament Credits: 3 ♦

Select one: 5 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Third Term: 17 Credit Hours

- RG 190. New Testament Credits: 3 ♦

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PL 290. Philosophy 1 Credits: 3

Select one: 5 Credit Hours

- FL 108. Beginning Spanish 2 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 119. Beginning French 2 Credits: 5

- FL 128. Beginning Japanese 2 Credits: 5

Fourth Term: 13-16 Credit Hours

- SP 100. Public Speaking Credits: 3
- PL 291. Ethics Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

**Total Degree Pathway Credit Hours: 61-65**

## Sociology and Social Work (AA)

### Program Information

What can you do with a career in Sociology or Social Work? Sociology is the scientific study of human society and group behavior. Entry level positions in business, social service and the government offer you the opportunity to use the skills you have learned in dealing with people. Our sociology program will provide you with the first two years of courses designed to transfer to college or university. You can use your degree in sociology as a broad liberal arts base for a profession in education, law, medicine and social work. A bachelor's degree in sociology is excellent preparation for continuing your graduate work to become a professor or researcher. If you are interested in understanding how social groups, organizations, cultures, communities and different societies work, then Butler's sociology curriculum will fit your needs.

### Contact Information

Cheree Anthony-Encapera  
Department Chair, Professor  
316.323.6744  
Office: BOE 15138  
[santhony@butlercc.edu](mailto:santhony@butlercc.edu)

#### First Term: 15 Credit Hours

- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- EG 101. English Composition 1 Credits: 3
- BS 105. Sociology Credits: 3 ♦
- MA 135. College Algebra Credits: 3 (or higher)

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5

Second Term: 18 Credit Hours

- EG 102. English Composition 2 Credits: 3
- BI 110. General Biology Credits: 5
- BS 160. General Psychology Credits: 3 ♦

- FW 190. Fitness for Life Credits: 2
- Select one: 5 Credit hours
- FL 108. Beginning Spanish 2 Credits: 5
  - FL 110. Beginning German 2 Credits: 5
  - FL 112. Beginning Russian 2 Credits: 5
  - FL 119. Beginning French 2 Credits: 5
  - FL 128. Beginning Japanese 2 Credits: 5
- Third Term: 15-19 Credit Hours
- SP 100. Public Speaking Credits: 3
- Select one: 3-5 Credit Hours
- BS 106. Introduction to Cultural Anthropology Credits: 3
  - BS 107. Women and Gender Studies Credits: 3
  - BS 115. Substance Abuse Awareness Credits: 3
  - BS 210. Marriage and Family Credits: 3
  - BS 270. Child Psychology Credits: 3
  - FL 201. Intermediate Spanish Credits: 5
- Select one: 3-5 Credit Hours
- BI 110. General Biology Credits: 5
  - CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
  - CH 110. College Chemistry 1 Credits: 5
  - MA 210. Applied Statistics Credits: 3
  - PH 103. Descriptive Astronomy Credits: 4
  - PH 143. General Physics 1 Credits: 5
  - PS 100. General Physical Science. Credits: 5
  - PS 102. Physical Geology Credits: 4
- Select one: 3 Credit Hours
- HS 131. US History 1 Credits: 3
  - HS 132. US History 2 Credits: 3
- Select one: 3 Credit Hours
- BS 110. Contemporary Social Problems Credits: 3 ♦
  - BS 210. Marriage and Family Credits: 3 ♦
  - SW 102. Introduction to Social Work Credits: 3 ♦
- Fourth Term: 15 Credit Hours
- Select one: 3 Credit Hours
- BS 260. Developmental Psychology Credits: 3 ♦
  - MA 210. Applied Statistics Credits: 3 ♦
- Select one: 3 Credit Hours
- PL 290. Philosophy 1 Credits: 3
  - PL 291. Ethics Credits: 3
- Select one: 3 Credit Hours
- BA 104. Information Processing Systems Credits: 3
  - EV 150. Environmental Issues Credits: 3
- Select one: 3 Credit Hours
- AR 100. Art Appreciation Credits: 3
  - MU 100. Music Appreciation Credits: 3
  - TA 206. Introduction to Theatre Art Credits: 3
- Select one: 3 Credit Hours
- LT 201. Introduction to Literature 1 Credits: 3
  - LT 204. Introduction to Poetry Credits: 3
  - RG 210. Comparative Religions Credits: 3
- Total Degree Pathway Credit Hours: 63-67**

## Humanities, Social and Behavioral Science Meta Major (AA)

### Contact Information

Susan Bradley  
Dean, Humanities, Social and Behavioral Sciences  
316.323.6725  
Office: BOE 126A  
sbradley@butlercc.edu

### Humanities Common Core Courses Credits: 25-26

- PD 124. Engaging in the Humanities Credits: 1 or
  - PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- 
- EG 101. English Composition 1 Credits: 3
  - MA 135. College Algebra Credits: 3
  - SP 100. Public Speaking Credits: 3
  - EG 102. English Composition 2 Credits: 3
  - Any Physical Activity Course Credits: 1-2
- Select one: 3 Credit Hours
- AR 100. Art Appreciation Credits: 3
  - MU 100. Music Appreciation Credits: 3
  - TA 206. Introduction to Theatre Art Credits: 3
- Select one: 3 Credit Hours
- BS 105. Sociology Credits: 3
  - BS 160. General Psychology Credits: 3
- Select one: 5 Credit hours
- BI 110. General Biology Credits: 5
  - CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- Additional General Education Courses Credits: 12-16
- Select one: 3 Credit Hours
- HS 121. History of Western Civilization 1 Credits: 3
  - HS 122. History of Western Civilization 2 Credits: 3
  - HS 131. US History 1 Credits: 3
  - HS 132. US History 2 Credits: 3
  - HS 201. History of World Civilization 1 Credits: 3
  - HS 202. History of World Civilization 2 Credits: 3
  - EC 200. Principles of Microeconomics Credits: 3
  - EC 201. Principles of Macroeconomics Credits: 3
  - PO 141. American Federal Government Credits: 3
  - PO 142. State and Local Government Credits: 3
  - PO 201. International Relations Credits: 3
  - SC 120. Principles of Geography Credits: 3
- Select two: 6-10 Credit Hours
- FL 107. Beginning Spanish 1 Credits: 5
  - FL 108. Beginning Spanish 2 Credits: 5
  - FL 109. Beginning German 1 Credits: 5
  - FL 110. Beginning German 2 Credits: 5
  - FL 111. Beginning Russian 1 Credits: 5
  - FL 112. Beginning Russian 2 Credits: 5
  - FL 118. Beginning French 1 Credits: 5
  - FL 119. Beginning French 2 Credits: 5
  - FL 127. Beginning Japanese 1 Credits: 5
  - FL 128. Beginning Japanese 2 Credits: 5
  - FL 201. Intermediate Spanish Credits: 5
  - PL 101. Introduction to Logic Credits: 3
  - PL 290. Philosophy 1 Credits: 3
  - PL 291. Ethics Credits: 3
  - LT 201. Introduction to Literature 1 Credits: 3
  - LT 204. Introduction to Poetry Credits: 3
  - LT 215. American Literature 1: Colonial to 1865 Credits: 3
  - LT 216. American Literature 2: 1865 to Present Credits: 3
  - LT 218. Shakespeare Credits: 3
  - HU 100. Humanities: Ancient to Medieval Credits: 3
  - HU 101. Humanities: Renaissance to Modern Credits: 3
  - RG 190. New Testament Credits: 3
  - RG 191. Old Testament Credits: 3
  - RG 210. Comparative Religions Credits: 3
- Select one: 3 Credit Hours
- BS 105. Sociology Credits: 3

- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

#### **Pathways - Credits: 23**

Remaining courses may be taken from any of the following pathways.

- Economics (AA)
- English/Literature (AA)
- Foreign Language (AA)
- History (AA)
- Philosophy (AA)
- Political Science (AA)
- Psychology (AA)
- Religion (AA)
- Sociology and Social Work (AA)

**Total Degree Pathway Credit Hours: 60**

## **Humanities, Social and Behavioral Science Meta Major (AS)**

#### **Contact Information**

Susan Bradley  
Dean, Humanities, Social and Behavioral Sciences  
316.323.6725  
Office: BOE 126A  
[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

#### **Humanities Common Core Courses Credits: 25-26**

- PD 124. Engaging in the Humanities Credits: 1 or
- PD 127. Engaging in Social and Behavioral Sciences Credits: 1

- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- SP 100. Public Speaking Credits: 3
- EG 102. English Composition 2 Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 5 Credit hours

- BI 110. General Biology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5

Additional General Education Courses Credits: 9-13

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3

- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3-5 Credit Hours

- FL 107. Beginning Spanish 1 Credits: 5
- FL 108. Beginning Spanish 2 Credits: 5
- FL 109. Beginning German 1 Credits: 5
- FL 110. Beginning German 2 Credits: 5
- FL 111. Beginning Russian 1 Credits: 5
- FL 112. Beginning Russian 2 Credits: 5
- FL 118. Beginning French 1 Credits: 5
- FL 119. Beginning French 2 Credits: 5
- FL 127. Beginning Japanese 1 Credits: 5
- FL 128. Beginning Japanese 2 Credits: 5
- FL 201. Intermediate Spanish Credits: 5
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3
- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3-5 Credit Hours

- BA 104. Information Processing Systems Credits: 3
- MA 140. Trigonometry Credits: 3
- MA 148. Calculus with Applications Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5
- MA 210. Applied Statistics Credits: 3 or
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

#### **Pathway - Credits: 26**

Remaining courses may be taken from any of the following pathways.

- Economics (AS)
- Psychology (AS)

**Total Degree Pathway Credit Hours: 60**

## **Science, Engineering, and Math**

### **Biology (AS)**

#### **Program Information**

The Associate in Science in biological science is designed for students planning to seek to transfer to a four-year college and requires a minimum of 20 credit hours in requirements in addition to the general education requirements. Are you curious about the living world around you? Enroll in the Butler Biological Science programs and prepare for a bright future in the fields of healthcare, environmental, biological sciences and veterinary medicine. Covering the breadth of microbiology to human physiology to environmental sciences, from the smallest organisms to our human world and ties that connect them all, the biological sciences describe how the living world works. The science of life is relevant to us all.

Manhattan Area Technical College (MATC) Partnership in Biotechnology.



Butler Community College has a partnership with Manhattan Area Technical College. This partnership is conned to their BIOTEKS (biotechnology Training in Kansas) program. We offer the lab components for the Advanced Biotechnology Certificate (ABC). Biotechnology is a rapidly growing field that is creating an increased need for skilled laboratory technicians. Students interested in this area of study should contact the Biology Department chair at Butler Community College.

#### Contact Information

Lindsay Carter

Assistant Professor

316.218.6043

Office: Butler of Rose Hill, Rm 605

[lcarter13@butlercc.edu](mailto:lcarter13@butlercc.edu)

#### First Term: 15 Credit Hours

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher) ♦
- CH 110. College Chemistry 1 Credits: 5 ♦

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### Second Term: 16 Credit Hours

- EG 102. English Composition 2 Credits: 3
- CH 115. College Chemistry 2 Credits: 5 ♦

Select one: 3-5 Credit Hours

- BI 215. Majors Biology 1 (Cell) Credits: 5 (BOE Spring only) or (Select one)
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

#### Third Term: 16 Credit Hours

- SP 100. Public Speaking Credits: 3

Select one: 5 Credit hours

- CH 240. Organic Chemistry 1 Credits: 5
- PH 143. General Physics 1 Credits: 5

Select one: 5 Credit hours

- BI 215. Majors Biology 1 (Cell) Credits: 5 (BOA Fall only) or ♦
- BI 220. Majors Biology 2 (Organisms) Credits: 5 (BOE Fall only) ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 160. General Psychology Credits: 3

#### Fourth Term: 13 Credit Hours

- FW 190. Fitness for Life Credits: 2

Select one: 5 Credit hours

- CH 245. Organic Chemistry 2 Credits: 5
- PH 146. General Physics 2 Credits: 5

Select one: 3-5 Credit Hours

- BI 220. Majors Biology 2 (Organisms) Credits: 5 (BOA Spring only) or ♦
- (Select one)
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

#### Total Degree Pathway Credit Hours: 60

**Please note:** BI215 Majors Biology I must be taken prior to BI220 Majors Biology II. Consequently, students taking courses on the El Dorado campus will take BI215 Majors Biology I in the Spring (2nd Term) and BI220 Majors Biology II the following Fall (3rd Term). Students taking courses on the Andover campus will take BI215 Majors Biology I in the Fall (3rd Term) and BI220 Majors Biology II the following Spring (4th term). Please check the interactive schedule for course sequence availability or contact an advisor.

### Biotechnology (AS)

#### Program Information

The Associate in Science in Biotechnology is flexibly designed for students to pursue either of two pathways: Earn an Associate degree in Biotechnology and join the workforce, or transfer to a four-year college already trained to effectively function in a bioscience laboratory. Learned skills are applicable to earning a bachelor degree in bioscience fields including: biology, biotechnology, medical technology, environmental science, and related fields. Both Associates and Bachelor degrees are applicable to jobs in healthcare, environmental science, bioscience research, bio-manufacturing, biofuels, food science/food quality control, diagnostics, drug development/manufacture, microbiology, forensics and veterinary medicine. Biotechnology jobs involve hands-on technical skills, inquiry, and problem solving. If you are interested in a career that engages both the hands-on "do it" part of you and you like to problem solve and know how living things work, this program will get you started.

Manhattan Area Technical College (MATC) Partnership in Biotechnology.

Butler Community College has a partnership with Manhattan Area Technical College. This partnership is connected to their BIOTEKS (biotechnology Training in Kansas) program. We offer the lab components for the Advanced Biotechnology Certificate (ABC). Biotechnology is a rapidly growing field that is creating an increased need for skilled laboratory and biomanufacturing technicians. Students interested in this area of study should contact the Biology Department chair at Butler Community College.

#### Contact Information

Lindsay Carter

Assistant Professor

316.218.6043

Office: Butler of Rose Hill, Rm 605

[lcarter13@butlercc.edu](mailto:lcarter13@butlercc.edu)

**First Term: 15-16 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or above)
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 5 Credit hours

- BI 110. General Biology Credits: 5 ♦
- BI 215. Majors Biology 1 (Cell) Credits: 5 (BOE Fall only) ♦

**Second Term: 16 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- CH 110. College Chemistry 1 Credits: 5
- BI 250. Microbiology Credits: 5 ♦
- SP 100. Public Speaking Credits: 3

**Third Term (Fall): 15 Credit Hours**

- BY 210. Laboratory Operations Credits: 4 (online) ♦
- BY 225. Laboratory Safety Credits: 2 (online)
- BY 226. Laboratory Safety Lab Credits: 1 (lab)
- BY 250. Biotechnology Techniques Credits: 2 (online)
- BY 251. Biotechnology Techniques Lab Credits: 2 (lab)
- BS 105. Sociology Credits: 3

**Fourth Term (Spring): 16 Credit Hours**

- BY 260. Molecular Techniques Credits: 2 (online)
- BY 261. Molecular Techniques Lab Credits: 3 (lab) ♦
- BY 270. Cell Culture Techniques Credits: 2 (online)
- BY 271. Cell Culture Techniques Lab Credits: 3 (lab)

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- HU 101. Humanities: Renaissance to Modern Credits: 3
- HU 100. Humanities: Ancient to Medieval Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

**Fifth Term (Summer): 10 Credit Hours**

- BY 280. Biomanufacturing Techniques Credits: 2 (online)
- BY 281. Biomanufacturing Techniques Lab Credits: 3 (lab) ♦
- BY 290. Biotechnology Internship Credits: 5 ♦

**Total Degree Pathway Credit Hours: 72-73****Chemistry (AS)****Program Information**

Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics program. When you join this academic area you will not only learn the theories but the practical applications in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls. The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a

minimum of 28 credit hours of the following course requirements in addition to the general education requirements.

**Contact Information**

Dani Anthony

Lead Instructor

316.218.6275

Office: BOA 5204N

[danthony@butlercc.edu](mailto:danthony@butlercc.edu)**First Term: 17 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5
- CH 110. College Chemistry 1 Credits: 5 ♦

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Second Term: 16 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- MA 152. Calculus 2 with Analytic Geometry Credits: 5
- CH 115. College Chemistry 2 Credits: 5 ♦

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 160. General Psychology Credits: 3

**Third Term: 16 Credit Hours**

- CH 240. Organic Chemistry 1 Credits: 5 ♦
- MA 253. Calculus 3 with Analytic Geometry Credits: 3
- PH 251. Physics 1 Credits: 5

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

**Fourth Term: 17-18 Credit Hours**

- CH 245. Organic Chemistry 2 Credits: 5 ♦
- PH 252. Physics 2 Credits: 5
- SP 100. Public Speaking Credits: 3
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

**Total Degree Pathway Credit Hours: 66-67****Engineering Technology (AS)****Program Information**

Your Butler experience in the Engineering Technology program will prepare you to use the latest equipment and software to prepare you for a career as an engineering technician or to transfer to a four-year college or university.

**Prior to Admission**

Appropriate placement scores, see an advisor for details.



**First term: 16 Credit Hours**

- EN 101. Engineering Graphics 1 Credits: 3 ♦
- EN 115. Engineering Concepts Credits: 2
- EG 101. English Composition 1 Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Second Term: 14 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- EN 102. Engineering Graphics 2 Credits: 3 ♦
- MA 152. Calculus 2 with Analytic Geometry Credits: 5

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

**Third Term: 17 Credit Hours**

- EN 201. Materials and Processes of Industry Credits: 3
- EC 250. Engineering Economics Credits: 3 ♦
- IN 200. Beginning C++ with Game Programming Credits: 3
- PH 143. General Physics 1 Credits: 5
- SP 100. Public Speaking Credits: 3

**Fourth Term: 15 Credit Hours**

- CH 110. College Chemistry 1 Credits: 5
- EN 212. Electric Circuits Credits: 3 ♦
- PL 291. Ethics Credits: 3
- Any Physical Activity Course Credit: 1-2

Select one: 3 Credit Hours

- CJ 102. Introduction to Criminal Justice Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

**Total Degree Pathway Credit Hours: 61-62****Food Science Business (AS)****Program Information**

The program is designed for students planning to seek to transfer to a four-year college. Food science business students will learn how chemistry, nutrition, biology and other sciences improve the safety and quality of foods, how new food products and flavors are developed, and how safer and more energy efficient food processes are designed.

**Contact Information**

Joe Leibbrandt

Department Chair, Assistant Professor

316.322.3145

Office: BOE 1404

[jleibbrandt@butlercc.edu](mailto:jleibbrandt@butlercc.edu)**First Term: 15 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 148. Calculus with Applications Credits: 3
- CH 110. College Chemistry 1 Credits: 5 ♦

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Second Term: 15-16 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- CH 115. College Chemistry 2 Credits: 5
- Any Physical Activity Course Credits: 1-2
- SP 100. Public Speaking Credits: 3
- BA 126. Accounting 1 Credits: 3 ♦

**Third Term: 17 Credit Hours**

Butler Community College

- AG 213. Introduction to Food Science Credits: 3 ♦
- BA 127. Accounting 2 Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- FW 278. Sport Nutrition Credits: 3
- BI 110. General Biology Credits: 5

**Fourth Term: 17 Credit Hours**

- BA 204. Managerial Accounting Credits: 3
- BI 250. Microbiology Credits: 5 ♦
- BS 105. Sociology Credits: 3
- EC 200. Principles of Microeconomics Credits: 3

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

**Total Degree Pathway Credit Hours: 64-65****Food Science Technology (AS)****Program Information**

The program is designed for students planning to seek to transfer to a four-year college. Food science business students will learn how chemistry, nutrition, biology and other sciences improve the safety and quality of foods, how new food products and flavors are developed, and how safer and more energy efficient food processes are designed.

**Contact Information**

Joe Leibbrandt

Department Chair, Assistant Professor

316.322.3145

Office: BOE 1404

[jleibbrandt@butlercc.edu](mailto:jleibbrandt@butlercc.edu)**First Term: 15-17 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- CH 110. College Chemistry 1 Credits: 5 ♦

Select one: 3-5 Credit Hours

- MA 148. Calculus with Applications Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Second Term: 15-16 Credit Hours**

- AG 213. Introduction to Food Science Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3
- CH 115. College Chemistry 2 Credits: 5 ♦
- Any Physical Activity Course Credits: 1-2
- SP 100. Public Speaking Credits: 3

**Third Term: 14-16 Credit Hours**

- FW 278. Sport Nutrition Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- BI 110. General Biology Credits: 5 ♦

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5

**Fourth Term: 16 Credit Hours**

- PH 143. General Physics 1 Credits: 5
- BI 250. Microbiology Credits: 5 ♦
- BS 105. Sociology Credits: 3

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

**Total Degree Pathway Credit Hours: 60-65**

## **Liberal Arts (AS)**

### **Program Information**

Prospective teachers should take General Psychology BS 260 and Introduction to Teaching ED 206. A math course above College Algebra MA 135 may be required at some transfer institutions. Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college or university. This degree allows students to choose elective courses to customize a program of study. Many students begin at Butler as a cost-effective way to complete the first two years of a bachelor's degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for a 2 year and 4-year degree.

### **Contact Information**

Shannon Covert

Associate Dean, Science, Technology, Engineering, and Math

316.322.3167

Office: BOE 15142

[scovert@butlercc.edu](mailto:scovert@butlercc.edu)

### **First Term: 16 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher) ♦

Select one: 1 Credit Hour

- PD 121. Engaging in Business and Industry Credits: 1
- PD 122. Engaging in Fine Arts and Communication Credits: 1
- PD 123. Engaging in Health Sciences Credits: 1
- PD 124. Engaging in the Humanities Credits: 1
- PD 125. Engaging in Public Service Credits: 1
- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- PD 127. Engaging in Social and Behavioral Sciences Credits: 1
- PD 128. Engaging in Information Technology Credits: 1
- PD 129. Engaging in Meta Major and Pathways Credits: 1
- PD 130. Engaging in Interactive Technology Credits: 1

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 107. Women and Gender Studies Credits: 3
- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- EC 250. Engineering Economics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- HS 201. History of World Civilization 1 Credits: 3
- HS 202. History of World Civilization 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3

- TA 206. Introduction to Theatre Art Credits: 3

### **Second Term: 16-19 Credit Hours**

- EG 102. English Composition 2 Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2
- Free Electives Credits: 6

Select one: 3-5 Credit Hours

FL courses numbered 100 or above (FL 202 and Vocational Spanish courses will not fulfill this requirement except for the AAS Nursing degree.)

- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3
- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

### **Third Term: 16-17 Credit Hours**

Select one: 4-5 Credit Hours

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- BI 250. Microbiology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 115. College Chemistry 2 Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PH 146. General Physics 2 Credits: 5
- PH 251. Physics 1 Credits: 5
- PH 252. Physics 2 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4
- Free Electives - 12 Credit Hours

### **Fourth Term: 12-14 Credit Hours**

Select 3-5 Credit Hours

#### **Math**

- MA 140. Trigonometry Credits: 3 (or higher)

#### **Laboratory Science**

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- BI 250. Microbiology Credits: 5
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry Credits: 5
- CH 110. College Chemistry 1 Credits: 5
- CH 115. College Chemistry 2 Credits: 5

- PH 103. Descriptive Astronomy Credits: 4
- PH 111. Introduction to Meteorology Credits: 4
- PH 143. General Physics 1 Credits: 5
- PH 146. General Physics 2 Credits: 5
- PH 251. Physics 1 Credits: 5
- PH 252. Physics 2 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4
- **Computer Science**
- BA 104. Information Processing Systems Credits: 3
- BA 245. Advanced Computer Applications Credits: 3
- BE 165. Introduction to Word Processing Credits: 1
- BE 170. Introduction to Spreadsheets Credits: 1
- BE 180. Introduction to Database Credits: 1
- Free Electives - 9 Credit Hours

**Total Degree Pathway Credit Hours: 60-66 hrs**

## **Mathematics (AS)**

### **Program Information**

Interested in problem solving? Want to transfer to a university or 4-year college in Math, Engineering, or the Sciences? Butler Community College has a supportive learning environment for students who excel in Mathematics or for students who need extra help. Experienced instructors, with graduate degrees, can give you individual attention. The maximum size for any math class is 25. Courses available range from basic math and algebra to calculus and differential equations. Butler has agreements with the state universities for course transfer. The Math Department wants to help you meet your goals.

### **Contact Information**

Larry Friesen

Lead Instructor

316.322.3138

[lfriesen@butlercc.edu](mailto:lfriesen@butlercc.edu)

### **First Term: 17 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5 ♦
- CH 110. College Chemistry 1 Credits: 5

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### **Second Term: 14 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- MA 152. Calculus 2 with Analytic Geometry Credits: 5 ♦

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 106. Introduction to Cultural Anthropology Credits: 3
- BS 160. General Psychology Credits: 3

### **Third Term: 14 Credit Hours**

- MA 253. Calculus 3 with Analytic Geometry Credits: 3 ♦
- SP 100. Public Speaking Credits: 3

Select one: 5 Credit hours

- PH 251. Physics 1 Credits: 5 or Select one
- BI 110. General Biology Credits: 5
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5
- PS 102. Physical Geology Credits: 4

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

### **Fourth Term: 16-17 Credit Hours**

- MA 260. Differential Equations Credits: 3 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems Credits: 3
- BS 115. Substance Abuse Awareness Credits: 3
- BS 210. Marriage and Family Credits: 3
- BS 260. Developmental Psychology Credits: 3
- BS 270. Child Psychology Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- RG 190. New Testament Credits: 3
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions Credits: 3

Select one: 3 Credit Hours

- IN 201. C# Credits: 3
- IN 200. Beginning C++ with Game Programming Credits: 3
- IN 211. Java Programming Credits: 3

Select one: 3 Credit Hours

- EV 150. Environmental Issues Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

**Total Degree Pathway Credit Hours: 61-62**

## **Physics (AS)**

### **Program Information**

Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics program. When you join this academic area you will not only learn the theories but the practical applications in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls. The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 28 credit hours of the following course requirements in addition to the general education requirements.

## Contact Information

Danny Mattern  
Lead Instructor  
316.322.3233  
Office: BOE 241  
[dmattern@butlercc.edu](mailto:dmattern@butlercc.edu)

### First Term: 16 Credit Hours

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5 ♦
- CH 110. College Chemistry 1 Credits: 5

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

### Second Term: 16 Credit Hours

- EG 102. English Composition 2 Credits: 3
- MA 152. Calculus 2 with Analytic Geometry Credits: 5 ♦
- CH 115. College Chemistry 2 Credits: 5

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

### Third Term: 14 Credit Hours

- MA 253. Calculus 3 with Analytic Geometry Credits: 3
- PH 251. Physics 1 Credits: 5 ♦
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

### Fourth Term: 15 Credit Hours

- MA 260. Differential Equations Credits: 3
- PH 252. Physics 2 Credits: 5 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- IN 200. Beginning C++ with Game Programming Credits: 3
- IN 201. C# Credits: 3

**Total Degree Pathway Credit Hours: 62-63**

## Pre-Computer Science (AS)

Through theoretical and hands-on instruction, Butler's pre-computer science degree prepares students to transition into a four-year college or university computer science degree program.

### Program Information

Courses available range from basic math and algebra to calculus, differential equations and statistics. Butler has agreements with the several private and state universities for course transfer. Butler also offers AAS degree options in Database Administration, Cyber Security, Software Development, Web Development, Engineering Technology, and an AS option in Pre-Engineering.

\*\*Students interested in civil, electrical, industrial and mechanical options of pre-engineering need Engineering Graphics I. Students should also seek advisement from their transferring college/university of choice.

## Contact Information

Brett Eisenman  
Department Chair, Assistant Professor  
316.218.6141  
Office: BOA 5121S  
[beisenman@butlercc.edu](mailto:beisenman@butlercc.edu)

### First Term: 15 Credit Hours

- EN 115. Engineering Concepts Credits: 2
- EG 101. English Composition 1 Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5 ♦
- CH 110. College Chemistry 1 Credits: 5

### Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 Credits: 3
- MA 152. Calculus 2 with Analytic Geometry Credits: 5 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- BA 112. Personal Finance Credits: 3
- BA 115. Business Law 1 Credits: 3
- BA 140. Introduction to Marketing Credits: 3
- IN 200. Beginning C++ with Game Programming Credits: 3

### Third Term: 17 Credit Hours

- PH 251. Physics 1 Credits: 5
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- IN 275. Information Technology Ethics Credits: 3
- MA 253. Calculus 3 with Analytic Geometry Credits: 3 ♦

Select one: 3 Credit Hours

- EC 201. Principles of Macroeconomics Credits: 3
- EC 250. Engineering Economics Credits: 3

Select one: 3 Credit Hours

- CJ 102. Introduction to Criminal Justice Credits: 3
- CJ 212. Criminology Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

### Fourth Term: 14-16 Credit Hours

- PH 252. Physics 2 Credits: 5 ♦

Select one: 3-5 Credit Hours

- BS 106. Introduction to Cultural Anthropology Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- SC 120. Principles of Geography Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- LT 204. Introduction to Poetry Credits: 3
- LT 215. American Literature 1: Colonial to 1865 Credits: 3
- LT 216. American Literature 2: 1865 to Present Credits: 3
- LT 218. Shakespeare Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3



- BS 160. General Psychology Credits: 3

**Total Degree Pathway Credit Hours: 61-64**

## **Pre-Engineering (AS)**

### **Program Information**

Courses available range from basic math and algebra to calculus, differential equations and statistics. Butler has agreements with the state universities for course transfer. Students in this Pathway have a variety of transfer options depending upon the student's engineering specialty. Please meet with an Academic Advisor to enroll.

\*Students interested in civil, electrical, industrial and mechanical options of pre-engineering need Engineering Graphics I. Students interested in chemical, nuclear and petroleum options of pre-engineering should enroll in College Chemistry II. Advisement in either course for any option should be verified by future university of choice. Also see "Engineering Technology."

\*\*Courses specific to Pre-Engineering transfer students are denoted with (ENG).

### **Contact Information**

Larry Friesen

Lead Instructor

316.733.3138

Office: BOE 15246

[lfriesen@butlercc.edu](mailto:lfriesen@butlercc.edu)

### **First Term: 15 Credit Hours**

- EN 115. Engineering Concepts Credits: 2
- EG 101. English Composition 1 Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5 ♦
- CH 110. College Chemistry 1 Credits: 5

### **Second Term: 15-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- MA 152. Calculus 2 with Analytic Geometry Credits: 5 ♦
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3-5 Credit Hours

- BI 226. Anatomy and Physiology 1 Credits: 4
- CH 115. College Chemistry 2 Credits: 5
- EN 101. Engineering Graphics 1 Credits: 3
- EN 102. Engineering Graphics 2 Credits: 3
- EN 201. Materials and Processes of Industry Credits: 3
- IN 200. Beginning C++ with Game Programming Credits: 3
- IN 201. C# Credits: 3

### **Third Term: 15-18 Credit Hours**

- SP 100. Public Speaking Credits: 3

Select one: 3-4 Credit Hours

- BI 227. Anatomy and Physiology 2 Credits: 4
- EN 102. Engineering Graphics 2 Credits: 3
- MA 253. Calculus 3 with Analytic Geometry Credits: 3 ♦

Select one: 3-5 Credit Hours

- PH 251. Physics 1 Credits: 5 (ENG)\*\*
- EN 111. Fundamentals of Power Credits: 3

Select one: 3 Credit Hours

- EC 201. Principles of Macroeconomics Credits: 3
- EC 250. Engineering Economics Credits: 3

Select one: 3 Credit Hours

- CJ 102. Introduction to Criminal Justice Credits: 3
- CJ 212. Criminology Credits: 3
- EN 101. Engineering Graphics 1 Credits: 3
- EN 102. Engineering Graphics 2 Credits: 3
- EN 214. 3D Modeling and CAD Credits: 3

- IN 201. C# Credits: 3
- PO 141. American Federal Government Credits: 3
- PO 201. International Relations Credits: 3
- SC 120. Principles of Geography Credits: 3

### **Fourth Term: 15-17 Credit Hours**

Select one: 3 Credit Hours

- EN 212. Electric Circuits Credits: 3
- EN 215. Automated Power Systems Credits: 3
- EN 220. Beginning Concepts of CNC Credits: 3
- EN 230. Part Design Credits: 3
- MA 260. Differential Equations Credits: 3 ♦
- IN 200. Beginning C++ with Game Programming Credits: 3

Select one: 3-5 Credit Hours

- EN 212. Electric Circuits Credits: 3
- EN 215. Automated Power Systems Credits: 3
- EN 220. Beginning Concepts of CNC Credits: 3
- EN 230. Part Design Credits: 3
- PH 252. Physics 2 Credits: 5 (ENG)\*\*

Select one: 3 Credit Hours

- BI 215. Majors Biology 1 (Cell) Credits: 5
- EN 102. Engineering Graphics 2 Credits: 3
- EN 201. Materials and Processes of Industry Credits: 3
- EN 260. Statics Credits: 3

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

**Total Degree Pathway Credit Hours: 60-68**

## **Pre-Medicine (AS)**

### **Program Information**

The pre-medicine degree is a liberal arts degree designed for those students interested in health care as a career and who plan to pursue a higher degree (bachelor's, master's or doctorate) in fields such as medicine and pharmacology. The curriculum can include over 60 credit hours done over four semesters (two years) and successful completion assures the student a strong foundation for further study in any natural science field (biology, chemistry, physics). Interested students should inquire at or prior to enrollment for their first semester at Butler, and once enrolled at Butler should contact the pre-med advisor midway through the first semester.

### **Contact Information**

Dr. Jeffrey Meyer

Professor

316.322.3368

Office: BOE 15141

[jmeyer7@butlercc.edu](mailto:jmeyer7@butlercc.edu)

### **First Term: 17 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- BS 105. Sociology Credits: 3
- CH 110. College Chemistry 1 Credits: 5 ♦
- BI 215. Majors Biology 1 (Cell) Credits: 5

### **Second Term: 17-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- CH 115. College Chemistry 2 Credits: 5 ♦
- BI 220. Majors Biology 2 (Organisms) Credits: 5

- MA 135. College Algebra Credits: 3 (or higher)
- Any Physical Activity Course Credits: 1-2

#### **Third Term: 19 Credit Hours**

- CH 240. Organic Chemistry 1 Credits: 5 ♦
- PH 143. General Physics 1 Credits: 5
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

#### **Fourth Term: 16 Credit Hours**

- BS 160. General Psychology Credits: 3
- CH 245. Organic Chemistry 2 Credits: 5 ♦
- PH 146. General Physics 2 Credits: 5

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 Credits: 3
- PL 101. Introduction to Logic Credits: 3
- PL 290. Philosophy 1 Credits: 3
- PL 291. Ethics Credits: 3

**Total Degree Pathway Credit Hours: 69-70**

### **Pre-Pharmacy (AS)**

#### **Program Information**

Do you like to help people? Do you like working directly with patients? Do you want to have flexibility in the hours and locations where you work? Would you like to enter a profession which is highly in demand and has great job stability? Pharmacists are needed all over the United States and the demand for Pharmacists is growing. With the increased number of prescriptions, increased number of drugs available on the market, growing population of older patients, the demand for pharmacists is real and growing. With innovative drug treatments, expanded services offered by pharmacists and advanced technology, there is a lot to look forward to in the Pharmacy profession.

#### **Contact Information**

Robert Carlson  
Professor  
316.322.3137  
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Susan Forrest  
Co-Lead, Professor  
316.322.3251  
Office: BOE 15112B  
[sforrest@butlercc.edu](mailto:sforrest@butlercc.edu)

#### **First Term: 16 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- MA 148. Calculus with Applications Credits: 3
- BI 215. Majors Biology 1 (Cell) Credits: 5 ♦
- CH 110. College Chemistry 1 Credits: 5 ♦

#### **Second Term: 17 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- MA 210. Applied Statistics Credits: 3
- CH 115. College Chemistry 2 Credits: 5 ♦
- SP 100. Public Speaking Credits: 3

- PL 291. Ethics Credits: 3

#### **Summer Term: 5 Credit Hours**

- PH 143. General Physics 1 Credits: 5

#### **Third Term: 17 Credit Hours**

- CH 240. Organic Chemistry 1 Credits: 5 ♦
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 250. Microbiology Credits: 5
- BS 105. Sociology Credits: 3

#### **Fourth Term: 16-17 Credit Hours**

- CH 245. Organic Chemistry 2 Credits: 5 ♦
- BI 227. Anatomy and Physiology 2 Credits: 4
- BS 106. Introduction to Cultural Anthropology Credits: 3
- SC 120. Principles of Geography Credits: 3
- Any Physical Activity Course Credits: 1-2

#### **Total Degree Pathway Credit Hours: 71-72**

(Recommended course: CH 275. Biochemistry)

### **Pre-Veterinary (AS)**

#### **Program Information**

Transfer to a four-year institution and/or operate the family farm/ranch. More than 40 agriculture courses in the areas of animal science, agribusiness, farm and ranch management, crops and soils, pre-veterinary medicine and livestock production management allow students to focus on their areas of interest. Butler has a state-of-the-art Agriculture facility complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

#### **Recommendations**

Visit with agricultural departmental faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly. Students follow 4-year program options in one of the following: Animals Science pre-vet, Agronomy pre-vet, Agriculture Economics pre-vet when transferring.

#### **Contact Information**

Joe Leibbrandt  
Assistant Professor  
316.322.3145  
Office: BOE 1404  
[jleibbrandt@butlercc.edu](mailto:jleibbrandt@butlercc.edu)

#### **First Term: 17 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3 (or higher)
- AG 102. Principles of Animal Science Credits: 3 ♦
- CH 110. College Chemistry 1 Credits: 5 ♦
- AG 111. Agriculture in our Society Credits: 2

#### **Second Term: 17-18 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- CH 115. College Chemistry 2 Credits: 5 ♦
- BI 110. General Biology Credits: 5
- Any Physical Activity Course Credits: 1-2

Select one: 3 Credit Hours

- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

#### **Third Term: 17 Credit Hours**

- PH 143. General Physics 1 Credits: 5 ♦
- SP 100. Public Speaking Credits: 3
- BS 105. Sociology Credits: 3
- AG 120. Agricultural Economics Credits: 3

Select one: 3 Credit Hours

- PL 290. Philosophy 1 Credits: 3



- PL 291. Ethics Credits: 3

**Fourth Term: 16 Credit Hours**

- BI 250. Microbiology Credits: 5 ♦
- AG 211. Fundamentals of Livestock Nutrition Credits: 3 ♦
- PH 146. General Physics 2 Credits: 5

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3

**Total Degree Pathway Credit Hours: 67-68**

**Unmanned Aircraft Systems (AS)****Program Information**

Learn to fly an Unmanned Aircraft System (UAS) without leaving the greater Wichita area. Butler Community College is teaming up with Kansas State Polytechnic to offer an associate degree in this in-demand field. Learn to fly an unmanned aircraft, and earn your pilot's license -- all in two years.

Aviation courses are taught by Kansas State Polytechnic faculty and are offered at our Rose Hill Campus and at Cook Airfield in Rose Hill.

Note: 13 credit hours are delivered by K-State Polytechnic in this degree plan. These courses will be transferred to Butler to count for degree requirements. The following courses can be completed at Butler after associate degree completion/graduation for transfer to K-State Polytechnic.

- MA 210 Applied Statistics Credits: 3
- Computer Elective Credits: 3

**Contact Information**

Mel Whiteside

Dean, Science, Technology, Engineering, and Math

316-218-6302

Office: BOA 5109S

[mwhiteside@butlercc.edu](mailto:mwhiteside@butlercc.edu)

**First Term: 18 Credit Hours**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- PL 101. Introduction to Logic Credits: 3
- AVT 100 Introduction to Aviation Credits: 3

These two courses can be taken concurrently. Credits: 5

These two AV courses will be available Spring 2019 and Summer 2019.

- AV 101. Introduction to Aviation Credits: 3
- AV 102. Private Pilot License with Lab Credits: 3

**Second Term: 16 Credit Hours**

- UAS 115 Professional UAS Multi-Rotor Flight Lab Credits: 1
- UAS 270 Introduction to Unmanned Aircraft Systems Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- MA 148. Calculus with Applications Credits: 3
- BS 160. General Psychology Credits: 3
- EG 102. English Composition 2 Credits: 3

**Third Term: 17-18 Credit Hours**

- EN 212. Electric Circuits Credits: 3
- MA 140. Trigonometry Credits: 3
- UAS 370 Small UAS Design and Construction Credits: 3
- SP 100. Public Speaking Credits: 3
- PH 111. Introduction to Meteorology Credits: 4
- Any Physical Activity Course Credits: 1-2

**Fourth Term: 17 Credit Hours**

- PH 143. General Physics 1 Credits: 5

- BA 110. Introduction to Business Credits: 3
- BA 104. Information Processing Systems Credits: 3
- UAS 275 Small Unmanned Aircraft Maintenance 1 Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

**Total Degree Pathway Credit Hours: 68-69**

**Science, Engineering, and Math Meta Major (AS)****Contact Information**

Shannon Covert

Associate Dean, Science, Technology, Engineering, and Math

316.322.3167

Office: BOE 15142

[scovert@butlercc.edu](mailto:scovert@butlercc.edu)

**SEM Common Courses Credits: 25**

- PD 126. Engaging in Science, Engineering, and Math (SEM) Credits: 1
- EG 101. English Composition 1 Credits: 3
- MA 135. College Algebra Credits: 3
- CH 110. College Chemistry 1 Credits: 5
- EG 102. English Composition 2 Credits: 3
- Any Physical Activity Course Credits: 1-2
- SP 100. Public Speaking Credits: 3
- PL 291. Ethics Credits: 3
- BS 105. Sociology Credits: 3

Additional General Education Courses Credits: 9-11

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- MU 100. Music Appreciation Credits: 3
- TA 206. Introduction to Theatre Art Credits: 3

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics Credits: 3
- EC 201. Principles of Macroeconomics Credits: 3
- HS 131. US History 1 Credits: 3
- HS 132. US History 2 Credits: 3
- PO 141. American Federal Government Credits: 3
- SC 120. Principles of Geography Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology Credits: 5
- BI 215. Majors Biology 1 (Cell) Credits: 5
- BI 220. Majors Biology 2 (Organisms) Credits: 5
- BI 226. Anatomy and Physiology 1 Credits: 4
- BI 227. Anatomy and Physiology 2 Credits: 4
- BI 240. Anatomy and Physiology Credits: 5
- CH 115. College Chemistry 2 Credits: 5
- CH 240. Organic Chemistry 1 Credits: 5
- CH 245. Organic Chemistry 2 Credits: 5
- MA 140. Trigonometry Credits: 3
- MA 148. Calculus with Applications Credits: 3
- MA 151. Calculus 1 with Analytic Geometry Credits: 5
- MA 152. Calculus 2 with Analytic Geometry Credits: 5
- MA 210. Applied Statistics Credits: 3
- MA 220. Statistics for Management, Life and Social Sciences Credits: 5
- MA 253. Calculus 3 with Analytic Geometry Credits: 3
- MA 260. Differential Equations Credits: 3
- PH 103. Descriptive Astronomy Credits: 4
- PH 143. General Physics 1 Credits: 5
- PH 146. General Physics 2 Credits: 5

- PH 251. Physics 1 Credits: 5
- PS 100. General Physical Science. Credits: 5

#### **Pathways - Credits: 26**

Remaining courses may be taken from any of the following pathways.

- Biology (AS)
- Biotechnology (AS)
- Engineering Technology (AS)
- Food Science-Business (AS)
- Food Science-Technology (AS)
- Mathematics (AS)
- Physics (AS)
- Pre-Compute Science (AS)
- Pre-Engineering (AS)
- Pre-Medicine (AS)
- Pre-Pharmacy (AS)
- Pre-Veterinary (AS)

#### **Total Degree Pathway Credit Hours: 60**

## **Technology**

### **Automotive Collision Repair (AAS)**

#### **Program Information**

Classes prepare students for the I-CAR certification test.

#### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

#### **Additional Costs/Tool Requirement**

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

#### **Contact Information**

Donnie Smith  
Department Chair, Professor  
316.323.6890  
Office: BOE 404  
[asmith73@butlercc.edu](mailto:asmith73@butlercc.edu)

#### **First Term: 23 Credit Hours (Fall)**

- AB 137. Non-Structural A & D Repair 1 Credits: 4 ♦
- AB 138. Non-Structural A & D Repair 2 Credits: 4
- AB 104. Paint & Refinishing 1 Credits: 3
- AB 105. Paint & Refinishing 2 Credits: 3
- AB 204. Paint and Refinishing 3 Credits: 3
- AB 205. Paint and Refinishing 4 Credits: 4
- AB 139. Structural A & D Repair 1 Credits: 2

#### **Second Term: 23 Credit Hours (Spring)**

- AB 243. Auto Estimating Credits: 3
- AB 237. Non-Structural A & D Repair 3 Credits: 4 ♦
- AB 140. Structural A & D Repair 2 Credits: 2
- AB 239. Structural A & D Repair 3 Credits: 3
- AB 238. Non-Structural A & D Repair 4 Credits: 5
- AB 240. Structural A & D Repair 4 Credits: 3
- AB 241. Mechanical & Electrical Credits: 3

#### **Third Term: 15 Credit Hours**

- EG 101. English Composition 1 Credits: 3
- BA 104. Information Processing Systems Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or above ♦

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Butler Community College

#### **Total Degree Pathway Credit Hours: 61**

\*Must start program courses in the fall cohort.

\*Completion of the 1-year certificate program prepares students for the I-CAR Pro Level 1 Certification test administered through the program.

### **Automotive Technology (AAS)**

#### **Program Information**

These classes prepare students for the ASE certification test.

#### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

#### **Accreditation**

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

#### **Additional Costs/Tool Requirement**

Additional lab fees are assessed to each program course and subject to change. Students are required to purchase their own tools by the end of the first week of class.

#### **Contact Information**

Mark Jaye  
Lead Instructor  
316.322.3257  
[mjaye1@butlercc.edu](mailto:mjaye1@butlercc.edu)

#### **First Term: 20 Credit Hours**

- AT 115. Electrical 1 Credits: 3 ♦
- AT 116. Electrical 2 Credits: 2
- AT 117. Brakes 1 Credits: 3
- AT 118. Brakes 2 Credits: 2
- AT 119. Engine Repair Credits: 5
- AT 120. Engine Performance 1 Credits: 3
- IP 193. Internship 1 Credits: 2

#### **Second Term: 25 Credit Hours**

- AT 216. Electrical 3 Credits: 5 ♦
- AT 217. Suspension and Steering 1 Credits: 3
- AT 218. Suspension and Steering 2 Credits: 1
- AT 207. Manual Drive Trains and Axles Credits: 4
- AT 220. Engine Performance 2 Credits: 7
- AT 210. Automotive HVAC Credits: 4
- IP 293. Internship 2 Credits: 2

#### **Third Term: 10 Credit Hours**

- MA 114. Technical Mathematics 1 Credits: 3 ♦
- SP 102. Interpersonal Communication Credits: 3
- PD 121. Engaging in Business and Industry Credits: 1

Select one: 3 Credit Hours

- BS 160. General Psychology Credits: 3
- BS 105. Sociology Credits: 3

#### **Fourth Term: 9 Credit Hours**

- EG 101. English Composition 1 Credits: 3 ♦
- BA 104. Information Processing Systems Credits: 3

Select one: 3 Credit Hours

- BA 112. Personal Finance Credits: 3
- BA 210. Principles of Management Credits: 3

#### **Total Degree Pathway Credit Hours: 64**

\*Must start program courses in the fall cohort

\*The third and fourth Term, General Education courses can be taken before, after or during the summer to complete the AAS degree

### **Cyber Security (AAS)**

#### **Program Information**

Your Butler experience will prepare students with information technology experience for careers as Systems Assurance Auditor, Information Security Officer, IT Security Analyst, Network Security Architect, or Computer Forensics Analyst. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTia A+, Network+, Security+, Project+, TESTOUT PCPro, Network Pro, Security Pro, Server Pro, Client Pro, ACE, Microsoft Client and Microsoft Server.

#### **Prior to Admission**

Students enrolling in Computer Information Technology programs must read/write at the Fundamentals of English level, perform math operations at the fundamentals of Algebra level, be computer literate, and manipulate basic compute applications.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Contact Information**

Kevin Lann-Teubner

Department Chair

316.218.6156

Office: BOA 5121S

[klannteubner@butlercc.edu](mailto:klannteubner@butlercc.edu)

#### **First Term: 15 Credit Hours**

- IN 186. CompTia A+ Essentials and Application Credits: 6 ♦
- IN 133. Supporting Networked Computers Credits: 3
- IN 159. Information Technology Project Management Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or higher

#### **Second Term: 15 Credit Hours**

- IN 131. Network Servers Credits: 3 \*
- IN 155. Administering Windows Server Credits: 3 \*
- IN 130. Network Clients Credits: 3 \*
- IN 2001. Principles of Information Assurance Credits: 3 ♦ \*
- EG 101. English Composition 1 Credits: 3

#### **Third Term: 15 Credit Hours**

- IN 285. Virtual Computing Credits: 3
- IN 201. C# Credits: 3
- IN 2002. Network Security Credits: 3 ♦ \*
- IN 2005. Digital Forensics Credits: 3 \*
- EG 102. English Composition 2 Credits: 3

#### **Fourth Term: 18 Credit Hours**

- IN 2003. Enterprise Security Management Credits: 3
- BA 109. Entrepreneurship Credits: 3
- IN 279. Advanced Security Practitioner Credits: 3 ♦ \*
- IN 2007. Advanced Digital Forensics Credits: 3
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

#### **Total Degree Pathway Credit Hours: 63**

Maps to certification\*

### **Digital Media (AAS)**

#### **Program Information**

This program will prepare you to use graphics, sound, and video software to manipulate images and information originating as film, video, still photographs, digital copy, soundtracks, and physical objects. Students create multimedia projects designed to inform, educate and entertain.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler Community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

#### **Contact Information**

Darryl Runyan

Department Chair, Associate Professor

316.218.6132

Office: BOA 5145N

[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### **First Term: 15 Credit Hours**

- IN 162. Game, Storyline and Character Development Credits: 3
- IN 171. Photoshop Fundamentals Credits: 3 ♦
- IN 174. Stop Motion Animation Credits: 3
- IN 183. Digital Video Production 1 Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 (or higher)

#### **Second Term: 15 Credit Hours**

- IN 122. Digital Photography 1 Credits: 3
- IN 169. Illustrator Fundamentals Credits: 3 ♦
- IN 165. Digital Drawing and Painting Credits: 3
- IN 172. Animate Fundamentals Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

#### **Third Term: 15 Credit Hours**

- IN 170. InDesign Fundamentals Credits: 3 ♦
- IN 259. Digital Photography 2 Credits: 3
- SP 100. Public Speaking Credits: 3
- IN 180. Digital Branding and Promotion Credits: 3
- EG 101. English Composition 1 Credits: 3

#### **Fourth Term: 15 Credit Hours**

- IN 208. Interactive Digital Signage Credits: 3
- IN 275. Information Technology Ethics Credits: 3
- IN 158. 3D Animation 1 Credits: 3
- IN 292. Interactive, Digital, and 3D Capstone Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3

#### **Total Degree Pathway Credit Hours: 60**

### **Engineering Graphics Technology (AAS)**

#### **Program Information**

Your Butler experience will prepare you to apply advanced computer-aided design CAD skills to the creation of graphic representations and simulations in support of architectural and engineering projects with the aid of CAD. This program includes instruction in engineering graphics, two-dimensional and three-dimensional design, solid modeling, residential design, and commercial design.

#### **Prior to Admission**

Appropriate placement scores, see and advisor for details.

#### **Accreditation**

Engineering Graphics Technology is accredited by the ETAC Accreditation Commission of ABET under General Engineering Technology criteria.

#### **Contact Information**

Kevin Lann-Teubner

Department Chair

316.218.6156

Office: BOA 5121S

[klannteubner@butlercc.edu](mailto:klannteubner@butlercc.edu)

#### **First Term: 14 Credit Hours**

- EN 101. Engineering Graphics 1 Credits: 3 ♦
- EN 115. Engineering Concepts Credits: 2
- EG 101. English Composition 1 Credits: 3
- MA 140. Trigonometry Credits: 3
- IN 108. Introduction to Visual Basic.NET Credits: 3

#### **Second Term: 15 Credit Hours**

- EG 102. English Composition 2 Credits: 3
- EN 207. AutoCAD Advanced. Credits: 3
- EN 214. 3D Modeling and CAD Credits: 3
- EN 103. Building Design 1 with CAD Credits: 3
- SR 104. Introduction to Surveying Credits: 3 (suggested)

#### **Third Term: 17 Credit Hours**

- EN 102. Engineering Graphics 2 Credits: 3 ♦
- SP 100. Public Speaking Credits: 3
- PH 143. General Physics 1 Credits: 5
- PL 291. Ethics Credits: 3

Select one: 3 Credit Hours

- EN 105. Introduction to Sustainable Design, Construction and Living Credits: 3
- EN 211. Commercial Building Design and CAD Credits: 3
- EN 217. Structural, Civil, and Pipe Design and CAD Credits: 3

#### **Fourth Term: 14 Credit Hours**

- IP 193. Internship 1 Credits: 2
- EN 110. Building Design 2 with Revit Credits: 3
- EN 206. Engineering Graphics Capstone Credits: 3 ♦

Select one: 3 Credit Hours

- EN 135. Introduction to Composites Credits: 3
- IT 260. Introduction to Quality Assurance Credits: 3

Select one: 3 Credit Hours

- EN 105. Introduction to Sustainable Design, Construction and Living Credits: 3
- EN 211. Commercial Building Design and CAD Credits: 3
- EN 217. Structural, Civil, and Pipe Design and CAD Credits: 3

#### **Total Degree Pathway Credit Hours: 60**

### **Interactive, Digital, and 3D Technology (AAS)**

#### **Program Information**

This program will prepare you to use 3D, Image Manipulation, Game Engine, Non-Linear Editing and Audio software to produce an array of Interactive 3D projects. Students create 3D multimedia projects designed to educate, simulate and entertain, with potential applications in education, architecture and engineering, healthcare, military simulations and game design.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

#### **Contact Information**

Darryl Runyan  
Department Chair, Associate Professor  
316.218.6132

Office: BOA 5145N

[drunyan@butlerccc.edu](mailto:drunyan@butlerccc.edu)

#### **First Term: 15 Credit Hours**

- IN 162. Game, Storyline and Character Development Credits: 3
- IN 171. Photoshop Fundamentals Credits: 3
- IN 174. Stop Motion Animation Credits: 3

- IN 183. Digital Video Production 1 Credits: 3 ♦
- MA 114. Technical Mathematics 1 Credits: 3

#### **Second Term: 15 Credit Hours**

- IN 148. 3D Virtual Environments Credits: 3
- IN 157. Game Design 1 Credits: 3 ♦
- IN 158. 3D Animation 1 Credits: 3
- IN 147. Game Graphics and Interface Design Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

#### **Third Term: 15 Credit Hours**

- IN 164. Cinematics and Audio Credits: 3
- IN 215. Game Design 2 Credits: 3 ♦
- IN 239. 3D Animation 2 Credits: 3
- IN 184. Mobile Game Development Credits: 3
- EG 101. English Composition 1 Credits: 3

#### **Fourth Term: 15 Credit Hours**

- IN 208. Interactive Digital Signage Credits: 3
- IN 291. Motion Capture and Virtual Reality Credits: 3
- IN 292. Interactive, Digital, and 3D Capstone Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3
- SP 100. Public Speaking Credits: 3

#### **Total Degree Pathway Credit Hours: 60**

### **Internetworking Management (AAS)**

#### **Program Information**

Your Butler experience will prepare you to oversee and regulate the compute system and performance requirements of an entire organization or network of satellite users. Instruction includes performing balancing; redundancy; CISCO router configuration; Local and Wide Area Networking. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTIA A+, Network+, Security+, Project+, TESTOUT PCPro, Network Pro, Security Pro, Server Pro, Client Pro, Cisco CCNA, Microsoft Client and Microsoft Server.

#### **Prior to Admission**

Student enrolling in Computer Information Technology programs must read/write at the Fundamentals of English level, perform math operations at the Fundamentals of Algebra level, be computer literate, and manipulate basic computer applications.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Contact Information**

Kevin Lann-Teubner  
Department Chair, Assistant Professor  
316.218.6156  
Office: BOA 5121S  
[klannteubner@butlerccc.edu](mailto:klannteubner@butlerccc.edu)

#### **First Term: 15 Credit Hours**

- IN 186. CompTia A+ Essentials and Application Credits: 6 \* ♦
- IN 133. Supporting Networked Computers Credits: 3 \*
- IN 159. Information Technology Project Management Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3 or higher

#### **Second Term: 15 Credit Hours**

- IN 130. Network Clients Credits: 3 \* ♦
- IN 131. Network Servers Credits: 3 \*
- IN 155. Administering Windows Server Credits: 3 \*
- IN 2001. Principles of Information Assurance Credits: 3
- EG 101. English Composition 1 Credits: 3

#### **Third Term: 15 Credit Hours**

- IN 156. Configuring Advanced Windows Server Services Credits: 3 \*



- SP 100. Public Speaking Credits: 3
- IN 285. Virtual Computing Credits: 3
- IN 2002. Network Security Credits: 3 \* ♦
- EG 102. English Composition 2 Credits: 3

**Fourth Term: 15 Credit Hours**

- BA 109. Entrepreneurship Credits: 3
- IN 245. CCNA I Internetworking Fundamentals Credits: 3 \* ♦
- IN 201. C# Credits: 3
- IN 281. Cloud Computing Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

**Total Degree Pathway Credit Hours: 60**

\* Maps to Industry Certification

## Software Development (AAS)

### Program Information

This program will prepare you for a career in the software/application development career field. Using the latest in coding/programming languages like C#, C++, Swift, Python, Javascript, Java and others, the student will learn to create and troubleshoot applications/software in the mobile, web, and desktop environments preparing them for success in the field!

### Additional Costs

Additional lab fees are assessed to each program course and are subject to change.

### Contact Information

Darryl Runyan  
Department Chair, Associate Professor  
316.218.6132  
Office: BOA 5145N  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

**First Term: 15 Credit Hours**

- IN 112. HTML and CSS Credits: 3
- IN 108. Introduction to Visual Basic.NET Credits: 3
- IN 159. Information Technology Project Management Credits: 3
- IN 200. Beginning C++ with Game Programming Credits: 3 ♦
- MA 114. Technical Mathematics 1 Credits: 3 or higher

**Second Term: 12 Credit Hours**

- IN 211. Java Programming Credits: 3
- IN 201. C# Credits: 3 ♦
- IN 252. Introduction to Computer Programming Credits: 3
- EG 101. English Composition 1 Credits: 3

**Third Term: 15 Credit Hours**

- IN 118. PHP and Databases Credits: 3
- IN 261. Cross-Platform Mobile Development Credits: 3 ♦
- IN 213. Logic Design for Programmers Credits: 3
- IN 148. 3D Virtual Environments Credits: 3
- EG 102. English Composition 2 Credits: 3

**Fourth Term: 18 Credit Hours**

- IN 2017. Advanced C# Credits: 3 ♦
- IN 149. Interactive Scripting Credits: 3
- IN 166. Introduction to Graphics Credits: 3
- IN 275. Information Technology Ethics Credits: 3
- SP 100. Public Speaking Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

**Total Degree Pathway Credit Hours: 60**

## Web Development (AAS)

### Program Information

This program will prepare you for a career in the Web Development/Design field. Utilizing front end and back end development using the latest in mark up and coding languages like HTML with CSS, Javascript, PHP with databases and many more, the student will create websites and web applications as well as mobile apps to prepare you for success in the industry!

### Additional Costs

Additional lab fees are assessed to each program course and subject to change.

### Contact Information

Darryl Runyan  
Department Chair, Associate Professor  
316.218.6132  
Office: BOA 5145N  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

**First Term: 15 Credit Hours**

- IN 162. Game, Storyline and Character Development Credits: 3
- IN 171. Photoshop Fundamentals Credits: 3
- IN 112. HTML and CSS Credits: 3 ♦
- IN 183. Digital Video Production 1 Credits: 3
- MA 114. Technical Mathematics 1 Credits: 3

**Second Term: 15 Credit Hours**

- IN 216. Web Scripting Credits: 3
- IN 118. PHP and Databases Credits: 3 ♦
- IN 172. Animate Fundamentals Credits: 3
- IN 174. Stop Motion Animation Credits: 3

Select one: 3 Credit Hours

- AR 100. Art Appreciation Credits: 3
- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3
- **Third Term: 15 Credit Hours**
- IN 180. Digital Branding and Promotion Credits: 3
- IN 234. CMS for Web Development Credits: 3
- IN 243. Advanced HTML and CSS Credits: 3 ♦
- IN 179. UX/UI Fundamentals Credits: 3
- EG 101. English Composition 1 Credits: 3

**Fourth Term: 15 Credit Hours**

- IN 208. Interactive Digital Signage Credits: 3
- IN 263. Advanced Web Scripting Credits: 3
- SP 100. Public Speaking Credits: 3
- IN 292. Interactive, Digital, and 3D Capstone Credits: 3 ♦
- EG 102. English Composition 2 Credits: 3

**Total Degree Pathway Credit Hours: 60**

## Welding Technology (AAS)

### Program Information

The Butler welding program will prepare you for a career in welding. You will learn the SMAW, GMAW, GTAW, and Oxy-fuel welding processes, all as applied to both ferrous and non-ferrous metals as well as position and out of position welding. You will also learn numerous industry recognized cutting processes, both manual and CNC (computer numerically controlled), receive in-depth training in Blueprint Reading and Metallurgy, and have the opportunity to become AWS certified in the SMAW, GMAW, and GTAW processes.

### Recommendations

These classes are in high demand and fill quickly. Enrollment is limited.

### Accreditation

Full-time instructor is a AWS Certified Welding educator. The Welding Department is a participating organization in the AWS SENCE Program.

### Additional Costs/Tool Requirement



Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

#### Contact Information

Matthew Galbraith  
Lead Instructor  
316.323.6824  
Office: BOE 310  
[msgalbraith@butlercc.edu](mailto:msgalbraith@butlercc.edu)

#### First Term: 19 Credit Hours

- WE 110. OSHA 10 Credits: 1
- WE 114. Welding Methods Credits: 2
- WE 125. Blueprint Reading (Welding) Credits: 3
- WE 126. Cutting Processes Credits: 3
- WE 127. Gas Metal Arc Welding 1 (GMAW 1) Credits: 3 ♦
- WE 128. Gas Tungsten Arc Welding 1 (GTAW 1) Credits: 3
- WE 129. Shielded Metal Arc Welding 1 (SMAW 1) Credits: 3
- WE 130. Oxy-Fuel Gas Welding Credits: 1

#### Second Term: 17 Credit Hours

- WE 213. Welding and Pipe Fitting Credits: 2
- WE 220. Metallurgy Credits: 3
- WE 227. Gas Metal Arc Welding 2 (GMAW 2) Credits: 4 ♦
- WE 228. Gas Tungsten Arc Welding 2 (GTAW 2) Credits: 4
- WE 229. Shielded Metal Arc Welding 2 (SMAW 2) Credits: 4

#### Third Term: 12 Credit Hours

- EG 101. English Composition 1 Credits: 3
- BA 104. Information Processing Systems Credits: 3

Select one: 3 Credit Hours

- BS 105. Sociology Credits: 3
- BS 160. General Psychology Credits: 3

Select one: 3 Credit Hours

- BA 109. Entrepreneurship Credits: 3
- BA 210. Principles of Management Credits: 3
- BA 215. Personal Selling Credits: 3

#### Fourth Term: 12 Credit Hours

- MA 114. Technical Mathematics 1 Credits: 3
- BA 112. Personal Finance Credits: 3

Select one: 3 Credit Hours

- SP 100. Public Speaking Credits: 3
- SP 102. Interpersonal Communication Credits: 3

Select one: 3 Credit Hours

- BA 109. Entrepreneurship Credits: 3
- BA 210. Principles of Management Credits: 3
- BA 215. Personal Selling Credits: 3

#### Total Degree Pathway Credit Hours: 60

\*Must start program courses in the fall cohort.

### Automotive Collision Repair (Certificate)

#### Program Information

These classes prepare students for the I-CAR certification test.

#### Recommendations

These classes are in high demand and fill quickly. Enrollment is limited.

#### Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

#### Contact Information

Donnie Smith  
Department Chair, Professor  
316.323.6890  
Office: BOE 404  
[asmith73@butlercc.edu](mailto:asmith73@butlercc.edu)

Butler Community College

#### First Term: 23 Credit Hours

- AB 137. Non-Structural A & D Repair 1 Credits: 4 ♦
- AB 138. Non-Structural A & D Repair 2 Credits: 4
- AB 104. Paint & Refinishing 1 Credits: 3
- AB 105. Paint & Refinishing 2 Credits: 3
- AB 204. Paint and Refinishing 3 Credits: 3
- AB 205. Paint and Refinishing 4 Credits: 4
- AB 139. Structural A & D Repair 1 Credits: 2

#### Second Term: 23 Credit Hours

- AB 243. Auto Estimating Credits: 3
- AB 237. Non-Structural A & D Repair 3 Credits: 4
- AB 140. Structural A & D Repair 2 Credits: 2
- AB 239. Structural A & D Repair 3 Credits: 3
- AB 238. Non-Structural A & D Repair 4 Credits: 5
- AB 240. Structural A & D Repair 4 Credits: 3
- AB 241. Mechanical & Electrical Credits: 3

#### Total Certificate Pathway Credit Hours: 46

\*Must start program courses in the fall cohort.

### Automotive Technology (Certificate)

#### Program Information

These classes prepare students for the ASE certification test.

#### Recommendations

Classes are in high demand and fill quickly. Enrollment is limited.

#### Accreditation

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

#### Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

#### Contact Information

Mark Jaye  
Lead Instructor  
316.322.3257  
Office: BOE 405  
[mjaye1@butlercc.edu](mailto:mjaye1@butlercc.edu)

#### First Term: 20 Credit Hours

- AT 115. Electrical 1 Credits: 3
- AT 116. Electrical 2 Credits: 2
- AT 117. Brakes 1 Credits: 3
- AT 118. Brakes 2 Credits: 2
- AT 119. Engine Repair Credits: 5
- AT 120. Engine Performance 1 Credits: 3
- IP 193. Internship 1 Credits: 2

#### Second Term: 25 Credit Hours

- AT 216. Electrical 3 Credits: 5
- AT 217. Suspension and Steering 1 Credits: 3
- AT 218. Suspension and Steering 2 Credits: 1
- AT 207. Manual Drive Trains and Axles Credits: 4
- AT 220. Engine Performance 2 Credits: 7
- AT 210. Automotive HVAC Credits: 4
- IP 293. Internship 2 Credits: 2

#### Total Certificate Pathway Credit Hours: 45

### Cyber Security (Certificate)

#### Program Information

Your Butler experience will prepare students with information technology experience for careers as Systems Assurance Auditor, Information Security Officer, IT Security Analyst, Network Security Architect, or Computer Forensics Analyst. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTia A+, Network+, Security+, Project+, TESTOUT PCPro, Network Pro, Security Pro, Server Pro, Client Pro, ACE, Microsoft Client and Microsoft Server.

#### **Prior to Admission**

Students enrolling in Computer Information Technology programs must read/write at the Fundamentals of English level, perform math operations at the fundamentals of Algebra level, be computer literate, and manipulate basic compute applications.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Contact Information**

Kevin Lann-Teubner  
Department Chair  
316.218.6156  
Office: BOA 5121S  
[klannteubner@butlercc.edu](mailto:klannteubner@butlercc.edu)

#### **First Term: 15 Credit Hours**

- IN 186. CompTia A+ Essentials and Application Credits: 6
- IN 2001. Principles of Information Assurance Credits: 3
- IN 133. Supporting Networked Computers Credits: 3
- IN 131. Network Servers Credits: 3 \*

#### **Second Term: 18 Credit Hours**

- IN 2002. Network Security Credits: 3
- IN 2005. Digital Forensics Credits: 3
- IN 130. Network Clients Credits: 3
- IN 2003. Enterprise Security Management Credits: 3
- IN 2007. Advanced Digital Forensics Credits: 3
- IN 279. Advanced Security Practitioner Credits: 3

#### **Total Certificate Pathway Credit Hours: 33**

\* Maps to Industry Certification

### **Digital Media Specialist (Certificate)**

#### **Program Information**

This certificate program can be converted to the Digital Media Associate in Applied Science degree by adding the appropriate general education courses which will add to your employability and future income. Cooperative Education opportunities will also increase to your income potential.

#### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Contact Information**

Darryl Runyan  
Department Chair, Associate Professor  
316.218.6132  
Office: BOA 5145N  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### **First Term: 15 Credit Hours**

- IN 122. Digital Photography 1 Credits: 3
- IN 169. Illustrator Fundamentals Credits: 3

- IN 165. Digital Drawing and Painting Credits: 3
- IN 171. Photoshop Fundamentals Credits: 3
- IN 183. Digital Video Production 1 Credits: 3

#### **Second Term: 18 Credit Hours**

- IN 170. InDesign Fundamentals Credits: 3
- IN 172. Animate Fundamentals Credits: 3
- IN 208. Interactive Digital Signage Credits: 3
- IN 259. Digital Photography 2 Credits: 3
- IN 275. Information Technology Ethics Credits: 3
- IN 292. Interactive, Digital, and 3D Capstone Credits: 3

#### **Total Certificate Pathway Credit Hours: 33**

### **Interactive, Digital, and 3D Technology (Certificate)**

#### **Program Information**

This certificate program can be converted to the INTERACTIVE AND 3D TECHNOLOGY Associate in Applied Science degree by adding the appropriate general education courses which will add to your employability and future income. Cooperative Education opportunities will also add to your income potential.

#### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

#### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

#### **Contact Information**

Darryl Runyan  
Department Chair, Associate Professor  
316.218.6132  
Office: BOA 5145N  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### **First Term: 18 Credit Hours**

Co-requisite Requirement: IN162-Game, Storyline, and Character Development is a required course for IN157-Game Design 1. Student working towards the certificate pathway for Interactive, Digital, and 3D Technology will need an override from an advisor to take both IN171 and IN172 within the same semester. This co-requisite exception will only be used students seeking a IN3D certificate.

- IN 162. Game, Storyline and Character Development Credits: 3
- IN 171. Photoshop Fundamentals Credits: 3
- IN 148. 3D Virtual Environments Credits: 3
- IN 147. Game Graphics and Interface Design Credits: 3
- IN 157. Game Design 1 Credits: 3
- IN 158. 3D Animation 1 Credits: 3

#### **Second Term: 15 Credit Hours**

- IN 215. Game Design 2 Credits: 3
- IN 239. 3D Animation 2 Credits: 3
- IN 184. Mobile Game Development Credits: 3
- IN 291. Motion Capture and Virtual Reality Credits: 3
- IN 292. Interactive, Digital, and 3D Capstone Credits: 3

#### **Total Certificate Pathway Credit Hours: 33**

### **Web Development (Certificate)**

#### **Program Information**

This program will prepare you for a career in the Web Development/Design field. Utilizing front end and back end development using the latest in mark up and coding languages

like HTML with CSS, Javascript, PHP with databases and many more, the student will create websites and web applications as well as mobile apps to prepare you for success in the industry!

### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

### **Additional Costs**

Additional lab fees are assessed to each program course and subject to change.

### **Contact Information**

Darryl Runyan

Department Chair, Associate Professor

316.218.6132

Office: BOA 5145N

[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

### **First Term: 18 Credit Hours**

Co-requisite Requirement: IN171-Photoshop Fundamental is a required course for IN172-Animate Fundamentals. Students working towards the certificate pathway for Web Development will need an override from an advisor to take both IN171 and IN172 within the same semester. This co-requisite exception will only be used for students seeking a Web Development certificate.

- IN 112. HTML and CSS Credits: 3
- IN 118. PHP and Databases Credits: 3
- IN 171. Photoshop Fundamentals Credits: 3
- IN 216. Web Scripting Credits: 3
- IN 234. CMS for Web Development Credits: 3
- IN 172. Animate Fundamentals Credits: 3

### **Second Term: 15 Credit Hours**

- IN 243. Advanced HTML and CSS Credits: 3
- IN 179. UX/UI Fundamentals Credits: 3
- IN 180. Digital Branding and Promotion Credits: 3
- IN 263. Advanced Web Scripting Credits: 3
- IN 292. Interactive, Digital, and 3D Capstone Credits: 3

### **Total Certificate Pathway Credit Hours: 33**

## **Welding Technology (Certificate)**

### **Program Information**

The Butler welding program will prepare you for a career in welding. You will learn the SMAW, GMAW, GTAW, and Oxy-fuel welding processes, all as applied to both ferrous and non-ferrous metals as well as position and out of position welding. You will also learn numerous industry recognized cutting processes, both manual and CNC (computer numerically controlled), receive in-depth training in Blueprint Reading and Metallurgy, and have the opportunity to become AWS certified in the SMAW, GMAW, and GTAW processes.

### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

### **Accreditation**

Full-time instructor is a AWS Certified Welding educator. The Welding Department is a participating organization in the AWS SENCE Program

### **Additional Costs/Tool Requirement**

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

**Contact Information**

Matthew Galbraith

Lead Instructor

316.323.6824

Office: BOE 310

[msgalbraith@butlercc.edu](mailto:msgalbraith@butlercc.edu)

**First Term: 19 Credit Hours**

- WE 110. OSHA 10 Credits: 1
- WE 114. Welding Methods Credits: 2
- WE 125. Blueprint Reading (Welding) Credits: 3
- WE 126. Cutting Processes Credits: 3
- WE 127. Gas Metal Arc Welding 1 (GMAW 1) Credits: 3
- WE 128. Gas Tungsten Arc Welding 1 (GTAW 1) Credits: 3
- WE 129. Shielded Metal Arc Welding 1 (SMAW 1) Credits: 3
- WE 130. Oxy-Fuel Gas Welding Credits: 1

**Second Term: 17 Credit Hours**

- WE 213. Welding and Pipe Fitting Credits: 2
- WE 220. Metallurgy Credits: 3
- WE 227. Gas Metal Arc Welding 2 (GMAW 2) Credits: 4
- WE 228. Gas Tungsten Arc Welding 2 (GTAW 2) Credits: 4
- WE 229. Shielded Metal Arc Welding 2 (SMAW 2) Credits: 4

**Total Certificate Pathway Credit Hours: 36**

\*Must start program courses in the fall cohort.

# Course Descriptions

## Auto Collision Repair

### **AB 104. Paint & Refinishing 1**

Credits: 3Prerequisite(s): AB 137 with a C or better. This course will enable the student to identify safety and personal health hazards according to OSHA guidelines and the "Right to Know" law; determine the different types of substrates and sanding material relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufactures specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

### **AB 105. Paint & Refinishing 2**

Credits: 3Prerequisite(s): AB 137 and AB 104 both with a C or better. This course will enable the student to select proper personal protective equipment; perform proper lab operations according to OSHA guidelines; remove paint coatings; apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate material for projects; analyze paint defects; causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given purpose.

### **AB 137. Non-Structural A & D Repair 1**

Credits: 4Prerequisite(s): A score at a pre-determined level in reading, writing, and math on a placement exam. This course will enable the student to explore the components of safety pertaining to auto collision and repair; explore the parts and construction of vehicles; explore opportunities in the auto collision industry; identify metal straightening techniques; identify application and use of body fillers; demonstrate proper use, set-up and storage of welding equipment; distinguish between weldable and non-weldable materials; demonstrate fundamental industry standard recommended welds; identify plastics and adhesives used in automotive industry; explain the general purpose of damage, estimation and repair orders; explore the processes required for outer body panel repairs, replacements and adjustments; and demonstrate fundamental cutting procedure.

### **AB 138. Non-Structural A & D Repair 2**

Credits: 4Prerequisite(s): AB 137 with a C or better. This course will enable the student to identify trim and hardware to be protected; examine what to consider when working with movable glass; perform outer body panel repairs; perform outer body replacements and adjustments; perform metal straightening techniques; perform body filler techniques; perform metal finishing techniques; use welding procedures in non-structural damage repair; distinguish between mechanical and electrical and electrical components; apply safety standards for the collision repair industry; use cutting procedures in non-structural damage repair; and determine processes necessary for working with plastics and adhesives.

### **AB 139. Structural A & D Repair 1**

Credits: 2Prerequisite(s): AB 137 with a C or better. This course will enable the student to identify measuring procedures, analyze the basic structural damage condition; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

### **AB 140. Structural A & D Repair 2**

Credits: 2Prerequisite(s): AB 139 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures, determine direct and indirect damage for structural repair; analyze unibody inspection; measurements and repair procedures; perform welding techniques for structural repair; and identify cutting procedures for structural repairs.

### **AB 204. Paint and Refinishing 3**

Credits: 3Prerequisite(s): AB 137, AB 104, and AB 105 all with a C or better. This course will enable the student to identify the personal health hazards according to OSHA guidelines and the "Right To Know" law; determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacture specifications of metal treatments and primers; distinguish among the different types of spray guns and equipment; explore various paint codes and specifications for use; identify the various types of paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify the final detail procedures.

### **AB 205. Paint and Refinishing 4**

Credits: 4Prerequisite(s): AB 204 with a C or better. This course will enable the student to apply exemplary safety procedures in all areas of auto body painting and refinishing; perform proper cleaning procedures for a refinish; prepare adjacent panels for blending, prepare plastic panels for refinish; protect all non-finished areas of vehicle; operate high and low volume/pressure spray gun operations for painting and refinishing; perform all paint applications on an automobile; apply appropriate paint color matching and mixing procedures; tint color using formula to achieve a bendable match, explore the causes, effects and correction of buffing related imperfections; explore the causes, effects and corrections of pigment flotation; measure mil thickness; apply decals, transfers, tapes, wood training, pinstripes to an automobile; apply buffing and polish techniques to remove defects; apply cleaning techniques to automotive interior, exterior, glass and body openings; and remove overspray.

### **AB 237. Non-Structural A & D Repair 3**

Credits: 4Prerequisite(s): AB 138 with a C or better. This course will enable the student to: remove and install trim and hardware; determine processes necessary for movable repair; repair outer body panel; replace and adjust outer body panels; remove and install mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting; perform immediate welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

#### **AB 238. Non-Structural A & D Repair 4**

Credits: 5Prerequisite(s): AB 237 with a C or better. This course will enable the student to: remove trim and hardware; install trim and hardware; repair movable glass; protect adjacent body panels; repair outer body panels; replace outer body panels; replace electrical and mechanical components; demonstrate safety protocol appropriate for the auto repair setting, perform welding skills on non-structural damage repairs; and plastic and adhesive repairs.

#### **AB 239. Structural A & D Repair 3**

Credits: 3Prerequisite(s): AB 140 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage, apply unibody inspection and measurement procedures, apply unibody repair procedures; apply frame inspection and measurement procedures; apply frame repair procedures; and remove fixed glass.

#### **AB 240. Structural A & D Repair 4**

Credits: 3Prerequisite(s): AB 239 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; apply advance welding; and cutting techniques for structural repairs; perform inspection and measurement of unibody and structural repair; repair unibody direct and indirect damage; perform frame inspection and measurement procedures; repair frame to industry standards; and remove and install fixed glass.

#### **AB 241. Mechanical & Electrical**

Credits: 3Prerequisite(s): AB 137 with a C or better. This course will enable the student to determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/ driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection, and service needed for brake system hydraulic components; examine components of heating and cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems.

#### **AB 243. Auto Estimating**

Credits: 3Prerequisite(s): AB 137 with C or better. This course will enable the student to prepare manually-written and computer-generated auto repair estimates. The student will perform a visual inspection and estimate repair time, labor, parts, and materials needed by analyzing and evaluating damage.

### **Adult Education (Non-Credit)**

#### **AE 010-0. Adult Education Math.**

Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will assist the student in use of basic arithmetic with fractions, decimals, and percents as well as understanding the concepts of place value of whole numbers and basic algebra. The course will allow the student to develop study habits and gain confidence leading to success in math.

#### **AE 020-0. Adult Education Language Arts**

Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will assist the student in developing reading, vocabulary, and writing skills. The student will learn to write organized, supported paragraphs. The student will apply skills learned across multiple curricular areas.

#### **AE 030-0. Jumpstart**

Prerequisite(s): A score at a pre-determined level on a placement instrument. This class will provide the introductory skills needed to be successful in the classroom and workplace including technology, critical thinking processes, and real world application of reading, writing, and math.

#### **AE 040-0. Adult Education Bridge to Success**

Prerequisite(s): A score at a pre-determined level on a placement instrument. For the blended class, students must have basic technology skills and internet availability. This course will assist the student in developing reading, writing, math, technology, and critical thinking skills needed to be successful in the classroom and in the workplace.

#### **AE 050-0. Healthcare Pathways Skillbuilding**

Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to gain academic skills necessary to enter a healthcare pathway. Emphasis will be placed on the application of skills in a healthcare context. The student will also explore careers in healthcare.



## **Agriculture**

### **AG 102. Principles of Animal Science**

Credits: 3This course will enable the student to understand basic principles in the areas of animal agriculture to include types, purposes, and products of livestock, breeding, nutrition, growth, lactation, reproduction, selection, management and marketing.

### **AG 107. Microcomputers in Agriculture**

Credits: 3This course will enable the student to learn the various uses of microcomputers in agriculture and ag-related areas. The student will study the application of microcomputer technology to agriculture business planning, record keeping, problem solving, and general management decisions using basic computer functions.

### **AG 108. Feeder Livestock Production Management**

Credits: 3This course will enable the student to study, explore, and implement the principles related to effectively managing feeder livestock.

### **AG 109. Breeding Livestock Production Management**

Credits: 3This course will enable the student to develop production techniques related to breeding livestock. The student will study reproduction, nutrition, selection, handling, housing, and husbandry practices of livestock.

### **AG 111. Agriculture in our Society**

Credits: 2This course will enable the student to gain a broad understanding of the history, trends, and current issues in agriculture. The student will learn about careers in agriculture and how different occupations serve the agricultural community.

### **AG 120. Agricultural Economics**

Credits: 3This course will enable the student to apply economic principles to the field of agriculture. The student will study the impact of supply and demand, markets, production, macroeconomic variable, and government regulations on the farm industry.

### **AG 133. Livestock Selection 1**

Credits: 3The course will enable the student to study the evaluation of livestock. The student will learn about visual appraisal, grading, classification, market types, breeding, and selection of livestock.

### **AG 134. Livestock Selection 2**

Credits: 3Prerequisite(s): AG 133 with a C or better. The course will enable the student to gain increased knowledge of the evaluation of livestock including visual appraisal, grading, classification, market types, breeding and selection of livestock. The student will gain additional knowledge in the areas of performance record keeping, EPDs and livestock mating decisions.

### **AG 136. Livestock Judging Lab 1**

Credits: 2This course will enable the student to perform basic livestock appraisal, including the presentation and evaluation of oral reasons. The student will spend time evaluating and placing live classes of livestock in the field. The student will participate in collegiate competition. The student may take this class in conjunction with the Livestock Selection I course to gain a more in-depth experience in livestock judging.

### **AG 137. Livestock Judging Lab 2**

Credits: 2Prerequisite(s): AG 136 with a C or better. This course will enable the student to gain intermediate-level experience in livestock judging, including the presentation and evaluation of oral reasons. The student will spend time evaluating and placing live classes of livestock in the field. The student will participate in collegiate competition.

### **AG 142. Crop and Soil Management**

Credits: 3This course will enable the student to apply the basic principles of crop and soil management to crop production, including planting to harvest management, soil fertility, plant pest control, soil conservation, and economic decision making. The student will explore career opportunities in crop and soil management.

### **AG 211. Fundamentals of Livestock Nutrition**

Credits: 3This course will enable the student to apply the principles of animal nutrition in livestock feeding. The student will learn about nutritive value of feeds, metabolic processes, and basic ration formulation, as well as the industry's latest technology.

### **AG 212. Meat Science Fundamentals**

Credits: 2This course will enable the student to learn about the meat industry from the basic concepts of how tissue structures develop into a carcass through the final marketing channels of retail meat cuts. The student will also study the influence society can place on this cycle.

### **AG 213. Introduction to Food Science**

Credits: 3This course will enable the student to apply biological, chemical and physical principles to the study of converting raw agricultural products into food products suitable for human consumption. The student will recognize the nutritional and chemical properties and reactions of food components, identify pathogens and microorganisms related to food spoilage, and describe the principles that make food safe for human consumption.

### **AG 215. Farm Management and Finance**

Credits: 3Prerequisite(s): AG 107 and BA 126 both with a C or better. This course will enable the student to apply financial management principles and practices to the field of agriculture. The student will study the use of credit, leasing, contracting, and sustainable resources. The student will learn about preparing and analyzing financial data for an agricultural business.

### **AG 216. Livestock Health and Disease**

Credits: 3This course will enable the student to apply basic principles of livestock health and disease to farm and ranch livestock enterprises, focusing on anatomy and physiology, immunity, and equipment used for treatment and prevention. The student will also learn about career opportunities in the animal health field.

#### **AG 217. Marketing Agricultural Products**

Credits: 3This course will enable the student to apply the basic principles of marketing agricultural products to farm and ranch management. The student will be introduced to the technology, pricing, and supply and demand of agricultural marketing. The student will analyze marketing opportunities and marketing procedures based on enterprise needs of the individual producer.

#### **AG 218. Principles of Futures Markets**

Credits: 3This course will enable the student to apply basic principles of futures markets to farm and ranch management. The student will learn principles of futures markets, types of market transactions, terminology, and market analysis. The student will simulate real transactions in the market to gain practical experience.

#### **AG 220. Crop Science**

Credits: 4This course will enable the student to understand the basic principles of crop production including plant structure, properties, pests, and diseases, soil properties and management practices of common field crops. The student will also recognize career opportunities in crop science.

#### **AG 221. Beef Management**

Credits: 3This course will enable student to apply principles of breeding and reproduction, raising, feeding nutrition, finishing and merchandising desirable beef cattle for market consumption. The student will explore career opportunities in beef production and related agri-business, cattle management including nutrition, breeding, reproduction and merchandising.

#### **AG 230. Range Management**

Credits: 3This course will enable the student to manage pastures and rangeland on farms and ranches. The student will learn ecological principles of conservation and utilization of grasslands, grazing capacity, survey methods, range plant identification, and other management practices. The student will explore career opportunities in range management and natural resources conservation services.

#### **AG 236. Livestock Judging Lab 3**

Credits: 2Prerequisite(s): AG 137 with a C or better. This course will enable the student to gain advanced level experience in livestock judging, including the presentation and evaluation of oral reasons. The student will spend time evaluating and placing live classes of livestock in the field. The student will participate in collegiate competition.

#### **AG 237. Livestock Judging Lab 4**

Credits: 2Prerequisite(s): AG 236 with a C or better. This course will enable the student to gain more in-depth experience in livestock judging, including the presentation and evaluation of oral reasons. The student will spend time evaluating and placing live classes of livestock in the field. The student will participate in collegiate competition.

#### **AG 240. Livestock Rations**

Credits: 3This course will enable the student to apply the principles of livestock rations to feeding livestock. The student will use technology in the formulation and calculation of livestock rations based on the requirements of the different livestock species and feeding livestock.

#### **AG 275. Livestock Concepts and Practices**

Credits: 3This course will enable the student to apply basic principles of livestock concepts and practices to farm and ranch management focusing on advanced livestock management practices in handling, reproduction, breeding, nutrition, herd health and the collection of accurate records.

### **Allied Health**

#### **AH 110. Emergency Medical Technician (EMT)**

Credits: 7Prerequisite(s): Current immunizations, pass a criminal background check, a score at a predetermined level in reading, writing and math on a placement exam, and concurrent enrollment in AH 121. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the EMT. The student must be at least 17 years of age in order to be eligible to take Kansas State and national EMT exam.

#### **AH 111. Therapeutic Nutrition**

Credits: 3This course will enable the student to apply fundamentals of nutrition to the promotion and maintenance of health and dietary support in the treatment of clients with common health disorders. The student will examine the six classes of nutrients, digestion, metabolism, weight management, nutrition throughout the lifecycle, and the interaction between diet, health, and disease.

#### **AH 117. Home Health Aide**

Credits: 2Prerequisite(s): AH 122 with a C or better, or active Kansas Certified Nurse Aide. This course will enable the student to augment the necessary knowledge, skills, and abilities to give basic nursing care in the home, under the supervision of a registered nurse. The student will prepare to take the State of Kansas Certified Home Health Aide State test.

#### **AH 120. Certified Medication Aide**

Credits: 5Prerequisite(s): AH 122 with a C or better and a score at a predetermined level on a placement instrument and an active Kansas Certified Nurse Aide. Student must be 18 years or older by the last day of class to enroll in this course.

This course will enable the student to administer specific medications in a safe and accurate manner in an adult care home. The student will prepare to take the Kansas Medication Aide State test.

**AH 122. Nurse Aide**

Credits: 5Prerequisite(s): A score at a predetermined level on a placement instrument. This course will enable the student to learn basic nursing skills and concepts of aging through classroom and clinical experience. The student will follow Health Occupations Credentialing (HOC) guidelines in order to prepare to take the Kansas Certified nurse aide test.

**AH 123. Medication Aide Update**

Credits: 1Prerequisite(s): Current Certified Medication Aide in Kansas. This course will enable the student to update the Certified Medication Aide certificate through Health Occupation Credentialing (HOC).

**AH 124. Restorative Aide**

Credits: 2Prerequisite(s): Certified Nurse Aide in Kansas. This course will enable the student to perform rehabilitative and restorative procedures in adult care homes under the supervision of a registered physical therapist.

**AH 125. Nurse Aide II-Acute Care Environment**

Credits: 2Prerequisite(s): AH 122 with a C or better and active in the Kansas Department for Aging and Disability Services (KDADS) Nurse Aide Registry. This course will enable the student to build upon basic nursing skills to provide competent care to the acutely ill. The student will learn to communicate effectively, apply legal and ethical principles while providing care in the hospital environment.

**AH 126. Nurse Assistant Success Skills**

Credits: 2Prerequisite(s): AH 122 with a C or better or concurrent enrollment in AH 122 or current Kansas Certified Nurse Aide (CNA). This course will enable the student to develop skills for success as a collaborative member of the health care team in a variety of settings. The student will study a practice of customer service, teamwork, time management, and problem solving skills related to the certified nurse assistant scope of practice. The student will develop a professional resume and portfolio appropriate for CNA interview process.

**AH 130. Basic Life Support for Health Care Professionals**

Credits: 0.5This course will enable the student to recognize the need and to perform basic cardiac life support to persons in respiratory or cardiac arrest, according to the guidelines of the American Heart Association. (HSC1040)

**AH 150. CNA Refresher: Topics on Aging for Long Term Care**

Credits: 1Prerequisite(s): Previously certified nurse aide (CNA) in Kansas. This course will enable the student to renew the CNA certificate through Kansas Department of Aging and Disabilities Services (KDADS) by demonstrating critical elements of selected nursing skills and passing a mastery exam over safe and respectful care in a long-term facility.

**AH 201. Health Professions Medical Terminology 1**

Credits: 3Prerequisite(s): A score at a predetermined level in reading on a placement instrument or EG 060 with a C or better. This course will enable the student involved with the health care professions to construct, deconstruct, define, spell and pronounce medical terms from prefixes, suffixes, word roots and combining forms utilizing various methods of research. The student will acquire tools needed for building a medical vocabulary within the context of the structure and function of the body systems. (HSC1030)

**AH 202. Health Professions Medical Terminology 2**

Credits: 1Prerequisite(s): AH 201 with a C or better or instructor approval. This course will enable the student involved with health care professions to continue to construct, deconstruct, define, spell, and pronounce medical terms from prefixes, suffixes, word roots, and combining forms utilizing various methods of research. The student will acquire tools needed for building a medical vocabulary within the context of the structure and function of the body systems. (HSC1030)

**AH 212. Emergency Medical Technician - Skills**

Credits: 4Prerequisite(s): Current immunizations, pass a criminal background check, score at a predetermined level in reading, writing and math on a placement exam and concurrent enrollment in AH 110. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the EMT. The student will practice and be evaluated on the skills required for the assessment and management of traumatic and medical emergencies. The students will be evaluated in the classroom, field, and clinical setting. The student is required to participate in a practicum experience in a hospital and Emergency Medical Services (EMS) settings. The student must be at least 17 years of age in order to be eligible to take Kansas State and national EMT exam.

**AH 225. Operator Training for Assisted Living.**

Credits: 3Prerequisite(s): Kansas requires validation of: Option A: Official transcript of a Baccalaureate degree in any area of study, Option B: Official transcript of an Associate's degree in a relevant field as determined by Health Occupations Credentialing, or Option C: Official transcript of a high school diploma or equivalent, with one-year relevant experience required by Health Occupations Credentialing or department approval. This course will enable the student to analyze and apply acquired knowledge and concepts of assisted living principles to a practical setting. The student will develop knowledge and an appreciation of interpersonal skills. The student will learn to solve problems and work as a part of the health care team. The student will prepare to take the Operator state examination approved by Health Occupations Credentialing (HOC). The state requires the student to be at least 21 years of age to take the Operator state examination administered on the last day of class.

**AH 250. Advanced Emergency Medical Technician (AEMT)**

Credits: 8Prerequisite(s): Current certification as a Kansas Emergency Medical Technician (EMT), up to date immunizations, and passage of a criminal background check. Corequisite(s): AH 251. This course will enable the student to provide assessment and pre-

hospital emergency care to patients experiencing trauma or medical emergencies utilizing National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the AEMT with the focus on achieving the terminal competencies needed to function as an AEMT. The student will be required to perform a practicum experience in a hospital and/or Emergency Medical Services (EMS) setting. Successful completion of the AEMT, AEMT-Skills, and AEMT Field Internship will allow the student to challenge the exams to become a Kansas and National Registered AEMT.

#### **AH 251. Advanced Emergency Medical Technician (AEMT) - Skills**

Credits: 3Prerequisite(s): Current Kansas certification as an EMT, up to date immunizations, and passage of a criminal background check. Corequisite(s): AH 250.This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the National Standard Guidelines Scope of Practice and the Kansas Authorized Activities for the AEMT with the focus on achieving the terminal competencies needed to function as an AEMT. The student will practice and be evaluated on the skills required for the assessment and management of traumatic and medical emergencies. The student will be evaluated in the classroom, field, and clinical setting.

#### **AH 252. Advanced Emergency Medical Technician (AEMT) - Field Internship**

Credits: 8Prerequisite(s): AH 250 and AH 251 with a C or better and current Kansas certification as an EMT. This course will enable the student to have hands- on experience utilizing the knowledge and skills gained in AH 250 and AH 251. The student will assess and provide pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the National Standard Guidelines Scope of Practice and the Kansas Authorized Activities for the AEMT. The student will be supervised and evaluated by an assigned preceptor on the ability to assess and manage traumatic and medical emergencies. The student will be evaluated in the classroom, field, and clinical setting. The student will be required to document over 200 hours working directly on an ambulance.

### **Art**

#### **AR 100. Art Appreciation**

Credits: 3This course will enable the student to become acquainted with the many aspects of the visual arts. The student will develop a personal set of standards for judging art and understanding the various aspects of art in individual lives; the language of art; exploration of the various technical and formal aspects of art media (e.g. painting, printmaking, photography, sculpture, architecture, etc.); and the history of art from ancient times to the present. (ART1010)

#### **AR 121. Two-Dimensional Design**

Credits: 3This course will enable the student to apply the elements, principles and vocabulary of design to two-dimensional studio arts and graphic design. Emphasis is placed on the tools and techniques of the graphic designer.

#### **AR 122. Fundamentals of 3-D Design**

Credits: 3Prerequisite(s): AR 121 or instructor approval. This course will enable the student to use vocabulary, basic concepts, materials and techniques, and the elements and principles of design as applied to three-dimensional 3-D art. The student will examine these concepts through 3-D art forms such as sculpture, architecture, metalwork, glass design, ceramics, fiber work, and/or product design.

#### **AR 141. Drawing and Composition 1**

Credits: 3This course will enable the student to acquire the basic tools and techniques associated with the discipline of drawing. The student will draw from direct observation and learn and apply the visual elements of art and principles of design to drawings. The student will develop critical and creative thinking skills through a variety of drawing assignments. (Students pursuing a major in art should enroll in AR141 their first semester.) (ART1040)

#### **AR 142. Drawing and Composition 2**

Credits: 3Prerequisite(s): AR 141 with a C or better. Drawing and Composition is an advanced course in drawing. This course will enable the student to explore the various tools and techniques associated with the drawing medium. The student will continue the Drawing I experience with particular attention given to the following areas: intuitive processes (creative thinking and response); composition and pictorial space; layering and mixing media; shape relationships; color; content; and critical analysis (critiques and writing about art). (ART1040)

#### **AR 161. Ceramics 1**

Credits: 3This course will enable the student to learn basic processes and construction techniques relating to ceramics. The student will explore various tools and design processes and apply them to the appropriate ceramic forms.

#### **AR 185. Digital Practices in Art**

Credits: 3Prerequisite(s): AR 121 with a C or better. This course will enable the student to explore the potential of the computer hardware and software medium for visual, conceptual and practical uses in visual arts applications. The student will apply the Visual Elements of Art and the Principles of Design to assigned projects while exploring the ever-changing field of digital media.

#### **AR 241. Life Drawing**

Credits: 3Prerequisite(s): AR 141 with a C or better. This course will enable the student to apply concepts of figure drawing to advanced art studies and other fields that use depictions of the human form. The student will complete detailed studies of the skeletal and muscular structures of the human body using a variety of drawing tools, media and techniques.

#### **AR 251. Painting 1**

Credits: 3Prerequisite(s): AR 141 with a C or better. This course will enable the student to explore the various tools and techniques associated with the medium of oil painting. The student will be introduced to the history of painting and color theory through learning activities.

#### **AR 252. Painting 2**

Credits: 3Prerequisite(s): AR 251 with a C or better. This course will enable the student to continue the Painting I experience with more rigorous demands. The student will explore the various tools and techniques associated with the medium of oil paint at a more advanced level. The student will further explore the history of painting and color theory through learning activities.

#### **AR 262. Ceramics 2**

Credits: 3Prerequisite(s): AR 161 with a C or better. This course will enable the student to learn advanced processes and construction techniques relating to ceramics. The student will explore various tools and design processes and apply them to the appropriate ceramic forms.

#### **AR 270. Art Projects 1**

Credits: 3Prerequisite(s): Instructor approval. The purpose of each course is to acquaint the student with different areas of art. The principle objective of each course is for independent study for the student who has had the available courses in a studio area. Example: A student who has finished Ceramics I and II but wants to attain more information and skill may do so in an independent lab experience.

#### **AR 271. Art Projects 2**

Credits: 3Prerequisite(s): Instructor approval. The purpose of each course is to acquaint the student with different areas of art. The principle objective of each course is for independent study for the student who has had the available courses in a studio area. Example: A student who has finished Ceramics I and II but wants to attain more information and skill may do so in an independent lab experience.

#### **AR 272. Art Projects 3**

Credits: 3Prerequisite(s): Instructor approval. The purpose of each course is to acquaint the student with different areas of art. The principle objective of each course is for independent study for the student who has had the available courses in a studio area. Example: A student who has finished Ceramics I and II but wants to attain more information and skill may do so in an independent lab experience.

#### **AR 273. Art Projects 4**

Credits: 3Prerequisite(s): Instructor approval. The purpose of each course is to acquaint the student with different areas of art. The principle objective of each course is for independent study for the student who has had the available courses in a studio area. Example: A student who has finished Ceramics I and II but wants to attain more information and skill may do so in an independent lab experience.

### **Auto Technology**

#### **AT 115. Electrical 1**

Credits: 3Prerequisite(s): A score at a pre-determined level in reading, writing and math on a placement instrument. This course will enable the student to explore the principles of electricity and electrical circuit characteristics. The student will identify basic wiring diagram symbols, components, legend information and perform basic electrical circuit measurements utilizing a Digital Volt Ohm Meter (DVOM).

#### **AT 116. Electrical 2**

Credits: 2Prerequisite(s): AT 115 with a C or better. This course will enable the student to diagnose and service battery related complaints. The student will also conduct diagnosis and repair of charging and starting systems.

#### **AT 117. Brakes 1**

Credits: 3Prerequisite(s): AT 116 with a C or better. This course will enable the student to examine, inspect and repair brakes, bearings and hub assemblies.

#### **AT 118. Brakes 2**

Credits: 2Prerequisite(s): AT 117 with a C or better. This course will enable the student to apply previously learned skills and newly acquired knowledge to the repair and diagnosis of advanced braking systems that employ Anti-Lock systems technology.

#### **AT 119. Engine Repair**

Credits: 5Prerequisite(s): AT 118 with a C or better. This course will enable the student to recognize the need for a sound engine mechanical platform before taking the engine performance courses. The student will assess the mechanical integrity of the engine prior to undertaking any engine performance tuning procedures.

#### **AT 120. Engine Performance 1**

Credits: 3Prerequisite(s): AT 119 with a C or better. This course will enable the student to identify and correct system integrity problems within the fuel, ignition and exhaust systems.

#### **AT 207. Manual Drive Trains and Axles**

Credits: 4Prerequisite(s): AT 218 with a C or better. This course will enable the student to diagnose and repair clutches, drivelines, axles and transmissions within a variety of vehicle platforms.

#### **AT 210. Automotive HVAC**



Credits: 4Prerequisite(s): AT 116 with a C or better. This course will enable the student to diagnose and repair automotive heating and air conditioning systems. The student will become familiar with the federal guidelines concerning the hazards of dealing with and disposing of refrigerants.

#### **AT 216. Electrical 3**

Credits: 5Prerequisite(s): AT 207 with a C or better. This course will enable the student to apply Ohms Law within the diagnostic and repair process for lighting, driver information systems, gauges, audio systems and warning devices.

#### **AT 217. Suspension and Steering 1**

Credits: 3Prerequisite(s): AT 120 with a C or better. This course will enable the student to document fundamental suspension and steering system concerns and perform fundamental suspension and steering system repairs. The student will also perform tire and wheel diagnostics and repairs.

#### **AT 218. Suspension and Steering 2**

Credits: 1Prerequisite(s): AT 217 with a C or better. This course will enable the student to diagnose and repair complex steering and suspension systems, correct 4-wheel alignment issues, and perform wheel tracking diagnosis and repair.

#### **AT 220. Engine Performance 2**

Credits: 7Prerequisite(s): AT 120 with a C or better. This course will enable the student to advance diagnostic skills in relation to fuel, induction, ignition, exhaust and emission control systems.

### **Aviation**

#### **AV 101. Introduction to Aviation**

Credits: 3The course will enable the student to develop the knowledge and skills required to safely exercise the privileges and responsibilities of a Private Pilot. The student will study aerodynamics, aircraft systems, FAA regulations, the U.S. Airspace System, weight and balance, aircraft performance, aviation weather, flight publications, radio navigation, cross-country planning and navigation, basic flight physiology, and flight safety.

#### **AV 102. Private Pilot License with Lab**

Credits: 2Prerequisite(s): AV 101 with a C or better or concurrent enrollment in AV 101. This course will enable the student to develop the knowledge and skills required to safely exercise the privileges and responsibilities of a Private Pilot. The student will study aerodynamics, aircraft systems, FAA regulations, the U.S. Airspace System, weight and balance, aircraft performance, aviation weather, flight publications, radio navigation, cross-country planning and navigation, basic flight physiology, and flight safety.

### **Business Administration Accounting, Marketing, and Management**

#### **BA 103. Principles of Advertising**

Credits: 3This course will enable the student to analyze and explore the role of advertising in the world today and its relationship to the field of marketing. The student will analyze various types of media, consider current trends in advertising techniques and discover the importance of research planning. In addition, the student will focus on the significance of behavioral sciences and how they relate to the effectiveness of advertising.

#### **BA 104. Information Processing Systems**

Credits: 3Prerequisite(s): The student must have a typing speed of at least 20 words per minute (a pretest will be given). This course will enable the student to use the Windows operating system and Microsoft Office applications, including word processing, spreadsheet, database, and presentation graphics. The student will practice essential computer concepts. (CSC1010)

#### **BA 108. YE Entrepreneurship**

Credits: 4This course is open only to students in the Butler Early College Business and Entrepreneurship Academy. This course will enable the student to understand the issues and strategies involved in starting and managing a small business. The student will analyze the steps required to develop a business including planning, marketing, organizing, financing, controlling, and managing risk.

#### **BA 109. Entrepreneurship**

Credits: 3This course will enable the student to gain an understanding of the issues and strategies involved in starting and managing a small business. The student will go through the steps required to develop a business plan including marketing, organizing, financing, controlling, and managing risk.

#### **BA 110. Introduction to Business**

Credits: 3This course will enable the student to learn about the foundational areas of a business, including entrepreneurship, small business management, marketing, accounting, and finance, and their importance to a successful business. The student will also learn about the roles of ethics, social responsibility, and information technology in a business. (BUS1020)

#### **BA 112. Personal Finance**

Credits: 3This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection. (BUS1010)

#### **BA 115. Business Law 1**

Credits: 3This course will enable the student to explore the evolution of law, the judicial system, and contract law. The student will use analysis principles to analyze business law case studies.

#### **BA 116. Business Law 2**

Credits: 3Prerequisite(s): BA 115 with a C or better. This course will enable student to explore the application of law in the following areas: warranties, real and personal property, debtor-creditor risk management, employment, and business organization. The student will critically analyze business law case studies.

**BA 117. Income Tax Fundamentals**

Credits: 3This course will enable the student to understand and prepare the individual income tax return in depth, as well as give the student an introduction to the business tax return. The student will utilize tax preparation software.

**BA 126. Accounting 1**

Credits: 3This course will enable the student to perform basic bookkeeping functions upon completion. The student will complete and understand the entire accounting cycle through learning the theory and practice of modern accounting including journal entries, ledgers, and financial statements. The student will also learn about Notes Receivable, Notes Payable, Inventory systems, and depreciation methods. (ACC1010)

**BA 127. Accounting 2**

Credits: 3Prerequisite(s): BA 126 with a C or better. This course will enable the student to perform basic bookkeeping functions for partnerships, limited liability companies (LLC's), and corporations. The student will journalize business transactions, prepare and analyze financial statements, and study basic concepts of managerial and cost accounting. (ACC1010)

**BA 129. Writing a Business Plan**

Credits: 2This course will enable the student to develop an idea for a business. The student will develop a business plan for the purposes of securing funding and guiding the creation of a new business through the use of research, written exercises, and presentations.

**BA 140. Introduction to Marketing**

Credits: 3This course will enable the student to gain an understanding of the issues and strategies involved in marketing for organizations. Through the use of discussion, exercises, and case studies, the student will gain an understanding of the planning and execution of conception, pricing, promotion, and distribution of goods, ideas, and services.

**BA 148. Introduction to Fraud Examination**

Credits: 3Prerequisite(s): BA 126 and BA 127 with a C or better. This course will enable the student to become familiar with the field of fraud examination which is one aspect of forensic accounting. The student will use fraud examination methodology to explore the various types of fraudulent financial schemes and analyze ways to prevent and/or detect financial fraud.

**BA 178. Payroll Accounting**

Credits: 3Prerequisite(s): BA 126 with a C or better. This course will enable the student to perform many of the payroll functions required in the business world. The student will calculate and record payroll accounting information and learn to prepare federal payroll tax forms. The student will prepare for the American Payroll Association's Fundamental Payroll Certification FPC designation exam.

**BA 184. Human Resource Management**

Credits: 3This course will enable the student to understand the basic functions of human resource managers and their role in establishing high performance work teams. The student will learn how to apply employment law and various pay for performance systems.

**BA 203. Retail Management**

Credits: 3This course will enable the student to gain an understanding of the strategies employed by retailers to gain and retain customers, employees and vendors. The student will gain an understanding of procedures and methods of buying merchandise, display and promotion, inventory control, budgeting, and methods of figuring price through the use of terminology, exercises and case studies.

**BA 204. Managerial Accounting**

Credits: 3Prerequisite(s): BA 127 with a C or better. This course will enable the student to perform basic managerial accounting functions, including revenue expectations, cost controls, and budgeting. The student will study the theory and concepts of managerial accounting. The student will use financial data for determining product costs, planning, and decision-making. (ACC2010)

**BA 210. Principles of Management**

Credits: 3This course will enable students to develop short and long-range plans to effectively accomplish organizational goals. Through the use of terminology, exercises and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing and motivating others. The student will also learn tools to aid in problem solving, valuing diversity, and coping with change.

**BA 211. Computerized Accounting**

Credits: 3Prerequisite(s): BA 126 with a C or better. This course will enable the student to use commercial accounting software to apply principles and procedures of accrual accounting. The student will complete the accounting cycle, accounts receivable, accounts payable, payroll, and inventories on commercial accounting software.

**BA 215. Personal Selling**

Credits: 3This course will enable the student to communicate with prospective customers to understand their needs, match those needs with the appropriate product or service and present an effective presentation. Through the use of terminology, practice in role-plays and an understanding of the appropriate approaches and strategies, the student will gain an understanding of the opportunities in the field of personal selling and what it takes to be successful.

**BA 219. Internet Marketing**

Credits: 3 This course will enable the student to explore the transition from traditional marketing methodologies to digitally based techniques. The student will be able to give a critical appraisal of the strategies necessary to conduct e-commerce within the emergence of a global marketplace through the use of discussion, exercises, and case studies.

#### **BA 220. Business Ethics**

Credits: 3 This course will enable the student to gain an understanding of what is meant by the concept of "business ethics" and why its study is important for all types of organizations. The student will gain an understanding of fundamental issues such as morality, legality, responsibility, utilitarianism, rights and justice.

#### **BA 225. Computer Advertising Design**

Credits: 3 This course will enable the student to design and produce creative advertisements for print, radio, and television using a personal computer. The student will use basic layout elements of design to compose effective verbal/visual messages designed for publication and broadcast.

#### **BA 231. Introduction to Sport Management**

Credits: 3 This course will enable the student to gain an understanding of sport management as both an academic major and as a professional endeavor. The student will learn about current issues and the skills and knowledge required to be a successful manager in the field of sport management.

#### **BA 245. Advanced Computer Applications**

Credits: 3 Prerequisite(s): BE 165, BE 170, and BE 180 or BA 104 all with a C or better or consent of instructor. This course will enable the student to use advanced features of word processing, spreadsheet, and database programs.

### **Business Systems Technology**

#### **BE 100. Keyboarding**

Credits: 1 This course will enable the student to key by touch-without looking at fingers or keyboard-smoothly and fluently at a minimum rate of 14 wpm on two-minute timings with five or fewer errors.

#### **BE 101. Beginning Document Processing**

Credits: 3 This course will enable the student to develop keyboarding speed and accuracy and properly format letters, memorandums, short manuscripts, tables and employment documents.

#### **BE 102. Intermediate Document Processing**

Credits: 3 Prerequisite(s): A keyboarding speed of at least 40 wpm. This course will enable the student to develop a higher keyboarding speed with a greater degree of accuracy. The student will develop skills that are essential for creating all types of typical office correspondence and tables, desktop publishing, mail merges, and forms.

#### **BE 103. Keyboard Skillbuilding**

Credits: 3 This course will enable the student to improve speed and accuracy by using systemic practice on a computer keyboard. The student will use diagnostic software to determine a starting point and areas needing improvement. The student will gain an increase in words per minute (wpm) and a decrease in error ratio. Requirement: The student must be able to type-by-touch at a rate of at least 20 wpm before taking this course.

#### **BE 108. Records Management**

Credits: 3 Prerequisite(s): BE 180 or BA 104 with a C or better. This course will enable the student to understand the initiation and maintenance of a cost-effective information records management program, including creation, retrieval, retention, transfer, and disposition of records. The student will study filing systems and procedures, records storage and control, and equipment usage. The student will also learn how to manage records on the microcomputer.

#### **BE 109. Human Relations**

Credits: 3 This course will enable the student to recognize the important role personal qualities play in the work environment and to develop the success attitudes, interpersonal skills, and values that are demanded by employers. The student will build personality traits, work habits, thinking and self-management skills through a focused self-improvement program.

**BE 112. Digital Office Technology** Credits: 3 This course will enable the student to utilize various digital technologies used in the business office. The student will use digital technology to produce professional office communications.

#### **BE 115. Microsoft Outlook Level 1**

Credits: 1 This course will enable the student to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes using Outlook.

#### **BE 116. Microsoft Outlook Level 2**

Credits: 1 Prerequisite(s): BE 115 with a C or better or concurrent enrollment. This course will enable the student to explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.

#### **BE 120. Business English**

Credits: 3 This course will enable the student to master language principles for the information age. The student will develop language skills while gaining computer experience. The student will gain expertise in basic rules of English grammar, punctuation, capitalization, number style, spelling, and vocabulary.

#### **BE 121. Business Math/10-Key**

Credits: 3 Prerequisite(s): Placement score or MA 050 (or MA 051, MA 052, and MA 053) with a C or better or diagnostic credit. This course will enable the student to combine business math and the 10-key using the computer. The student will use a laboratory course

to concentrate on areas such as fractions, percentages, pricing merchandise, payroll, interest, banking, and credit. The student will develop a higher speed and a greater degree of accuracy using the 10-key touch method.

**BE 122. Introduction to Health Information**

Credits: 3This course will enable the student to work with knowledge of health care as it applies to the physician's office.

**BE 123. Legal and Ethical Issues in Health Care**

Credits: 3Prerequisite(s): BE 122 with a C or better. This course will enable the student to understand how the U.S. legal system, laws and ethical issues relate to health care.

**BE 124. Reimbursement Methodologies**

Credits: 3Prerequisite(s): BE 122 with a C or better. This course will enable the student to understand health insurance reimbursement as it applies to the medical office. The student will apply health insurance policies and procedures through the billing and claims process.

**BE 125. Beginning Medical Coding**

Credits: 3Prerequisite(s): AH 201 and BE 122 both with a C or better. This course will enable the student to accurately assign ICD-10-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS codes for the medical office. The student will prepare for national coding certification testing.

**BE 126. Computerized Medical Office Management**

Credits: 3Prerequisite(s): AH 201 with a C or better or concurrent enrollment in AH 201. This course will enable the student to use a computerized account and medical management recordkeeping software program. Requirement: Before enrolling in the course, the student should be competent in basic computer operation.

**BE 127. Advanced Medical Coding**

Credits: 3Prerequisite(s): BE 125 and BI 240 (or BI 226 and BI 227) all with a C or better. This course will enable the student to accurately assign ICD-10-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS codes for the medical office at an advanced level. The student will prepare for national coding certification testing.

**BE 128. Coding Certification Test Preparation.**

Credits: 1Prerequisite(s): BE 127 with a C or better or concurrent enrollment. This course will enable the student to meet the requirements to take a national coding certification test. The student will extensively review the proper assignment of Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedure Coding System (HCPCS) codes.

**BE 130. Business Communications**

Credits: 3Prerequisite(s): A score at a predetermined level in reading and writing on a placement instrument or EG 060 or BE 120 with a C or better. This course will enable the student to develop communication skills that will be effective in job placement, performance, career advancement, and organizational success. The student will develop effective writing, listening, speaking, and nonverbal communication skills through the process of practice, application, and meaningful feedback. The student will learn essential communication skills necessary for success in today's technology-driven business environment.

**BE 160. Computer Concepts**

Credits: 3This course will enable the student to function in a computer environment. The student will be introduced to computer concepts such as hardware, software, inputs, outputs, auxiliary storage, communications, operating systems, and environments. The student will also learn about computer security, ethics, trends, and issues in the information age. The student will complete hands-on projects using Windows and Microsoft Office applications. (CSC 1010)

**BE 165. Introduction to Word Processing**

Credits: 1This course will enable the student to use a current word processing application software. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in the workplace.

**BE 166. Introduction to Windows**

Credits: 1This course will enable the student to configure Windows operating system software and perform the following tasks: installing and upgrading client systems; managing applications; manipulating files, folders, and devices; and conducting operating system maintenance.

**BE 170. Introduction to Spreadsheets**

Credits: 1This course will enable the student to use a current spreadsheet application software. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in the workplace.

**BE 175. Presentation Graphics**

Credits: 3This course will enable the student to create effective presentations that follow the presentation development cycle using the enhancement capabilities of presentation graphic software. The student will be engaged in topics such as design templates, slide layouts, clip art usage, web presentations, visual elements, workgroup collaboration, presentation delivery, and online features. Requirement: The student should be competent in basic computer operation.

**BE 176. Introduction to Internet**

Credits: 1This course will enable the student to navigate the internet using search engines, download external files, and communicate using e-mail.

**BE 180. Introduction to Database**

Credits: 1Prerequisite(s): Basic computer skills. This course will enable the student to use a current database application software. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in the workplace.

#### **BE 202. Business Procedures**

Credits: 3Prerequisite(s): BE 102 and BA 104 or BE 165, BE 170, and BE 180 all with a C or better. This course will enable the student to experience a "real life" business environment as the class will be run as much like an actual business as possible. The student will take on the role of "employee" and the instructor will take on the role of "supervisor". The student will explore such topics as managing a business, solving office problems, developing written and oral communication skills, and training staff. This course is designed for the student majoring in any business field or any student pursuing entrepreneurial ventures.

#### **BE 204. Legal Terminology**

Credits: 3Prerequisite(s): A score at a pre-determined level in reading and writing or EG 060 with a C or better. This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields.

#### **BE 275. Desktop Publishing**

Credits: 3Prerequisite(s): BE 165, BE 170, and BE 180 all with a C or better; or BA 104 with a C or better. This course will enable the student to utilize computer-based applications to combine text and graphics producing professional documents such as brochures, advertisements, newsletters, certificates, and business forms. The student will learn principles of layout and design.

### **Biological Science**

#### **BI 050. Chemistry Review**

Credits: 1This course will enable the student to gain a proficiency in chemical concepts which are relevant to study in biological field. Students are encouraged to enroll in this course before the start of the semester when taking BI 240 and BI 250.

#### **BI 101. Biological Vocabulary**

Credits: 1This course will enable the student to gain knowledge of common biological terminology by pronouncing, spelling and defining approximately 300 general biology words.

#### **BI 110. General Biology**

Credits: 5This course will enable the student to apply basic biological principles to relevant situations in his/her daily life. The student will apply the scientific process to problem solving and deductive reasoning to analyze and interpret observations. This course is not intended for biology majors. (BIO1010)

#### **BI 215. Majors Biology 1 (Cell)**

Credits: 5This course will enable the student to develop an understanding of basic biological chemistry; cell structure and function; cell metabolism, including cellular respiration and photosynthesis; classical genetics, including cell reproduction and inheritance processes; molecular genetics, including nucleic acid and protein processes and regulation; and the evolutionary processes of cells. (BIO1020)

#### **BI 218. Spring Wildflower and Weed Identification**

Credits: 2This course will enable the student to recognize and identify by common and scientific name many local species of native plants that mostly bloom during the Spring season. The student will be introduced to some of the ecological and ethno-botanical roles played by various Spring wildflowers and weeds.

#### **BI 220. Majors Biology 2 (Organisms)**

Credits: 5Prerequisite(s): BI 215 with a C or better. This course will enable the student to develop knowledge of the biology of plants and animals, the evolutionary processes of organisms, and the principles of ecological interactions among organisms and their environments. (BIO1030)

#### **BI 226. Anatomy and Physiology 1**

Credits: 4This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. The student will study basic chemistry, cells, tissues, and the following body systems: skeletal, muscular, nervous, and endocrine. The student will participate in three hours of lecture and three hours of laboratory per week. This is one semester of a two-semester course. This course must be taken in addition to BI 227 to be equivalent to BI 240. This course is an intermediate study designed primarily for pre-professional students in health-related fields. The department highly recommends AH 201 with C or better. (BIO2030)

#### **BI 227. Anatomy and Physiology 2**

Credits: 4Prerequisite(s): BI 226 with a C or better. This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. The student will study basic chemistry, cells, tissues, and these body systems: integumentary, cardiovascular, lymphatic, respiratory, urinary, digestive, and reproductive. The student will participate in three hours of lecture and three hours of laboratory per week. This is one semester of a two-semester course. This course must be taken in addition to BI 226 to be equivalent to BI 240. Anatomy and Physiology. This course is an intermediate study designed primarily for pre-professional students in health-related fields. The department highly recommended AH 201 with a C or better. (BIO2030)

#### **BI 228. Summer Wildflower & Weed Identification**

Credits: 2This course will enable the student to recognize and identify by common and scientific name many local species of "wildflowers and weeds" that only bloom during the summer season. The student will accomplish this by sensorial observation of each plant's unique physical appearance, habitat, and range, and using appropriate field guides and dichotomous identification keys. The



student will also learn the ecological role various summer wildflowers and weeds play in their local biome and how native and pioneer Americans used these summer wildflowers and weeds as sources of food, medicines, fabrics, building materials, etc.

#### **BI 231. Pathophysiology**

Credits: 4Prerequisite(s): BI 240, or BI 226 and BI 227 all with a C or better. This course will enable the student to develop an understanding of the concepts of pathophysiology including inflammation and healing, immune responses, fluid/electrolyte imbalances, pain, neoplasms and genetics. The student will apply these underlying concepts to explore the pathophysiology, etiology, clinical manifestations and treatments of common disorders in major body systems.

#### **BI 238. Fall Wildflower and Weed Identification**

Credits: 2This course will enable the student to recognize and identify by common and scientific name many local species of "wildflower and weeds" that only bloom during the fall season. The student will accomplish this by sensorial observation of each plant's unique physical appearance, habitat, and range, and using appropriate field guides and dichotomous identification keys. The student will also learn the ecological role various fall wildflowers and weeds play in their local biome and how native and pioneer Americans used these fall wildflowers and weeds as sources of food, medicines, fabrics, building materials, etc.

#### **BI 240. Anatomy and Physiology**

Credits: 5This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. The student will study basic chemistry, cells, tissues, and these body systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, urinary, digestive, and reproductive. The student will participate in three hours of lecture and four hours of laboratory per week. This course is an intermediate study designed primarily for pre-professional students in health-related fields. The department highly recommends BI 050 and AH 201 with a C or better (BIO2020)

#### **BI 245. Cadaver Dissection**

Credits: 2Prerequisite(s): BI 240 or equivalent with a grade of B or better.

This course will enable the student to dissect a human cadaver and to identify the major visceral organs and structures.

#### **BI 250. Microbiology**

Credits: 5Prerequisite(s): BI 240 (or BI 226 and BI 227) or BI 110 or BI 215 or BI 220 with a C or better. This course will enable the student to identify disease-causing microorganisms or agents and their role in the disease process, including principles of microbial cell structure, genetics, metabolism, immunity, and control. The student will also be able to demonstrate proficiency in standard laboratory techniques used in inoculation, isolation, incubation, inspection, and identification of bacteria which include the examination of fungi, protists, and parasitic worms. The student will demonstrate mechanisms in the prevention and treatment of infectious disease. The student will participate in three hours of lecture and four hours of laboratory per week.

### **Behavioral Sciences**

#### **BS 103. Human Sexuality**

Credits: 3This course will enable the student to trace the physiological, psychological and social impact of human sexuality. The student will be able to discuss topics that include gender information, sex roles, biochemistry of sex, birth and birth control, sexual diversity, consequences of sexual activity, and communication.

#### **BS 105. Sociology**

Credits: 3This course will enable the student to understand the development, structure, and functioning of human groups and how these groups shape development and way of life. Students will be able to apply the knowledge they gain about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance, and social change. (SOC1010)

#### **BS 106. Introduction to Cultural Anthropology**

Credits: 3This course will enable the student to understand the use of scientific observation in examining human behavior and defining the concept of culture. The student will explore the diversity of human culture and the different anthropological perspectives on cultural change and continuity. (ANT1010)

#### **BS 107. Women and Gender Studies**

Credits: 3This course will enable the student to understand how gender affects women's lives. The student will be able to discuss topics such as patriarchy, social construction of gender, and media influence, as well as women's experience with health, education, family, work, crime, and violence. (GCS1010)

#### **BS 110. Contemporary Social Problems**

Credits: 3This course will enable the student to examine major problems of contemporary society through differing sociological perspectives. The student will consider the social causes of these problems and the public policy consequences of solutions. The student will engage in research and field observation related to the problems of inequality, crime and violence, substance abuse, deviance, and family problems. (SOC2010)

#### **BS 115. Substance Abuse Awareness**

Credits: 3This course will enable the student to increase personal knowledge and to provide information to others regarding substance use, abuse, dependence and their effects on individuals, families and society.

#### **BS 160. General Psychology**

Credits: 3This course will enable the student to apply the knowledge they gain about topics including the biological basis of behavior, sensation, learning, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology to

their lives. The student will be able to use knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of life as the student interacts with others. (PSY1010)

**BS 210. Marriage and Family**

Credits: 3 This course will enable the student to recognize the place of marriage and family within our society. The student will explore and discuss the inequalities and challenges found in intimate relationships. The student will examine dating, courtship and love, gender issues, sexuality, parenting, divorce, blended families, and effective communication techniques.

**BS 212. Abnormal Psychology**

Credits: 3 Prerequisite(s): BS 160 with a C or better. This course will enable the student to explore the characteristics, causes, theories, and treatments of the major categories of psychological disorders.

**BS 222. Diversity and Inequality in the United States**

Credits: 3 This course will enable the student to evaluate diversity and inequality in the United States. The student will evaluate how diversity and inequality effect the basic institutions of society which include family, religion, education, government, and medicine. The student will examine identity construction, prejudice, immigration, discrimination, and ethnic and cultural differences while developing strategies for improving relationships.

**BS 260. Developmental Psychology**

Credits: 3 Prerequisite(s): BS 160 with a C or better or departmental approval. This course will enable the student to engage in more meaningful interactions with others through evaluation of human development from conception through death. The student will examine the continuity of human development throughout the life span and also examine genetic and environmental influences upon the individual. (PSY2020)

**BS 270. Child Psychology**

Credits: 3 Prerequisite(s): BS 160 with a C or better. This course will enable the student to understand child behavior and development from the prenatal period through adolescence. Special emphasis given to topics of intellectual, emotional, social and physical development. (PSY2030)

**Biotechnology**

**BY 210. Laboratory Operations**

Credits: 4 This course will enable the student to develop technical writing skills suited for the workplace and competent math skills to work with ratios, statistics and scientific notation. The student will record data properly in a lab notebook and to recognize compliance regulations for a biotechnology lab.

**BY 225. Laboratory Safety**

Credits: 2 Corequisite(s): BY 225. Laboratory Safety. 2. Concurrent enrollment in BY 210 and BY 226 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student gain knowledge of safety in the laboratory, including the secure use and handling of biological and chemical materials. The student will recognize safety procedures in Biosafety Level 2 and 3 labs, safety with infectious disease, safe handling of hazardous biological and chemical materials, safe handling of radiological materials, and safe practices with small animals in laboratory settings.

**BY 226. Laboratory Safety Lab**

Credits: 1 Corequisite(s): Concurrent enrollment in BY 210 and BY 225 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to operate safely in the laboratory, including the secure use and handling of biological and chemical materials. The student will perform safety procedures in Biosafety Level 2 and 3 labs, safely work with infectious organisms, safely handle hazardous biological and chemical materials, safely handle radiological materials, and safely handle small animals in laboratory settings.

**BY 250. Biotechnology Techniques**

Credits: 2 Corequisite(s): Concurrent enrollment in BY 210, BY 225, BY 226, and BY 251 or equivalent courses offered by Manhattan Area Technical College (MATC). This course will enable the student to develop safe practices, prepare solution and cultures, and operate and maintain lab equipment following standard operating procedures.

**BY 251. Biotechnology Techniques Lab**

Credits: 2 Corequisite(s): Concurrent enrollment in BY 210, BY 225, BY 226, and BY 250 or equivalent courses offered by Manhattan Area Technical College (MATC). This course will enable the student to develop safe practices, prepare solution and cultures, and operate and maintain lab equipment following standard operating procedures.

**BY 260. Molecular Techniques**

Credits: 2 Prerequisite(s): BY 210, BY 250, and BY 251 all with a C or better. Corequisite(s): BY 261 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to learn the background and theory behind the general strategies used to work with nucleic acids in a biotechnology lab. The student will learn the biology of nucleic acids and the proteins and basis for various techniques used to isolate, separate, insert and assay mixtures of nucleic acids and proteins.

**BY 261. Molecular Techniques Lab**

Credits: 3 Prerequisite(s): BY 210, BY 250, and BY 251 all with a C or better. Corequisite(s): BY 260 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to use general strategies to work with nucleic acids in a biotechnology lab. The student will learn to insert plasmids to transform bacterial cells, to isolate and amplify DNA with polymerase chain reaction and to identify segments of DNA by Southern blot and microarrays.

**BY 270. Cell Culture Techniques**

Credits: 2Prerequisite(s): BY 210, BY 250, and BY 251 all with a C or better. Corequisite(s): BY 271 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to develop the basic techniques used in culturing cells. The student will learn the theory and practice behind the biotechnology involved in cell culture practices.

#### **BY 271. Cell Culture Techniques Lab**

Credits: 3Prerequisite(s): BY 210, BY 250, and BY 251 all with a C or better. Corequisite(s): BY 270 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to develop the basic techniques used in culturing cells. The student will learn sterile and aseptic techniques, media preparation, cell counting and how to keep cell cultures viable by sub-culturing and cryopreservation.

#### **BY 280. Biomanufacturing Techniques**

Credits: 2Prerequisite(s): BY 270 and BY 271 with a C or better. Corequisite(s): BY 281 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable students to learn the theoretical background of working with small-scale laboratory processes utilizing prokaryotic or eukaryotic cells in procedures used with a bioreactor to produce a biomass. The student will explore protein purification methods, enzyme handling and assay methods, protein assay methods, and western blot/enzyme and antibody probe techniques. The student will examine the process of setting up a bioreactor; growing prokaryotic cells, and isolating and characterizing a specific protein from the cell mass.

#### **BY 281. Biomanufacturing Techniques Lab**

Credits: 3Prerequisite(s): BY 260, BY 261, BY 270, and BY 271 all with a C or better. Corequisite(s): BY 280 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable student to work with a small-scale laboratory processes utilizing prokaryotic or eukaryotic cells in procedures used with a bioreactor to produce a biomass. The student will prepare and operate a bioreactor. The student will develop skills in protein purification methods, enzyme handling and assay methods, protein assay methods, and western blot/enzyme and antibody probe techniques. The student will be able to set up a bioreactor; grow prokaryotic cells, and isolate and characterize a specific protein from the cell mass.

#### **BY 290. Biotechnology Internship**

Credits: 5Prerequisite(s): BY 280 and BY 281 both with a C or better or equivalent course offered at Manhattan Area Technical College (MATC). This course will enable the student to gain real job experience in the biotechnology industry before completion of the certificate. The student will work in an industry involved in one of the program's focus areas.

### **Culinary Arts**

#### **CA 109. Culinary Nutrition**

Credits: 2This course will enable the student to apply basic nutrition principles in developing nutritious menu items. The student will focus on proper diet and disease prevention. The student will explore nutrition's role in a healthy diet, from identifying basic nutrition needs to finding alternatives for those with food allergies, food intolerance and food-intake related diseases.

#### **CA 120. Professional Culinary Skills 1**

Credits: 3Corequisite(s): Concurrent enrollment in HM 101 is also required. This course will enable the student to develop basic culinary skills in the kitchen environment. The student will learn skills in sanitation, basic cooking principles and methods, knife skills, safe food handling, safe equipment handling, and meal preparation for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparation.

#### **CA 130. Professional Baking Skills**

Credits: 3This course will enable the student to develop culinary baking skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe costing, and preparing baked goods for commercial consumption.

#### **CA 151. Kitchen Essentials/Culinary Math**

Credits: 3Prerequisite(s): Placement score or MA 050 (or MA 051, MA 052, and MA 053) with a C or better or diagnostic credit. This course will enable the student to utilize the fundamentals of mathematics, including calculating percent, ratios, decimals, fractions, weights and measures, and introductory algebra concepts. The student is introduced to the application of mathematical fundamentals to a variety of culinary and hospitality uses including equivalencies, recipe costing and conversion, calculating food and labor cost percentages, baker's percentages, yield conversions, and selling prices.

#### **CA 152. Menu Development**

Credits: 3Prerequisite(s): HM 190 with a C or better. This course will enable the student to learn the principles of planning menus, considering customer preferences, types of food service operations, kitchen management, nutrition, and menu design. The student will incorporate basic nutritional concepts in relation to current health concerns.

#### **CA 153. Essentials of Purchasing**

Credits: 3Prerequisite(s): HM 190 with a C or better. This course will enable the student to develop essential concepts of purchasing, storeroom operations, and financial procedures. The student will be introduced to the application of cost controls to storeroom operations for a profitable operation. The student will learn about food laws and the purchasing, receiving, storing and issuing of ingredients.

#### **CA 220. Professional Culinary Skills II**

Credits: 3Prerequisite(s): CA 120 and HM 101 both with a C or better. This course will enable the student to further develop culinary skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, and meal preparation for commercial consumption. The student will engage in areas of cold kitchen and advanced meal preparation.

#### **CA 231. Garden Manger**

Credits: 3Prerequisite(s): CA 220 and HM 101 both with a C or better. This course will enable the student to prepare cold entrees, forcemeats, pates, terrine, roulades, hot and cold hors d'oeuvres, cold appetizers, salads, sausages, cold sauces, and soups. The student will learn preservation techniques including curing, smoking, and aging for meat, seafood, and poultry items. The students will plan, organize, and set up buffets display, learn techniques of platter design, and plate presentations using both modern and traditional techniques.

#### **CA 232. Cuisines of Asia**

Credits: 3Prerequisite(s): CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Asia. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, Indonesia, India, and Pakistan. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparations.

#### **CA 233. Cuisines of Northern Europe**

Credits: 3Prerequisite(s): CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Northern Europe. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from France, Germany, Austria, Great Britain, and Scandinavia. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparation.

#### **CA 234. Cuisines of Southern Europe**

Credits: 3Prerequisite(s): CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Southern Europe. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Italy, Spain, Greece, and the Mediterranean. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage the student in multiple areas of basic cooking and meal preparation.

#### **CA 235. Cuisines of America**

Credits: 3Prerequisite(s): CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of America. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from United States. The student will reinforce skills in sanitation, basic cooking principles and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparation.

### **Communication Center**

#### **CC 203. Dispatch Specialties: EMD**

Credits: 3Prerequisite(s): CC 100 with a C or better. This course will enable the communications student to recognize the effective protocols utilized in emergency medical calls. The student will be introduced to the need of pre-arrival instructions and interventions prior to the arrival of responders.

#### **CC 204. Dispatch Specialties: Fire, Police, and Tactical Dispatching**

Credits: 3Prerequisite(s): CC 100 with a C or better. This course will enable the student to recognize the need for fire or police responses to 9-1-1 calls. The student will be able to explain and demonstrate the protocol selection and assignments for the level of call determined. The student will also become familiar with the roles and responsibilities of dispatchers in a tactical setting.

#### **CC 208. Consolidated PSAP Operations**

Credits: 6Prerequisite(s): CC 100, CC 203, and CC 204 all with a C or better. This course will enable the student to categorize the need for agency-specific response, as well as familiarize the student with Computer Aided Dispatch (CAD) programs used. The student will focus on putting all skills together in a simulated Public Safety Answering Point (PSAP) center. The student will log hours using radio equipment and software that is industry specific. The student will also learn the skills and methods to serve as a certified Communications Training Officer (CTO) for newly hired staff.

### **Cooperative Education**

Butler Community College students are encouraged to gain workplace experience through the online Internships or Cooperative Education.

Students enrolled in **Cooperative Education** earn college credit while gaining valuable work experience. Students learn while they earn and may enroll in a maximum of six 3-hour Cooperative Education courses for a total of 24 credit hours while at Butler.

Cooperative Education students must:

- Be employed in their major field of study or their career field.
- Work 150 clock hours for each three-hour Cooperative Education class.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a training plan developed by the student, and approved by the supervisor and instructor.

Credit earned through Cooperative Education satisfies elective credit requirements in most Butler programs of study and are accepted by many area schools and colleges.

For more information or assistance, contact the Cooperative Education/ Internship office at 316-218-6211.

**CE 195. Keys to Success in the Workplace**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and to practice basic key elements to enhance success in the work place. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**CE 196. Career Development**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and understand the principles for successful, lifelong career development. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**CE 197. Business Communication for the Working Adult**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to learn essential communication skills necessary for success in today's work environment and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**CE 198. Critical Thinking Skills**

Credits: 3Prerequisite(s): Employment in a field related to major program of study or departmental approval. This course will enable the student to explore critical thinking skills and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**CE 295. The Changing Workplace**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to analyze and respond to ongoing changes in the workplace and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**CE 296. Emotional Intelligence**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and to understand the value of increased emotional intelligence (EI) and how it can add value to working relationships. The student will work a minimum of 150 contact hours in a workplace throughout the term. The student will complete an individualized training plan of study.

**CE 297. Business Ethics for the Working Adult**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to explore the relevance and importance of ethics and social responsibility in business and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**CE 298. Leadership at Work**

Credits: 3Prerequisite(s): Employment in a field related to program of study or departmental approval. This course will enable the student to identify competencies and traits of leaders in the work environment. This course will enable the student to gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

**Chemistry****CH 050. Math Review for the Sciences.**

Credits: 1This course will enable the student to apply mathematical concepts in the sciences. The student should realize, however that this course is only a representative sample of the mathematics needed. This course is designed to support Basic and Applied Physics, Geology, Astronomy, Physical Science, Basic Chemistry, Chemistry I and General Physics mathematics.

**CH 106. Introductory Chemistry: General, Organic, and Biochemistry**

Credits: 5Prerequisite(s): Placement score or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. This course will enable the student to demonstrate a broad knowledge of the principles of inorganic, organic, and biochemistry. This course fulfills the general education lab science requirements and is primarily for the liberal arts, allied health, and non-science majors. This course is recommended for the student who plans to take only one course in chemistry. (CHM1030)

**CH 110. College Chemistry 1**

Credits: 5Prerequisite(s): High school chemistry or CH 106 or equivalent and two units of high school algebra or MA 125 (or MA 127, MA 128, or MA 129) with a C or better. This course will enable the student to examine the fundamental principles and concepts of chemistry, including atomic theory, chemical bonding, chemical reactions, energy, phases of matter, and solutions. The student will perform experiments of a qualitative and/or quantitative nature that incorporate these topics. This course consists of three hours of lecture/recitation and four hours of laboratory per week. (CHM1010)

**CH 115. College Chemistry 2**

Credits: 5Prerequisite(s): CH 110 and MA 135 (or MA 132, MA 133, and MA 134) all with a C or better. This course will enable the student to continue learning the chemistry of metallic elements and their compounds as well as the elementary principles of analytical chemistry. The student will also learn to solve problems dealing with solution concentrations, chemical equilibrium, solubility



products, buffers, thermodynamics, and electrochemistry. An introduction to nuclear and/or organic chemistry may be included. Laboratory experiments incorporate analysis, synthesis, and acquisition of quantitative and qualitative data. Three hours of lecture/recitation and four hours of laboratory per week. (CHM1020)

#### **CH 240. Organic Chemistry 1**

Credits: 5Prerequisite(s): CH 115.Three single lecture/discussion periods and four hours of laboratory periods per week. A study of beginning organic chemistry with emphasis on aliphatic and aromatic compounds.

#### **CH 245. Organic Chemistry 2**

Credits: 5Prerequisite(s): CH 240 Three single lecture/discussion periods and four hours of laboratory periods per week. A continuation of CH 240 with emphasis upon the structures, synthesis, and reactions of principle functional groups and compounds of biological interest, with some advanced topics such as dyes, polymers, and heterocyclic chemistry.

#### **CH 275. Biochemistry**

Credits: 4Prerequisite(s): CH 240 with a C or better.

This course will enable the student to develop knowledge of concepts and techniques in the field of biochemistry. The student will study the major classes of biological molecules, such as proteins, lipids and nucleic acids. The student will study the major metabolic pathway and developments related to molecular biology. This course is designed for students in pre-pharmacy.

### **Criminal Justice/Political Science**

#### **CJ 102. Introduction to Criminal Justice**

Credits: 3This course will enable the student to examine the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today. (CRJ1010)

#### **CJ 103. Agency Administration**

Credits: 3This course will enable the student to conduct a practical analysis of modern administration theory and supervisory management principles and their application to the unique operating problems of criminal justice organizations.

#### **CJ 104. Law Enforcement Operations and Procedures**

Credits: 3This course will enable the student to examine the role of police in society and apply key concepts to policing scenarios. The student will identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies, and other operational considerations.

#### **CJ 105. Transportation and Border Security**

Credits: 3This course will enable the student to examine the securing of transportation systems along with the passengers and cargo they transport. The student will explore the components of major transportation systems and the various security threats, risks, and vulnerabilities they face (including terrorism). The student will discuss substantive issues that involve governmental and non-governmental entities involved in transportation.

#### **CJ 106. Criminal Justice Interview and Report Writing**

Credits: 3This course will enable the student to write the types of reports required in a criminal justice career. The student will gather pertinent information and write report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

#### **CJ 109. Introduction to Corrections**

Credits: 3This course will enable the student to examine the functions of the correctional system in the United States. The student will learn history of corrections, the philosophy of punishment, correctional institutions, programs, and services, as well as topics such as inmate rights and correctional staffing. The student will explore contemporary issues, such as overcrowding and privatization.

#### **CJ 112. Fundamentals of Emergency Management and Disaster Preparedness**

Credits: 3This course will enable the student to examine the fundamental principles and practices of the emergency management profession at the local, state, and national levels. The student will explore emergency management concepts including preparedness, mitigation, response, and recovery.

#### **CJ 114. Introduction to Security**

Credits: 3This course will enable the student to examine the history, nature, and scope of private security in modern society. The student will also explore the basic principles of physical security, internal loss prevention, defensive systems, force prevention and safety, and the security function in the corporate structure. The student will be exposed to operations and career opportunities exemplified in such specific areas as retail, hospital, cargo, computer, contract, and proprietary security services.

#### **CJ 116. Juvenile Delinquency and Justice**

Credits: 3This course will enable the student to understand the complex phenomena of juvenile delinquency and adolescent criminal behavior and to critically assess causes and solutions. The student will study the origins, approaches and theories of juvenile delinquency; the juvenile justice system, including police and courts; the juvenile correctional system; and societal response to the delinquency problem, as well as the cross-cultural perspective regarding juvenile delinquency.

#### **CJ 117. Criminal Behavior**

Credits: 3This course will enable the student to examine the biological, psychological, and sociological explanations of criminal and deviant behavior. The student will explore relevant perspectives, theories and research methods. The student will also examine theoretical explanations of specific behavior such as aggression and violence, homicide and assault, sexual offenses, drug use, property offenses, and public disorder offenses.

**CJ 118. Gang Investigation**

Credits: 3 This course will enable the student to examine the origins, structures operations, and problems associated with urban street gangs. The student will also explore law enforcement counter measures and the investigation of gang-related crimes.

**CJ 122. Concepts of Terrorism**

Credits: 3 This course will enable the student to articulate the history, nature, characteristics, and responses to terrorism. The student will study concepts of terror and terrorism, historical aspects, the role of the media, terrorist groups and their ideologies, methods of terror, and counter-responses to terrorism.

**CJ 123. Intelligence Analysis and Security Management**

Credits: 3 This course will enable the student to identify the important components of Intelligence Analysis and Security Management. The student will recognize the interrelated duties and relationships of different intelligence agencies within the United States and elsewhere. The student will explore the contemporary historical events that intelligence analysis has played a role in, as well as the impact of that analysis. The student will examine the management of security operations as it relates to national defense and homeland security. The student will develop an understanding of the importance of effective security management upon the overall security of the American homeland.

**CJ 125. Introduction to Homeland Security**

Credits: 3 This course will enable the student to identify the important components of homeland security. The student will recognize the agencies associated with homeland security and their inter-related duties and relationships. The student will explore the historical events that have impacted homeland security, the state, national, and international laws affecting homeland security, and the most critical threats, especially terrorism, confronting homeland security.

**CJ 201. Weapons of Mass Destruction**

Credits: 3 This course will enable the student to articulate the nature, characteristics, consequences of and responses to weapons of mass destruction (WMD). The student will study the historical aspects, terminology and types of WMD.

**CJ 202. Law Enforcement in the Community**

Credits: 3 This course will enable the student to understand the challenges of developing and maintaining meaningful police/community relationships. The student will explore public/community relations, community policing, crime prevention programs, police/media relations, and special issues associated with juveniles, the elderly, and cultural diversity.

**CJ 203. Introduction to Computer and Cyber Crime**

Credits: 3 This course will enable the student to explore computer related crime. The student will be provided a brief overview of past and present crimes in cyber space. The student will examine ethical and criminal infractions in personal and work related situations, review methods of investigation by computer forensic professionals, and address techniques for security and safety.

**CJ 204. Criminal Law**

Credits: 3 This course will enable the student to engage in an intensive study of the laws which legal officers must uphold. The student will explore each of these areas by studying specific crimes under each type, describing what constitutes a violation, and showing the evidence the law agency needs to support a charge in court. The student will learn about the rights of citizens as interpreted by courts. The student will hear invited speakers from among the county attorney's office, attorneys from the Bar Association, officers from KBI, FBI, and local law enforcement agencies.

**CJ 211. Criminal Investigation**

Credits: 3 Prerequisite(s): CJ 102 with a C or better or instructor approval. This course will enable the student to understand the fundamentals of the criminal investigation process. The student will explore investigative techniques in crime detection, collection and use of evidence and information, criminal apprehension and prosecution, and investigation of specific crimes.

**CJ 212. Criminology**

Credits: 3 This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

**CJ 213. Criminal Evidence**

Credits: 3 This course will enable the student to explore criminal law focusing on the rules and use of evidence in criminal proceedings. The student will focus on federal and state rules of evidence, various types of evidence, legal issues essential to the collection and seizure of admissible evidence, and legal interrogation.

**CJ 215. Criminal Procedures**

Credits: 3 This course will enable the student to describe basic court system procedures and the jurisdiction of the courts. The student will learn about the constitutional and other legal requirements that affect law enforcement practices and procedures, with specific focus on confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

**CJ 216. Professional Responsibility in Criminal Justice**

Credits: 3 This course will enable the student to explore the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. The student will explore the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The student will learn how to be a professional who is a critical thinker, and who has the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

**Computer Information Technology**

**IN 105. Information Technology (IT) Concepts**

Credits: 3 This course will enable the student to explain the core concepts of information technology tools and services. The student will demonstrate competence in evaluating Web resources, using application and system software, assessing hardware, describing networking between devices, protecting digital data, and managing a digital lifestyle. The student will explore concepts related to software programming, managing databases, and establishing secure networks. The student will also discuss the history of information technology and evaluate ethical issues related to information technology.

**IN 106. CompTIA A+ Essentials**

Credits: 3 This course will enable the student to gain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

**IN 108. Introduction to Visual Basic.NET**

Credits: 3 This course will enable the student to use structured programming techniques to develop applications using MS Visual Basic as their application development language. The student will practice program development within a GUI Graphical User Interface environment. Before enrolling in Introduction to Visual Basic.NET, the student should be competent in basic computer operation.

**IN 112. HTML and CSS**

Credits: 3 This course will enable the student to create web sites using Hyper Text Markup Language (HTML). The student will troubleshoot faulty web pages and provide corrective HTML and Cascading Style Sheets (CSS) coding. The student will learn about the origins of markup languages, how standards are established and changed, and the role of browser software companies in expanding web page capabilities. The student will hand-code HTML and CSS using simple text editors.

**IN 116. XML**

Credits: 3 Prerequisite(s): IN 112 with a C or better. This course will enable the student to create and use structured XML vocabularies to store data, exchange information, and develop web applications. The student will learn both client and server-side techniques, as well as how to work with Cascading Style Sheets (CSS), XSLT, and be introduced to AJAX scripting.

**IN 117. Video and Audio Editing**

Credits: 3 This course will enable the student to use industry-standard software to capture, transfer, edit, and compress audio and video. The student will focus on the post-production process for non-linear editing of digital video for use in multimedia applications. The student will generate meaningful digital soundtracks for multimedia. The student will analyze editing effects demonstrated in clips from ads, music videos, and feature films.

**IN 118. PHP and Databases**

Credits: 3 Prerequisite(s): IN 112 with a C or better. This course will enable the student to create and maintain PHP driven websites. The student will learn how to implement PHP into current HTML based websites and how to connect it to a dynamic database.

**IN 122. Digital Photography 1**

Credits: 3 Prerequisite(s): IN 162 or IN 166 or IN 174 or IN 183 with a C or better.

**IN 124. Introduction to Digital Design**

Credits: 3 Prerequisite(s): Basic computer operation skills and a score at a predetermined level on a placement test. This course will enable the student to articulate and apply the basic principles and processes used in traditional and digital graphic and multimedia design. The student will consider typography, color, images, animation, sound and video as elements of digital design and production. The student will use essential tools to create both traditional and digital media by following a methodical design process.

**IN 130. Network Clients**

Credits: 3 This course will enable the student to install and administer the Microsoft Windows client operating system. The student will learn about settings in which the Microsoft Windows client is installed, and administer the Microsoft Windows client for various user environments. The student will create and configure user accounts, plan and manage permissions, and configure the operating system to use various network services. The student will also backup and restore system files, manage the update process, troubleshoot problems, and audit operating system activity.

**IN 131. Network Servers**

Credits: 3 This course will enable the student to install, upgrade, and administer the Microsoft Windows Server operating system. The student will learn about environments in which Microsoft Windows Server is installed and will administer Microsoft Windows Server for various user needs. The student will create and administer domain accounts, configure and manage network services, and perform backups and restores. The student will also configure printers and manage disk storage.

**IN 133. Supporting Networked Computers**

Credits: 3 This course will enable the student to install, configure and maintain computers used on networks. The student will focus on a computer's participation in networks as either a network client or as a network server. This course is designed for those anticipating a career in network support or for those seeking professional certification.

**IN 134. Networking Basics**

Credits: 3 This course will enable the student to identify the components needed to design a basic computer network. The student will also discuss protocol suites and data communication networks.

**IN 135. Web Graphics**

Credits: 3 This course will enable the student to manipulate and create graphics and prepare them for publication on the World Wide Web using industry standard software. The student will develop typical web images including buttons, rollovers, and animations. The student will learn to apply different optimization techniques to web images so they maintain detail during web display while

optimizing their size to improve loading times. The student will develop web pages and export them from industry standard software into HTML / CSS.

#### **IN 147. Game Graphics and Interface Design**

Credits: 3Prerequisite(s): IN 162 or IN 166 or IN 174 or IN 183 with a C or better. This course will enable the student to use image editing software to create original seamless textures for game graphics and learn how to export the graphics for use in game design. The student will use a variety of digital tools and techniques to create and optimize textures and images for use with game engines. The student will apply these techniques to new levels in game design and 3D models

#### **IN 148. 3D Virtual Environments**

Credits: 3Prerequisite(s): IN 162 or IN 166 or IN 174 or IN 183 with a C or better. This course will enable the student to create basic content and interactive environments inside Second Life (a multi-user virtual environment) and OpenSim (the stand-alone server technology of Second Life). The student will learn a variety of skills that can be used to create architecture, vehicles, clothing, accessories, sound, animations, and textures. The student will learn the basics of programs/scripts for personal, educational, and commercial use.

#### **IN 149. Interactive Scripting**

Credits: 3Prerequisite(s): IN 148 with a C or better. This course will enable the student to use LindenScript and UnrealScript within the Second Life and Unreal Editor Platforms to script objects and levels. The student will learn programming techniques to develop interactive 3D content inside both platforms. The student should be familiar with the virtual world of Second Life, the Unreal Editor and basic 3D concepts before enrolling.

#### **IN 155. Administering Windows Server**

Credits: 3This course will enable the student to implement a group policy infrastructure, manage user and service accounts, and maintain active directory domain services. The student will configure and troubleshoot domain name servers and remote access. The student will also optimize file services and increase file system security.

#### **IN 156. Configuring Advanced Windows Server Services**

Credits: 3This course will enable the student to implement advanced network services and advanced file services. The student will implement network load balancing and failover clustering. The student will also implement advanced Microsoft Windows Server Services' disaster recovery.

#### **IN 157. Game Design 1**

Credits: 3Prerequisite(s): IN 162 or IN 166 or IN 174 or IN 183 with a C or better. This course will enable the student to design, create, and deploy basic game levels and massive game worlds. The student will focus on game design using the Unity Game Engine.

#### **IN 158. 3D Animation 1**

Credits: 3Prerequisite(s): IN 162 or IN 166 or IN 174 or IN 183 with a C or better. This course will enable the student to gain a basic knowledge of 3D computer modeling, texturing, lighting, and animation. The student will use the tools in a 3D animation and modeling software package. The student will create, animate, texture, and light 3D objects and scenes.

#### **IN 159. Information Technology Project Management**

Credits: 3This course will enable the student to use a variety of project management techniques that can be applied in an information technology project context. The student will gain knowledge in the areas of integration management, scope management, time management, cost management, and quality management, which will serve as a foundation for an information technology project management position.

#### **IN 162. Game, Storyline and Character Development**

Credits: 3This course will enable the student to transform a storyline or core game idea into a formed game directional plan or story. The student will study working game and story structures, failed game and story structures, and character development. The student will apply that knowledge to a complete storyline or game idea.

#### **IN 163. Introduction to 3D Design**

Credits: 3This course will enable the student to articulate, discuss, and apply the basic principles of 3D design to a 3D development workspace. The student will be exposed to many considerations of 3D design including workspace, color, images, video in 3D space, and other elements found in 3D design. The student will use industry standard tools to create 3D works of custom design.

#### **IN 164. Cinematics and Audio**

Credits: 3Prerequisite(s): IN 166 with a C or better. This course will enable the student to create unique audio based sequences and cinematic sequences for game use. The student will use industry standard tools for audio and video production with the necessary planning pipeline for game audio/video production.

#### **IN 165. Digital Drawing and Painting**

Credits: 3This course will enable the student to produce digital drawings and paintings. The student will use pressure-sensitive digital tablets in combination with raster and vector based software. The student will explore mark making, perspective, color systems, and the rendering of light and shadow with traditional and digital tools. The student will develop digital images from scratch using drawing and painting techniques, collage, masking, compositing, and precise color adjustment. The student will complete projects that showcase perceptual skills, conceptual strategies, production methods, and narrative compositions.

#### **IN 166. Introduction to Graphics**

Credits: 3This course will enable the student to articulate, discuss, and differentiate the components required and used in various graphical situations. The student will be exposed to many aspects of graphical design as it pertains to interactivity, 3D, film, and

digital signage. The student will build a portfolio of graphics and graphical aspects that demonstrates a knowledge of all graphical types, using industry standard software and techniques.

#### **IN 167. Survey of Operating Systems**

Credits: 3 This course will enable the student to explain the role of an operating system (OS) in providing an interface between user programs and the bare hardware of a computer or device. The student will describe the historical development of operating systems and describe the major components of most operating systems. The student will investigate major OS subsystems, including process management, memory management, and security. The student will analyze and troubleshoot problems in operating system design. The student will implement OS functionality in UNIX, Windows, Linux, and Android environments. The student will explore OS certification options and develop a personal plan of study for preparing for certification.

#### **IN 168. CompTIA A+ Practical Applications**

Credits: 3 This course will enable the student to gain the knowledge required to install, configure and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

#### **IN 169. Illustrator Fundamentals**

Credits: 3 Prerequisite(s): IN 166 with a C or better. This course will enable the student to articulate and use the basic principles of design. The student will utilize Adobe Illustrator to demonstrate the processes of typography, color, layout, design, and other features to create ready-for-print and digital display images, multimedia, logos, and other assets.

#### **IN 170. InDesign Fundamentals**

Credits: 3 Prerequisite(s): IN 166 with a C or better. This course will enable the student to articulate and use the basic principles of design. The student will utilize Adobe InDesign to demonstrate the processes of layout and design to create ready-for-print and digital display multimedia, magazines, page-layouts, and other assets.

#### **IN 171. Photoshop Fundamentals**

Credits: 3 This course will enable the student to articulate and use the basic principles of design and graphical creation. The student will utilize Adobe Photoshop to demonstrate the processes of creation and design to make ready-for-print and digital display images, graphics, and other assets.

#### **IN 172. Animate Fundamentals**

Credits: 3 Prerequisite(s): IN 171 with a C or better. This course will enable the student to explain and use the basic principles of animation in a two dimensional layout. The student will utilize Adobe Animate to demonstrate the process of creating 2-D interactive animations.

#### **IN 174. Stop Motion Animation**

Credits: 3 This course will enable the student to build stop-motion animations using various industry standard techniques. The student will explore concepts used to create animations for cinema, video, and interactive markets. The student will apply cinematic techniques of lighting, camera composition, and story development to create a stop-motion animated short movie.

#### **IN 179. UX/UI Fundamentals**

Credits: 3 Prerequisite(s): IN 171 with a C or better. This course will enable the student to explain and use the principles of User Experience Design and User Interface Design. The student will utilize Adobe XD and other software to demonstrate the processes, design, and creation of effective and current UX/UI instances and the creation of assets for that purpose.

#### **IN 180. Digital Branding and Promotion**

Credits: 3 Prerequisite(s): IN 171 with a C or better. This course will enable the student to apply techniques and best practices related to digital delivery of content to social media platforms, branding, and promotion of services and products. The student will use Adobe Spark and various tools to create targeted branding themes and understand the use of assets generated from those tools.

#### **IN 183. Digital Video Production 1**

Credits: 3 This course will enable the student to create a digital documentary while learning the process of digital video production. The student will work individually and in teams to learn every aspect of brainstorming, creating, writing, and producing a digital video production in an interactive production setting.

#### **IN 184. Mobile Game Development**

Credits: 3 Prerequisite(s): IN 157 with a C or better. This course will enable the student to design, create, and publish video games and applications to a mobile platform. The student will use industry standard tools to create compelling user experiences that take full advantage of mobile device capabilities.

#### **IN 186. CompTia A+ Essentials and Application**

Credits: 6 This course will enable the student to gain the knowledge required to assemble components based on customer requirements. The student will install and configure devices and software, learn basic networking and security principles, troubleshoot, replace and document defective components. The student will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

#### **IN 200. Beginning C++ with Game Programming**

Credits: 3 This course will enable the student to use C++ and the Standard Template Library to program text-based games and applications. The student will learn beginning procedural and object oriented programming using structured programming techniques to develop games and game applications.

IN 201. C#

**Credits: 3** This course will enable the student to design and implement applications using C#. The student will demonstrate a complete product development cycle using object-oriented programs (OOP). The student will develop projects that demonstrate programming concepts, including inheritance, encapsulation, interfaces, and polymorphism. The student will apply methods to control and display data within applications.

**IN 208. Interactive Digital Signage**

Credits: 3 Prerequisite(s): IN 166 with a C or better. This course will enable the student to prepare images, audio, and video for output to interactive digital signage. The student will create timed sequences and program media players to display created assets on interactive digital signage systems.

**IN 211. Java Programming**

Credits: 3 This course will enable the student to design, code, and implement software projects in Java. The student will solve coding problems involving control structures, data types, classes, methods, and events. The student will implement inheritance, exceptions, user interfaces, recursion, searching and sorting within a Java program. The student will apply a documented project development cycle to the production of Java applications.

**IN 213. Logic Design for Programmers**

Credits: 3 This course will enable the student to develop the logical thinking skills necessary for creating high quality software programs. The student will examine key concepts of structure related to programming. The student will be introduced to database concepts and explore data management methods including decision-making, looping, array handling, and file handling. The student will also investigate object-oriented and event-driven programming. The student will apply programming logic to everyday business scenarios and develop flowcharts and Pseudocode to address the scenarios. The student will modify working logic based on new specifications and troubleshoot nonworking code. The student will examine system design issues and explore features of the Unified Modeling Language (UML).

**IN 215. Game Design 2**

Credits: 3 Prerequisite(s): IN 157 with a C or better. This course will enable the student to design, create, and deploy advanced game levels and massive game worlds. The student will focus on game design using the Unity Game Engine.

**IN 216. Web Scripting**

Credits: 3 Prerequisite(s): IN 112 with a C or better. This course will enable the student to use JavaScript programming, the language used to expand the capabilities of the web browser beyond basic HTML and CSS. The student will use JavaScript to enhance user interactions on a web page through form validations, animation, templates, real time page updates, and canvas game development. The student will build and troubleshoot various JavaScript projects in these areas. The student does not need previous programming experience; the course is designed for those anticipating a career in Web Development and Production.

**IN 217. 2D Animation and Cartooning**

Credits: 3 This course will enable the student to create animations for the Web, including animated buttons, banner ads, cartoons, and animated diagrams. The student will analyze cartoon styles and techniques, complete a series of specified animation projects, storyboard original stories, and produce original animations. The student will focus on current 2-dimensional animation technologies and vector animation with Flash. The student will create professional-quality animations and manage an efficient workflow.

**IN 228. Introduction to SQL Language**

Credits: 3 This course will enable the student to use the Structured Query Language SQL to create, modify or retrieve data from a relational database. The student will create a relational database. This course is designed for those anticipating a career in database design or working towards a computer related degree.

**IN 234. CMS for Web Development**

Credits: 3 Prerequisite(s): IN 112 with a C or better. This course will enable the student to create web sites using popular Content Management Systems (CMS). The student will learn about the origins of CMS, how to implement pre-built themes and tools, how to develop original themes and widgets, how standards are established and changed, and proper installation procedures for server deployment of CMS including database installation. The student will also troubleshoot and correct faulty web pages.

**IN 237. Managing and Maintaining Windows 8**

Credits: 3 Prerequisite(s): IN 131 and IN 133 with a C or better or instructor approval. This course will enable the student to implement, manage, and maintain Microsoft's Windows 8 operating system. The student will learn how to configure and support Windows 8 computers, devices, users, and associated network and security resources.

**IN 239. 3D Animation 2**

Credits: 3 Prerequisite(s): IN 158 with a C or better. This course will enable the student to gain intermediate skills in 3D computer modeling and animation. The student will use the tools in a 3D modeling and animation software package. The student will create and animate objects and scenes.

**IN 243. Advanced HTML and CSS**

Credits: 3 Prerequisite(s): IN 112 with a C or better or instructor approval. This course will enable the student to build large scale findable websites that are accessible on a wide variety of devices including phones, tablets, and assistive devices. The student will explore strategies for search engine optimization (SEO) and learn advanced Cascading Style Sheet (CSS) layout and production techniques. The student will also develop a workflow that integrates CSS preprocessors, methods for organizing CSS architecture, and techniques for solving common website performance.

**IN 245. CCNA I Internetworking Fundamentals**



Credits: 3Prerequisite(s): IN 133 with a C or better or instructor approval. This course will enable the student to use network protocol models to explain the layers of communications in data networks. The student will design, calculate, apply subnet masks and addresses to networks, and build a simple Ethernet network using routers and switches. The student will apply basic cabling and network designs to connect devices. The student will perform basic router and switch configuration and verification. The student will analyze the operations of the transport and network layer protocols and services within the Open Systems Interconnection (OSI) model.

#### **IN 252. Introduction to Computer Programming**

**Credits: 3**This course will enable the student to develop the skills and knowledge necessary to produce beginning programs and publish to the web. The student will be introduced to programming principles, methodology, style, design, structures, data types, and logic.

#### **IN 259. Digital Photography 2**

Credits: 3Prerequisite(s): IN 122 with a C or better. This course will enable the student to use digital cameras, studio lighting, and photo editing suites at an advanced level. The student will focus on advanced techniques used in today's digital imaging career field to gain a greater skillset using advanced industry standard software and equipment.

#### **IN 261. Cross-Platform Mobile Development**

Credits: 3This course will enable the student to design and implement applications for deployment on mobile devices. The student will work through the processes required to research, code, and publish mobile applications. The student will demonstrate competence in project management, asset creation, integration, and testing.

#### **IN 263. Advanced Web Scripting**

Credits: 3Prerequisite(s): IN 216 with a C or better. This course will enable the student to use JavaScript programming at an advanced level. The student will use JavaScript and Node.JS to enhance user experience in web pages. The student will build and troubleshoot various Node.JS applications and projects as well as write, build, and test projects and applications they develop.

#### **IN 271. Querying Microsoft SQL Server**

Credits: 3Prerequisite(s): IN 131 and IN 133 both with a C or better, or lead instructor approval. This course will enable the student to install Microsoft SQL Server 2012 and manage the data in that installation. The student will analyze the network and business requirements so that the Microsoft SQL Server instance is installed on the correct hardware with the appropriate software configuration. The student will also learn techniques to manage and secure that data in various environments.

#### **IN 272. Administering MS SQL Server Database**

Credits: 3Prerequisite(s): IN 271 with a C or better. This course will enable the student to install MS SQL Server 2012 Database and manage the data in that installation. The student will learn strategies to maintain high availability systems within the enterprise while guarding data. The student will also learn how to secure data from unauthorized access, store data effectively, and back up data in accordance with policies.

#### **IN 273. Implementing a Data Warehouse with SQL**

Credits: 3Prerequisite(s): IN 272 with a C or better. This course will enable the student to design shared/conformed dimensions, design hierarchies, and determine attributes for Data Warehouse. The student will learn strategies on how to determine control flow, containers, tasks needed, and precedence constraints design of a SQL Server Integration Service (SSIS) package strategy with rollback, staging, and transaction control. The student will also learn how to manage, configure, and deploy SSIS packages.

#### **IN 274. Stop Motion Animation 2**

Credits: 3Prerequisite(s): IN 174 with a C or better. This course will enable the student to apply previously learned concepts of stop-motion animation to the design and creation of stories told through movement. The student will create a short stop-motion animation using a multi-plane downshooter. The student will master a complete production pipeline, from storyboard to final rendering. The student will evaluate others' work for expression of effective design principles, creativity, thoughtful concept, and well-executed craftsmanship.

#### **IN 275. Information Technology Ethics**

Credits: 3Prerequisite(s): Completion of 12 credit hours of Information Technology department courses, with a C or better earned in each course. This course will enable the student to appraise ethical issues that information technology professionals face in a corporate setting. The student will examine the classical normative ethical theories based on notions of duties, rights, consequences and virtue based ethics as well as the contemporary codes of conduct established by professional organizations. The student will explore, analyze, and critique case studies in order to develop skills in ethical thought and written communication.

#### **IN 277. Designing and Implementing a Server Infrastructure**

Credits: 3This course will enable the student to plan, design, and deploy a Windows Server 2012 highly virtualized infrastructure, including the Active Directory, storage, security, and networking services as necessary. The student will also learn to validate the planning, configuration, and implementation of the Windows Server 2012 services, such as server deployment, server virtualization, and network access and infrastructure.

#### **IN 278. Implementing an Advanced Server Infrastructure**

Credits: 3Prerequisite(s): IN 277 with a C or better. This course will enable the student to plan, design, and deploy an advanced Windows Server 2012 highly virtualized infrastructure, including the Active Directory, storage, security, and networking services as necessary. The student will also learn to validate the planning, configuration, and implementation of the advanced Windows Server 2012 services, such as server deployment, server virtualization, network access, and infrastructure.

#### **IN 279. Advanced Security Practitioner**

Credits: 3 This course will enable the student who has a basic knowledge of networks to conceptualize, engineer, integrate, and implement secure solutions across complex environments. The student will apply critical thinking and judgment to a broad spectrum of security disciplines. The student will propose and implement sustainable security solutions that map to organizational strategies, translate business needs into security requirements, analyze risk impact, and respond to security incidents.

#### **IN 281. Cloud Computing**

Credits: 3 This course will enable the student to understand industry standard cloud technologies. The students will focus on cloud solutions as it relates to cloud storage, virtual environments, managing and monitoring performance, evaluating security, and troubleshooting.

#### **IN 283. Digital Video Production 2**

Credits: 3 Prerequisite(s): IN 183 with a C or better. This course will enable the student to create, at an intermediate level, a digital documentary, short film, commercial, or stop-motion style movie while learning the process of digital video production. The student will work individually and in teams to learn aspects of brainstorming, creating, writing, and producing a digital video production in an interactive production setting.

#### **IN 284. Digital Video Production 3**

Credits: 3 Prerequisite(s): IN 283 with a C or better. This course will enable the student to create, at an advanced level, a digital documentary, short film, commercial, or stop-motion style movie while learning the process of digital video production. The student will work individually and in teams to learn aspects of brainstorming, creating, writing, and producing a digital video production in an interactive production setting.

#### **IN 285. Virtual Computing**

Credits: 3 This course will enable the student to install, configure, and manage the vCenter Server components. The student will use support tools to provide maintenance and updates, build virtual networks, virtual machines, enhance performance, security, and manage the virtual data center.

#### **IN 291. Motion Capture and Virtual Reality**

Credits: 3 Prerequisite(s): IN 215 with a C or better. This course will enable the student to design and create Virtual Reality (VR) experiences, record and incorporate motion capture, and animate models for interaction and animation in the Unity Game Engine.

#### **IN 292. Interactive, Digital, and 3D Capstone**

Credits: 3 Prerequisite(s): IN 291 or IN 243 or IN 275 with a C or better. This course will enable the student to use skills learned in the respective program of study. The Interactive and 3D student will build a game, interactive simulation, or educational based asset. The Web Development student will build a fully interactive HTML/PHP based website. The Digital Media student will create graphic assets for projects as well as build a digital portfolio of work.

#### **IN 295. Advanced Lighting and Rendering**

Credits: 3 Prerequisite(s): IN 239 with a C or better. This course will enable the student to light and render complex 3D scenes and images. The student will use industry standard tools to learn proper techniques used in advanced rendering situations and gain the knowledge needed for today's 3D rendering and lighting needs.

#### **IN 2001. Principles of Information Assurance**

Credits: 3 This course will enable the student to understand and implement basic security in a diverse information technology environment. The student will learn how to implement physical security, harden various operating systems, and implement access control lists. The student will explore various attack techniques, be introduced to current threats and vulnerabilities in the cyber landscape, explore countermeasures, and review pertinent legislation relating to information security

#### **IN 2002. Network Security**

Credits: 3 Prerequisite(s): IN 2001 and IN 133 both with a C or better. This course will enable the student to understand and implement network security in a diverse information technology environment. The student will learn about network communications from a security standpoint, hardware and software security solutions, and perform exercises in securing networks and operating systems.

#### **IN 2003. Enterprise Security Management**

Credits: 3 Prerequisite(s): IN 2001 with a C or better. This course will enable the student to understand and implement principles of risk management. The student will learn about security architectures, incident handling, disaster recovery, and secure systems administration.

#### **IN 2005. Digital Forensics**

Credits: 3 Prerequisite(s): IN 2001 with a C or better. This course will enable the student to understand and implement principles and procedures of data forensics. The student will learn about proper equipment seizure methodology, confiscated materials analysis, and follow up processes relating to an incident.

#### **IN 2007. Advanced Digital Forensics**

Credits: 3 Prerequisite(s): IN 2002 and IN 2005 both with a C or better. This course will enable the student to understand advanced file system forensics through the use of specialized forensics software tools. The student will apply investigative methodology as it applies to data artifacts, including where they are found in computer operating systems and how they are deployed in digital forensics. The student will be prepared to complete vendor certification in the use of automated forensic tools.

#### **IN 2017. Advanced C#**

Credits: 3 This course will enable the student to apply data structures and associated algorithms to computer programs. The student will examine key concepts of object-oriented programming. The student will complete projects that implement stacks, queues, and

linear lists to control data. The student will explore and implement inheritance, polymorphism, interfaces, collections, and overloading. The student will analyze and design programming solutions.

## **Dance**

### **DN 130. Modern Dance 1**

Credits: 2 This course will enable the beginning student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will be introduced to theory and history of Modern Dance.

### **DN 131. Modern Dance 2**

Credits: 2 Prerequisite(s): DN 130 with a C or better. This course will enable advanced beginning student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will continue to learn about the theory and history of Modern Dance.

### **DN 133. Beginning Jazz Dance**

Credits: 1 This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibility, strengthen muscles, and increase endurance.

### **DN 134. Jazz Dance 2**

Credits: 1 Prerequisite(s): DN 133 with a C or better. This course will enable the student to achieve advanced beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in exercises designed to increase flexibility, strengthen muscles, and increase endurance.

### **DN 135. Ballet 1**

Credits: 2 This class will enable the beginning level student to explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for the development of introductory ballet technique and performance.

### **DN 136. Ballet 2**

Credits: 2 Prerequisite(s): DN 135 with a C or better. This class will enable the advanced beginning ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for the advancement of ballet technique and performance

### **DN 137. Beginning Tap Dance**

Credits: 1 This course will enable the beginning student to explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

### **DN 138. Tap Dance 2**

Credits: 1 Prerequisite(s): DN 137 with a C or better. This course will enable the advanced beginning student to explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

### **DN 140. Choreography 1**

Credits: 1 Prerequisite(s): A special dance audition prior to the first day of class. Choreography I is an introductory course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

### **DN 141. Choreography 2**

Credits: 1 Prerequisite(s): DN 140 with a C or better. Choreography II is an intermediate course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

### **DN 230. Modern Dance 3**

Credits: 2 Prerequisite(s): DN 131 with a C or better. This course will enable the intermediate student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will incorporate the theories and history of Modern Dance into dance compositions.

### **DN 231. Modern Dance 4**

Credits: 2 Prerequisite(s): DN 230 with a C or better. This course will enable the advanced intermediate student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will incorporate the theories and history of Modern Dance compositions.

### **DN 233. Jazz Dance 3**

Credits: 1 Prerequisite(s): DN 134 with a C or better. This course will enable the student to participate in an intermediate jazz dance class. The student will advance personal technique and performance skills specific to various jazz and dance styles and methodologies. The student will engage in exercises designed to maximize flexibility, strengthen muscles, and increase endurance.

### **DN 234. Jazz Dance 4**

Credits: 1Prerequisite(s): DN 233 with a C or better. This course will enable the student to participate in an advanced intermediate jazz dance class. The student will advance personal technique and performance skills specific to various jazz and dance styles and methodologies. The student will engage in exercises designed to maximize flexibility, strengthen muscles, and increase endurance.

#### **DN 235. Ballet 3**

Credits: 2Prerequisite(s): DN 136 with a C or better. This class will enable the intermediate ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class at the intermediate level that allows for further advancement in ballet technique and performance.

#### **DN 236. Ballet 4**

Credits: 2Prerequisite(s): DN 235 with a C or better. This class will enable the advancing intermediate ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for further advancement in ballet technique and performance.

#### **DN 237. Tap Dance 3**

Credits: 1Prerequisite(s): DN 138 with a C or better. This course will enable the intermediate student to further explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

#### **DN 238. Tap Dance I4**

Credits: 1Prerequisite(s): DN 237 with a C or better. This course will enable the advanced intermediate student to further explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

#### **DN 240. Choreography 3**

Credits: 1Prerequisite(s): DN 141 with a C or better. Choreography III is an intermediate course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time, and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

#### **DN 241. Choreography 4**

Credits: 1Prerequisite(s): DN 240 with a C or better. Choreography IV is an advanced course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time, and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

### **Early Childhood Education**

#### **CD 115. Creative Experiences for Young Children**

Credits: 3This course will enable the student to construct and maintain an environment for young children that fosters aesthetic sensitivity and creativity. The student will focus on the selection, construction, evaluation, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, and health and safety curriculum areas. The student will become familiar with the Kansas Early Learning Standards and implement them while creating developmentally appropriate activities for young children.

#### **CD 122. Principles of Early Childhood Education 1**

Credits: 3This course will enable the student to recognize and create a developmentally appropriate curriculum and environment, to identify avenues of professional development in the early childhood field, and to comply with state licensing regulations. The student will explore the history, principles, philosophy, teaching practices and approaches, as well as career opportunities in the field of early childhood education.

#### **CD 123. Principles of Early Childhood Education 2**

Credits: 3This course will enable the student to examine new trends, careers, and professional development initiatives in early childhood. The student will design developmentally appropriate curriculum, positive guidance techniques, and methods for enhancing social, emotional, and language development. The student will demonstrate knowledge of state laws and regulations essential to providing quality care for young children.

#### **CD 124. Infant and Toddler Development**

Credits: 3This course will enable the student to understand the physical, mental, emotional, and social growth of the child from conception through the second year. The student will be able to apply the knowledge gained to discuss contemporary issues in group care, critique the quality of center care, assess the developmental level of infants and toddlers, apply guidance techniques, and develop safe and appropriate toys and creative activities.

#### **CD 125. Child Nutrition and Health**

Credits: 3This course will enable the student to demonstrate an understanding of the basic factors that affect child health, safety, and nutrition. The student will design appropriate educational experiences and family newsletters that focus on health, safety, and nutrition for the young child. The student will identify and apply the nutritional guidelines appropriate for young children while menu planning.

#### **CD 135. Special Needs in Early Childhood**

Credits: 3This course will enable the student to develop skills associated with providing quality care and education to young children with disabilities and chronic conditions. The student will explore issues of positioning, feeding, adaptive equipment, family dynamics, inclusion, and invasive procedures.

**CD 213. Licensed Home Day Care Practicum 1**

Credits: 3Prerequisite(s): Three credit hours of early childhood education classes with a C or better. This course will enable the student to develop and implement developmentally appropriate practices and environments for young children in a licensed home day care setting. The student will prepare policy and procedures, establish recordkeeping, and plan activities appropriate for multi-age children in home day care. The student will complete and document 150 hours of working directly with children in a licensed home day care setting.

**CD 214. Licensed Home Day Care Practicum 2**

Credits: 3Prerequisite(s): CD 213 with a C or better. This course will enable the student to explore the family day care accreditation process outlined by the National Association for Family Child Care and create plans to make needed improvements in a home day care business. The student will develop a family resource packet, complete developmentally appropriate activity plans, and continue to explore the Kansas Regulations for Licensing Day Care Homes and Group Day Care Homes for Children. The student will document 150 hours of work directly with children in a licensed home day care setting.

**CD 220. Early Childhood Program and Curriculum Planning**

Credits: 3This course will enable the student to recognize, design, and create a safe, healthy, developmentally appropriate preschool or toddler classroom. The student will apply developmentally appropriate practices that will promote successful learning experiences for children.

**CD 221. Early Childhood Program and Curriculum Planning Lab**

Credits: 1Prerequisite(s): CD 220 with a C or better or may be taken concurrent. This course will enable the student to demonstrate the developmentally appropriate principles and skills learned in the Early Childhood Program and Curriculum Planning class. The student will be able to use observation and evaluation techniques with individual children and in a self-reflective process. The student will document 50 contact hours working with children in a licensed program and create an age appropriate lesson plan for the children served.

**CD 222. Child Care Administration**

Credits: 3This course will enable the student to implement the principles of administration and organization of child care programs. The student will focus on record keeping, budgeting, facility management, family involvement, and the hiring, training, supervision, and evaluation of staff.

**CD 223. Child Care Practicum 1**

Credits: 3Prerequisite(s): Six hours of early childhood courses with a C or better, 2 years of experience in a licensed facility, or permission from instructor. This course will enable the student to demonstrate a knowledge base of the Kansas Statutes and Regulations for Licensing Preschools and Child Care Centers. The student will be able to use concepts of observation and evaluation in licensed centers, with individual children, and in a self-reflective process. The student will develop an understanding of age appropriate curriculum for toddler and preschool age children through the production of age appropriate lesson plans.

**CD 224. Child Care Practicum 2**

Credits: 3Prerequisite(s): CD 223 with a C or better or instructor permission. This course will enable the student to demonstrate knowledge of a developmentally appropriate curriculum and environment for young children. The student will be able to use observation and evaluation techniques in licensed centers, with individual children, and in a self-reflective process. The student will be able to implement concepts learned in previous early childhood classes through this field experience.

**CD 225. Interaction Techniques with Young Children**

Credits: 3This course will enable the student to apply effective and creative guidance techniques while creating a positive early childhood learning environment. The student will be able to establish positive social expectations for a group of children and effectively evaluate and manage difficult behaviors based on children's individual needs and developmental abilities in cooperation with the children's families and relevant professionals.

**CD 226. Building Relationships with Families**

Credits: 3This course will enable the student to establish respectful and reciprocal relationships that support, value, and empower all families to be involved in their children's development and learning. The student will utilize communication methods and engagement strategies to involve and support family systems and create partnerships between home and school.

**CD 295. Leadership in Early Childhood**

Credits: 3Prerequisite(s): Twenty-four credit hours of Early Childhood Education. This course will enable the student to discuss how leaders can use motivational strategies and describe key functions and strategies that leaders are expected to perform. The student will explain the importance of leader credibility and how a leader builds credibility with others. The student will translate knowledge of early childhood development and strong commitment to the field into advocacy. The student will create a professional portfolio that will encompass these concepts and showcase this knowledge.

**Economics****EC 200. Principles of Microeconomics**

Credits: 3This course will enable the student to apply economic concepts to personal and work related decision making by understanding the actions and choices of individuals and companies. The student will study microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. The student will develop a theoretical framework for microeconomic analysis and apply this theory to practical domestic and international economic policy problems. (ECO1010)

**EC 201. Principles of Macroeconomics**

Credits: 3 This course will enable the student to apply an analytical framework to the economy at the national level. The student will analyze the purpose and functions of the components of Gross Domestic Product (GDP), the determinants of long-run economic growth, and the causes and costs of inflation and unemployment. The student will analyze the economic impacts of fiscal and monetary policies and the differences between the short-run and long-run macroeconomic aspects of the economy. (ECO1020)

#### **EC 250. Engineering Economics**

Credits: 3 Prerequisite(s): MA 135 (or MA 132, MA 133, and MA 134) with a C or better. This course will enable the student to utilize economic analysis for investment decisions related to an engineering project. The student will relate the economic principles of time value of money, differential cost and revenue, marginal cost and revenue, and trade-off between risk and reward to various engineering projects.

Elementary/Secondary Education

#### **ED 206. Introduction to Teaching**

Credits: 3 This course will enable the student to gain valuable insight into the teaching profession through hands-on exploration of current theories in pedagogy. The student will gather, assemble, review, and analyze information for choosing career options in the teaching field. The student will organize leadership tasks, develop the necessary skills to continue preparation for teaching, and develop a professional approach to the teaching profession. The student will participate in a 30-hour classroom field experience (10 hours each in elementary, middle, and high school classrooms). (EDU1010)

#### **ED 220. Introduction to Special Education**

Credits: 3 Prerequisite(s): ED 206 with a C or better or concurrent enrollment in ED 206. This course will enable the student to assess and determine diversity among learners with various special needs. The student will understand the need for teachers to collaborate with other professionals and families to develop appropriate individual learning plans for special needs students in the classroom. The student will explore public laws and mandates that pertain to special education, assuring appropriate and optimal education for all special needs learners. The student will participate in 10 hours of field experience in either a general education classroom with special needs students or in a special education classroom setting.

#### **ED 222. Technology in the Classroom**

Credits: 3 Prerequisite(s): ED 206 with a C or better or concurrent enrollment in ED 206. This course will enable the student to facilitate learning with technology for elementary and secondary students. The student will explore current theories and issues of computer pedagogy by participating in a 5-hour technology field experience in a K-12 classroom. The student will model appropriate pedagogical practice to plan, develop, review, facilitate, and analyze a comprehensive lesson that requires elementary or secondary students to use technology for engaged content-learning.

#### **ED 252. Socratic Collaboration for the Classroom**

Credits: 1 Prerequisite(s): Departmental approval required. This course will enable the student to facilitate and participate in collaborative group tutorial and study sessions. The student will understand the processes necessary to aid students in collaborative problem-solving situations using Costa's Levels of Thinking within the classroom environment. The student will explore writing, questioning, reading, and organizational strategies necessary in facilitating and participating in a collaborative tutorial and study group. The student will provide feedback for tutorial sessions and model appropriate pedagogical practices in Socratic tutoring, including management, tutorial process, questioning, grading, and reflective processes.

### **Engineering Technology/Pre-Engineering**

#### **EN 101. Engineering Graphics 1**

Credits: 3 Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to apply the fundamentals of drafting and integration to computer-aided design (CAD). The student will use CAD in line work applications, dimensioning, orthographic projection, geometric constructions, isometric and auxiliary views, and section cuts.

#### **EN 102. Engineering Graphics 2**

Credits: 3 Prerequisite(s): EN 101 with a C or better. This course will enable the student to expand his/her skill in drafting and design, and its integration into computer-aided design CAD. The student will use CAD to complete multiple design projects and complete a team project.

#### **EN 103. Building Design 1 with CAD**

Credits: 3 Prerequisite(s): EN 101 with a C better. This course will enable the student to understand and apply concepts of basic building design and its integration into computer-aided design (CAD). The student will analyze and design the necessary elements needed for a building.

#### **EN 105. Introduction to Sustainable Design, Construction and Living**

Credits: 3 This course will enable the student to have a basic understanding of sustainable concepts as they relate to commercial and residential building design and construction. The student will gain an introductory knowledge of the United States Green Building Council (USGBC) and the various LEED Rating Systems with an emphasis on new construction. In addition, students will learn about everyday lifestyle changes that will help reduce negative impacts on the environment. This course is primarily intended for those students who plan on continuing their education in the building design and construction fields which include engineering, architecture, designers, construction managers, contractors, developers, manufacturers, building owners, realtors and public officials.

#### **EN 107. AutoCAD Basics**



Credits: 3Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand the basics of AutoCAD and its various applications. The student will learn how to set up AutoCAD and utilize basic commands that are necessary to create quality drawings. Basic knowledge of computers and keyboarding skills are required.

**EN 110. Building Design 2 with Revit**

Credits: 3Prerequisite(s): EN 103 with a C or better. This course will enable the student to understand the concepts of building information Modeling (BIM) and the tools for parametric building design. The student will understand the basics of Revit Architectural.

**EN 111. Fundamentals of Power**

Credits: 3This course will enable the student to use the principles of electrical, electronic, mechanical, and fluid power components and systems as they apply to industrial applications.

**EN 115. Engineering Concepts**

Credits: 2Prerequisite(s): Placement score or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. This course will enable the student to formulate problems and use solution techniques related to engineering through the use of engineering design projects involving software and hardware.

**EN 135. Introduction to Composites**

Credits: 3This course will enable the student to understand and apply basic principles in the fabrication, repair and design of composite structures.

**EN 136. Composite Manufacturing Practices**

Credits: 4This course will enable the student to perform an understanding of the actual manufacturing processes used in composites.

**EN 201. Materials and Processes of Industry**

Credits: 3This course will enable the student to identify and use current manufacturing materials and processes.

**EN 206. Engineering Graphics Capstone**

Credits: 3Prerequisite(s): Second semester program student or instructor's approval. Offered by appointment only. This course will enable the student to further his/her knowledge and skills in an area of interest in drafting or design. The student will complete all work under the direction of the instructor with the aid of CAD.

**EN 207. AutoCAD Advanced.**

Credits: 3Prerequisite(s): EN 107 with a C or better, or EN 101 with a C or better, or instructor approval. This course will enable the student to develop skills in customizing and programming AutoCAD. The student will develop skills in writing blocks, AutoLISP routines, and attributes; customizing menus; and inserting X-references.

**EN 211. Commercial Building Design and CAD**

Credits: 3Prerequisite(s): EN 101 with a C or better or instructor approval. This course will enable the student to understand and apply Computer-Aided Design (CAD) in the design and drafting of commercial building plans. The student will learn procedures in planning and drawing buildings for manufacturing and merchandising, including schools, clinics, churches, and light and heavy construction. The student will complete all drawings with the use of CAD.

**EN 212. Electric Circuits**

Credits: 3This course will enable the student to use electrical principles and applications including circuit diagrams, switches, relays, motors, and transformers.

**EN 214. 3D Modeling and CAD**

Credits: 3Prerequisite(s): EN 101 with a C or better. This course will enable the student to understand the basics of three dimensional applications in computer-aided design (CAD). The student will learn about such topics as: extrusions, orbits, faces, surfaces, constructions, edges, and rendering.

**EN 215. Automated Power Systems**

Credits: 3Prerequisite(s): EN 111 with a C or better. This course will enable the student to use the theory and operation of fluid power circuits. The student will perform intermediate level programming using the Programmable Logic Controller (PLC).

**EN 217. Structural, Civil, and Pipe Design and CAD**

Credits: 3Prerequisite(s): EN 102 with a C or better. This course will enable the student to understand the fundamentals of structural, civil, and pipe drafting and their integration into computer-aided design CAD. The student will be introduced to draft, steel framing plans, steel connection details, pre-engineered metal buildings, plot plans, plans and profiles, highway and road layouts, valves, joints, fittings, pumps, tanks, and vessels.

**EN 220. Beginning Concepts of CNC**

Credits: 3 Prerequisite(s): EN 214 with a C or better. This course will enable the student to understand and apply beginning automated manufacturing concepts to design and create parts.

**EN 230. Part Design**

Credits: 3 This course will enable the student to develop a basic understanding of manufactured part design principles and to apply design concepts to manufacturing and machining. The student will design projects, make design decisions, and apply overall design concepts as they relate to manufacturing part design.

**EN 235. Composite Structure Repair**

Credits: 4 This course will enable the student to utilize current strategies in composite structure to repair composite materials.

**EN 236. Advanced Techniques in Composites**

Credits: 4 This course will enable the student to identify the role of composite materials in manufacturing. The student will apply advanced principles and techniques to the fabrication and design of composite structures

**EN 260. Statics**

Credits: 3 Prerequisite(s): PH 251 and MA 152 with a C or better. This is a course for pre-engineering students. It will enable the student to solve problems involving composition and resolution of forces, equilibrium of force systems, application of general laws of statics to engineering problems, analysis of simple structures, machine elements, centers of gravity, and moment of inertia.

**English****EG 053. ESL Sentence to Paragraph**

Credits: 3 Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to construct complete sentences by applying learning and grammar concepts. The student will write focused, organized, supported paragraphs using the steps of the writing process.

**EG 060. Fundamentals of English**

Credits: 3 Prerequisite(s): A score at a pre-determined level on a placement instrument or RD 011 with a C or better. This course will enable the student to write paragraphs and essays that demonstrate grammatical, organizational and analytical competence for enrollment in English Composition I. The student will review and practice basic grammar and writing skills necessary for a college-level writing class as well as read, analyze, and synthesize college-level texts.

**EG 063. ESL Fundamentals of English**

Credits: 3 Prerequisite(s): A score at a pre-determined level on a placement instrument or a C or better in EG 053 and RD 014, or RD 011 and SP 010. This course will enable the student to write paragraphs and an essay, which demonstrate grammatical, organizational, and analytical competence for enrollment in an English Composition I course.

**EG 101. English Composition 1**

Credits: 3 Prerequisite(s): A score at a pre-determined level on a placement instrument, or a C or better in EG 060 and RD 012, or a C or better in EG 060 and concurrent enrollment in RD 012. This course will enable the student to communicate effectively through a variety of writing activities. The student will develop knowledge, skills, and critical thinking ability with regard to writing and reading. The student will recognize the importance of the grammatical and rhetorical structures of language to clear and effective writing. The student will recognize the process of creating documents through regular writing assignments. (ENG1010)

**EG 102. English Composition 2**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to further develop argumentative writing strategies and patterns while developing critical intellectual skills and becoming proficient in library and online research and source citation styles. (ENG1030)

**EG 104. Creative Writing**

Credits: 3 This course will enable the student to write short fiction and poetry by learning terminology and techniques associated with the two genres. The student will analyze professional works, revise original work, and critically discuss the work of classmates.

**EG 112. Technical Writing**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to develop writing skills specific to careers in industry, science, engineering, and business. The student will recognize the importance of clear, well-organized, detailed writing directed at targeted audiences for specific purposes. Regular writing assignments utilizing library resources will enable the student to recognize the process of creating clear and accurate documents.

**Environmental Technology****EV 150. Environmental Issues**

Credits: 3 This course will enable the student to understand basic ecological principles and apply these to relevant situations in daily life. Ecological principles include: basic ecology, populations, air and water pollution, solid and hazardous waste, toxicology, human health, energy, sustainability, and environmental solutions. This is a non-lab introductory environmental science course. (BIO1041)

**Fire Science****FS 100. Firefighter 1**

Credits: 4.5 Corequisite(s): Concurrent enrollment in FS 207. This course will enable the student to perform basic fire service operations and gain basic knowledge of personal safety, personal protective clothing and equipment, fire service tools and equipment, fire behavior, building construction, and fire ground tactics and strategies. The student will also cover the content outlined in the National Fire Protection Association's (NFPA) Standard 1001, Firefighter Professional Qualifications, pertaining to the Firefighter I level.

**FS 103. Fire Officer 1**

Credits: 3 Prerequisite(s): FS 100 and FS 207, both with a C or better, and Firefighter I certification. This course will enable the student to identify the organization and management of fire and emergency services departments and the relationship of government agencies to the fire service. The student will become familiar with fire and emergency service, ethics, and leadership from the perspective of the company officer.

**FS 110. Fire and Emergency Services Safety and Survival**

Credits: 3 This course will enable the student to understand the concepts of risk management and mitigation as they pertain to the emergency services. The student will take an in-depth look at the 16 life safety initiatives established by the fire and emergency services.

**FS 115. Introduction to Emergency Communications**

Credits: 3 This course will enable the student to demonstrate competency in the principles, practices, and standards of emergency telecommunicators. The student will be introduced to emergency communications history, hiring, and training requirements. The student will be eligible for entry level employment as a call taker or dispatcher in an emergency communication center and to earn additional certifications to increase marketability upon achieving initial certification.

**FS 125. Fire Inspector 1**

Credits: 3 This course will enable the student to conduct a building inspection, communicate fire prevention recommendations, and preplan for effective action during fires and emergencies.

**FS 130. Building Construction for the Fire Service**

Credits: 3 This course will enable the student to discuss the components of building construction related to firefighter and life safety. The student will gain knowledge of the elements of construction and design of structures that are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

**FS 135. Fire Prevention**

Credits: 3 This course will enable the student to identify and comprehend fundamental knowledge relating to the field of fire prevention. The student will learn about the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

**FS 140. Emergency Rescue**

Credits: 3 Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to identify and perform rescue procedures required by emergency personnel with particular emphasis on applying current hardware and procedural developments to the area of emergency rescue. The student will research the specific hazards associated with the natural and man-made disasters that are the results of our modern, technical society. The student will intentionally spend time developing both public and personal safety awareness while training or when working on an emergency scene.

**FS 141. Rope Rescue 1**

Credits: 1 Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to rope rescue. The student will also learn hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident.

**FS 142. Rope Rescue 2**

Credits: 1 Prerequisite(s): FS 100 and FS 141 both with a C or better or be concurrent enrollment in FS 100 and FS 141. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to rope rescue. The student will also learn additional hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident. The student will execute site control and management on a scene requiring advanced rope rescue techniques.

**FS 145. Fire Protection Systems**

Credits: 3 This course will enable the student to identify features of design and operations of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

**FS 146. Confined Space Rescue 1**

Credits: 1 Prerequisite(s): FS 141 and FS 142 both with a C or better. This course will enable the student to identify and demonstrate skills and techniques proficiently as a confined space entrant, attendant, and as part of a confined space rescue team. The student will demonstrate basic fundamentals of confined space rescue, such as identifying hazards, confined space classifications, and the roles and responsibilities of confined space team members. The student will demonstrate pre-entry procedures, use of appropriate personal protective equipment, and various monitoring equipment.

**FS 147. Confined Space Rescue 2**

Credits: 1 Prerequisite(s): FS 146 with a C or better. This course will enable the student to demonstrate confined space rescue proficiencies at the Operations Level. The student will demonstrate how to properly prepare for entry into a confined space, package patients for removal from a confined space, and remove entrants from a confined space.

**FS 149. Surface Water Rescue**

Credits: 1 Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to recognize conditions requiring a surface water rescue by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to Surface Water Rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a surface water rescue incident.

**FS 150. Vehicle and Machinery Rescue I.**

Credits: 1 Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to recognize conditions requiring vehicle or machinery rescues. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a vehicle or machinery rescue incident. This course is designed to meet National Fire Protection Association's 1006 and 1670 standards, pertaining to vehicle and machinery rescues.

**FS 180. Fire Investigation**

Credits: 3Prerequisite(s): FS 100 or department consent. This course will enable the student to have an understanding of arson and incendiarism, legal aspects of arson, and methods of setting incendiary fires. The student will gain knowledge of the various causes of fire, fire fatalities, fire burn patterns, techniques for recognizing and preserving evidence, and means for interviewing and detaining witnesses. The student will learn about procedures utilized in handling juveniles, court procedures, and court testimony presentation.

**FS 200. Firefighter 2**

Credits: 3Prerequisite(s): FS 100 with a C or better. This course will enable the student to make effective fire ground decisions pertaining to the implementation of the Incident Management System and building and structural collapse indications and potentials. The student will identify and practice safe handling of rescue and extrication tools, and will obtain basic knowledge and skills in performing vehicle extrications and other special rescue situations. The student will gain an understanding of various hose tools and appliances, hydrant flow and operability. The student will recognize container features in order to identify various types of hazardous materials and will learn to mitigate hazardous materials incidents using defensive measures. The student will demonstrate teamwork, communication, and roles and responsibilities of hazardous materials first responder at the operations level will be covered. This course will prepare the student to meet National Fire Protection Association's NFPA Standard 1001, Firefighter Professional Qualifications, Firefighter II level. The student will be introduced to NFPA Standard 472, Professional Competencies of Responders to Hazardous Material Incidents, at the Operations level.

**FS 201. Fire Equipment and Systems**

Credits: 3Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to become familiar with the components of modern fire apparatus such as pumpers, aerial apparatus, tankers, etc. The student will analyze various systems, including electrical, braking, drive train, chassis frame, and hydraulics, and develop the skills needed to write specifications for the purchase of new fire apparatus and equipment.

**FS 203. Fire Service Hydraulics**

Credits: 3Corequisite(s): Concurrent enrollment in FS 265. This course will enable the student to obtain a foundation of theoretical knowledge in order to understand the principles of water use in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

**FS 205. Firefighting Tactics and Strategy**

Credits: 3Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to identify and execute tactics, strategies, and procedures during fire ground operations, as part of a team or as an individual. The student will develop skills in identifying problems that modern construction presents during fire ground operations. The student will address incident preplanning, incident action plans, potential fire ground problems, special methods and equipment used during firefighting operations, and post fire analysis. The student will be able to identify each position within the Incident Management System and acknowledge the importance of establishing attack and rescue priorities during various emergency operations.

**FS 207. Hazardous Materials for First Responders**

Credits: 3Corequisite(s): Concurrent enrollment in FS 100. This course will enable the student to deal with an incident in a defensive fashion until trained help arrives. The student will learn how to control hazardous materials incidents using basic resources already possessed or are available at the scene and assess the aftermath of a weapon of mass destruction (WMD). The student will learn scene control, site safety, product identification and emergency decontamination procedures. This course covers competencies for the hazardous materials first responder at the Awareness and Operations level as contained in the National Fire Protection Association's Standard 472.

**FS 211. Hazardous Materials Technician**

Credits: 8Prerequisite(s): Valid documentation of successfully completing certification requirements for the National Fire Protection Association's 472 standard on competencies for a Hazardous Materials First Responder at the Operations Level. This course will enable the student to meet the minimum competencies of the National Fire Protection Association's 472 standard on professional competencies for hazardous material responders at the Technician level. The student will learn how to respond to hazardous materials/weapons of mass destruction (hazmat/WMD) incidents using a risk based response process by which the student analyzes a problem involving hazmat/ WMD, selects applicable decontamination procedures, and controls a release using specialized protective clothing and control equipment.

**FS 250. Fire Command**

Credits: 3Prerequisite(s): FS 100 or currently enrolled in FS 100. This course will enable the student to gain a basic understanding of the command roles and responsibilities during fires and other emergency incidents. The student will be able to identify life threatening and non-life threatening situations during emergencies, and based on given data will be able to effectively manage the emergency utilizing resources and various tactics and strategies.

**FS 265. Fire Apparatus Driver/Operator**

Credits: 4Prerequisite(s): FS 100 and FS 207 both with a C or better, concurrent enrollment in FS 203, and Firefighter I certification. This course will enable the student to understand the responsibilities and skills required to function as a fire apparatus driver/operator. The student will learn to safely move the fire apparatus to and from emergency and non-emergency incidents. The student will also learn to safely and effectively operate a fire apparatus at emergency and non-emergency incidents.

**Fitness and Wellness****FW 102. Muscle Pump 1**

Credits: 1 This course will enable the student to participate in beginning weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

**FW 103. Fitness Circuit 1**

Credits: 1 This course will enable the student to participate in beginning circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

**FW 104. Zumba 1**

Credits: 1 This course will enable the student to participate in moderate Zumba group exercise that combines a fusion of high energy Latin and international music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

**FW 105. Yoga 1**

Credits: 1 This course will enable the student to participate in moderate yoga exercise routines for body and mind fitness. The student will learn to perform poses or "asanas" that will strengthen and tone the body as well as increase flexibility and improve posture. Because of its attention to complete breathing, yoga relieves tension and stress.

**FW 106. Pilates 1**

Credits: 1 This course will enable the student to participate in moderate Pilate exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture and easy, graceful movement while improving flexibility, agility and economy of motion.

**FW 107. Turbo Kick 1**

Credits: 1 This course will enable the student to participate in moderate Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques used in the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

**FW 108. Aerobics 1**

Credits: 1 This course will enable the student to participate in moderate exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging, and various other aerobic exercises.

**FW 109. Karate 1**

Credits: 1 This course will enable the student to participate in the basic introduction to the art of self-defense in Karate. An emphasis is placed on the physical and mental preparation required with the exercise associated with the skills of the martial arts.

**FW 110. Rock Climbing 1**

Credits: 1 This course will enable the student to develop the beginning skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing.

**FW 111. Golf 1**

Credits: 1 This course will enable the student to develop the fundamental skills of golf through driving range and game participation.

**FW 112. Bowling 1**

Credits: 1 This course will enable the student to develop the fundamental skills of bowling through game participation.

**FW 113. Archery**

Credits: 1 This course will enable the student to participate in beginning archery to develop an understanding of the sport's history, terminology, and proper skill fundamentals.

**FW 114. Leadership Through Low Ropes**

Credits: 1 This course will enable the student to develop the beginning skills of initiatives, games, and operating the low elements on a ropes course. The student will apply experiential learning (experience, reflection, process, and transference) as it relates to human growth, leadership and providing a safe and rewarding experience to participants. Upon completion of this course and FW 110, the student will be eligible to complete a Level 1 certification offered by Association for Challenge Course Technology (ACCT), through Adventure Experiences, Inc. (AEI). (A fee is applied to the course to pay for certification testing).

**FW 116. Fitness Experience 1**

Credits: 1 This course will enable the student to experience a variety of fitness activities to promote wellness. The student will participate in basketball, swimming, spinning, and rock climbing. The student will learn the principles of conditioning and develop a personal training plan.

**FW 117. Racquetball 1**

Credits: 1 This course will enable the student to participate in racquetball through skill development and game participation at an introduction level. The student will demonstrate how racquetball can be part of a lifetime wellness plan.

**FW 118. Spinning 1**

Credits: 1 This course will enable the student to participate in spinning through skill development and practice at an introduction level. The student will demonstrate how spinning can be part of a lifetime wellness plan.

**FW 119. T'ai Chi**

Credits: 1 This course will enable the student to participate in learning the Yang 24 Short Form for T'ai Chi promoting body and mind alertness. The student will learn to flow through the 24 forms which strengthen and tone the body as well as practice relaxed power and mindfulness in action.

**FW 123. Swimming 1**

Credits: 1 This course will enable the student to demonstrate basic swimming strokes and water survival skills. The student will design a lifetime wellness plan that incorporates swimming.

**FW 124. Basketball 1**

Credits: 1 This course will enable the student to develop the fundamental skills of basketball through team participation. The student will focus on individual basketball skills, team concepts, and basic rules of the game.

**FW 130. Varsity Football 1**

Credits: 2 Prerequisite(s): Selection by the head football coach. This course will enable the student to be introduced to beginning collegiate football to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 131. Varsity Football 2**

Credits: 2 Prerequisite(s): FW 130 with a C or better and selection by the head football coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate football while providing credit for varsity participation.

**FW 132. Varsity Basketball 1, Men.**

Credits: 2 Prerequisite(s): Selection by the head men's basketball coach. This course will enable the student to be introduced to beginning men's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 133. Varsity Basketball 2, Men**

Credits: 2 Prerequisite(s): FW 132 and selection by the head men's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning men's collegiate basketball while providing credit for varsity participation.

**FW 134. Varsity Basketball 1, Women**

Credits: 2 Prerequisite(s): Selection by the head women's basketball coach. This course will enable the student to be introduced to beginning women's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 135. Varsity Basketball 2, Women**

Credits: 2 Prerequisite(s): FW 134 and selection by the head women's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate basketball while providing credit for varsity participation.

**FW 136. Varsity Baseball 1**

Credits: 2 Prerequisite(s): Selection by the head baseball coach. This course will enable the student to be introduced to beginning collegiate baseball to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 137. Varsity Baseball 2**

Credits: 2 Prerequisite(s): FW 136 and selection by the head baseball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate baseball while providing credit for varsity participation.

**FW 138. Varsity Softball 1.**

Credits: 2 Prerequisite(s): Selection by the head softball coach. This course will enable the student to be introduced to beginning collegiate softball to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 139. Varsity Softball 2**

Credits: 2 Prerequisite(s): FW 138 and selection by the head softball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate softball while providing credit for varsity participation.

**FW 140. Varsity Soccer 1**

Credits: 2 Prerequisite(s): Selection by the head women's soccer coach. This course will enable the student to be introduced to beginning women's collegiate soccer to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 141. Varsity Soccer 2**

Credits: 2 Prerequisite(s): FW 140 and selection by the head women's soccer coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate soccer while providing credit for varsity participation.

**FW 142. Varsity Volleyball 1**

Credits: 2 Prerequisite(s): Selection by the head volleyball coach. This course will enable the student to be introduced to beginning women's collegiate volleyball to develop athletic teamwork and skills while providing credit for varsity participation.

**FW 143. Varsity Volleyball 2**

Credits: 2 Prerequisite(s): FW 142 and selection by the head volleyball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate volleyball while providing credit for varsity participation.

**FW 144. Varsity Track and Field 1**

Credits: 2 Prerequisite(s): Selection by the head track and field coach. This course will enable the student to be introduced to beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environment that value differences in people and satisfactory individual relationships.

**FW 145. Varsity Track and Field 2**

Credits: 2 Prerequisite(s): FW 144 with a C or better and selection by the head track and field coach. This course will enable the student to be introduced to advanced beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environment that value differences in people and satisfactory individual relationships.

**FW 146. Varsity Cross Country 1**

Credits: 2 Prerequisite(s): Selection by the head cross country coach. This course will enable the student to be introduced to beginning men's and women's collegiate cross country to develop athletic and teamwork skills while providing credit for varsity participation.

**FW 151. Spirit Squad 1**



Credits: 2Prerequisite(s): Selection by audition. This course will enable the student to be introduced to beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

**FW 152. Spirit Squad 2**

Credits: 2Prerequisite(s): FW 151 with a C or better and selection by audition. This course will enable the student to develop the skills for advanced beginning precision coed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

**FW 183. Field Experience in Athletic Training 1**

Credits: 1Selection by the Head Athletic Trainer. This course will enable the first semester student to explore the organization, management, and operation of an athletic training department through practical learning experiences, and provide care for the health and safety of collegiate student athletes.

**FW 184. Field Experience in Athletic Training 2**

Credits: 1Selection by the Head Athletic Trainer. This course will enable the second semester student to further explore the organization, management, and operation of an athletic training department through practical learning experiences, and provide care for the health and safety of collegiate student athletes.

**FW 190. Fitness for Life**

Credits: 2This course will enable the student to promote wellness through regular participation in physical fitness activities. The student will focus on behavioral lifestyle changes and proper nutrition that can lead to a healthier life.

**FW 191. Wellness in Public Safety**

Credits: 2This course will enable the student to develop a complete understanding of wellness and its importance in the public safety field. The student will examine fitness and wellness, benefits and guidelines for exercise, coronary risk factors, stress management, nutrition, weight control, low back care, motivation and behavior change, and various ways to perform fitness tasks. The student will be required to engage in physical activities, including tower climbing, dragging, and obstacle courses. This course is one-hour lecture and two hours activity.

**FW 202. Muscle Pump 2**

Credits: 1Prerequisite(s): FW 102 with a C or better or instructor approval. This course will enable the student to participate in more advanced weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

**FW 203. Fitness Circuit 2**

Credits: 1Prerequisite(s): FW 103 with a C or better or instructor approval. This course will enable the student to participate in more advanced circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle

**FW 204. Zumba 2**

Credits: 1Prerequisite(s): FW 104 with a C or better or instructor approval. This course will enable the student to participate in advanced group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

**FW 205. Yoga 2**

Credits: 1Prerequisite(s): FW 105 with a C or better or instructor approval. This course will enable the student to participate in intermediate to advanced yoga exercise routines for body and mind fitness. Yoga strengthens and tones the body, increases flexibility and improves posture because of its attention to complete breathing to relieve tension and stress.

**FW 206. Pilates 2**

Credits: 1Prerequisite(s): FW 106 with a C or better, or instructor approval. This course will enable the student to participate in advanced Pilates exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture, and easy, graceful movement while improving flexibility, agility, and economy of motion.

**FW 207. Turbo Kick 2**

Credits: 1Prerequisite(s): FW 107 with a C or better. This course will enable the student to participate in advanced Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques to the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

**FW 208. Aerobics 2**

Credits: 1Prerequisite(s): FW 108 with a C or better or instructor approval. This course will enable the student to participate in vigorous exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging and various other aerobic exercises.

**FW 209. Karate 2**

Credits: 1Prerequisite(s): FW 109 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills and strategies of the art of self-defense in the martial arts of Karate.

**FW 210. Rock Climbing 2**

Credits: 1Prerequisite(s): FW 110 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing.

**FW 211. Golf 2**

Credits: 1Prerequisite(s): FW 111 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of golf through driving range and game participation.

**FW 212. Bowling 2**

Credits: 1Prerequisite(s): FW 112 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of bowling through game participation. The student will gain experience in various forms of competitions and league participation in figuring averages, handicaps and scoring.

**FW 220. Healthy Living**

Credits: 3This course will enable the student to make responsible health-related decisions by analyzing behavior and attitudes to bring the changes necessary to improve health and maintain well-being for both personal healthful living and community responsibilities. (HSC1020)

**FW 221. First Aid/CPR/AED**

Credits: 2This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will be able to make appropriate decisions regarding standard first aid care, and apply the techniques required for American Red Cross certification in the procedures for adult, child, and infant Cardiopulmonary Resuscitation (CPR), and for an Automated External Defibrillator (AED). This renewable CPR, AED and Standard First Aid certificate is valid for two years. (HSC1040)

**FW 222. Foundations of Fitness Education and Sport**

Credits: 3This course will enable the student to understand the basic principles, philosophy, theory, practice, and history of health, human performance, fitness education and sport.

**FW 224. Basketball 2**

Credits: 1Prerequisite(s): FW 124 with a C or better or instructor approval. This course will enable the student to develop more advanced basketball skills through team participation. The student will focus on individual basketball skills, advanced team concepts, and advanced rules of the game.

**FW 225. Principles of Personal Training**

Credits: 3This course will enable the student to understand the role of exercise in wellness, the scientific foundations necessary to evaluate fitness levels, and the prescription of exercise in a career in the fitness industry. This course will prepare the student to sit for the Certified Personal Trainer exam through the National Strength and Conditioning Association.

**FW 226. Principles of Strength and Conditioning**

Credits: 3Prerequisite(s): BI 226 and BI 227 with a C or better, or BI 240 with a C or better. This course will enable the student to learn the physiological responses of the body to strength training and the means of designing safe and effective exercise conditioning programs in preparation for a career as a strength and conditioning professional capable of working in a variety of roles and environments. The student will prepare to sit for the CPT exam administered by the National Strength and Conditioning Association (NSCA).

**FW 230. Varsity Football 3**

Credits: 2Prerequisite(s): FW 131 and selection by the head football coach. This course will enable the student to develop the skills for intermediate collegiate football providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 231. Varsity Football 4**

Credits: 2Prerequisite(s): FW 230 and selection by the head football coach. This course will enable the student to develop the skills for advanced collegiate football providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 232. Varsity Basketball 3, Men**

Credits: 2Prerequisite(s): FW 133 and selection by the head men's basketball coach. This course will enable the student to develop the skills for intermediate men's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 233. Varsity Basketball 4, Men**

Credits: 2Prerequisite(s): FW 232 and selection by the head men's basketball coach. This course will enable the student to develop the skills for advanced men's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 234. Varsity Basketball 3, Women**

Credits: 2Prerequisite(s): FW 135 and selection by the head women's basketball coach. This course will enable the student to develop the skills for intermediate women's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 235. Varsity Basketball 4, Women**

Credits: 2Prerequisite(s): FW 234 and selection by the head women's basketball coach. This course will enable the student to develop the skills for advanced women's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 236. Varsity Baseball 3**

Credits: 2Prerequisite(s): FW 137 and selection by the head baseball coach. This course will enable the student to develop the skills for intermediate collegiate baseball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 237. Varsity Baseball 4**

Credits: 2Prerequisite(s): FW 236 and selection by the head baseball coach. This course will enable the student to develop the skills for advanced collegiate baseball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 238. Varsity Softball 3**

Credits: 2Prerequisite(s): FW 139 and selection by the head softball coach. This course will enable the student to develop the skills for intermediate collegiate softball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 239. Varsity Softball 4**

Credits: 2Prerequisite(s): FW 238 and selection by the head softball coach. This course will enable the student to develop the skills for advanced collegiate softball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 240. Varsity Soccer 3**

Credits: 2Prerequisite(s): FW 141 and selection by the head women's soccer coach. This course will enable the student to develop the skills for intermediate women's collegiate soccer providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 241. Varsity Soccer 4**

Credits: 2Prerequisite(s): Prerequisite FW 240 and selection by the head women's soccer coach. This course will enable the student to develop the skills for advanced women's collegiate soccer providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 242. Varsity Volleyball 3**

Credits: 2Prerequisite(s): FW 143 and selection by the head volleyball coach. This course will enable the student to develop the skills for intermediate collegiate volleyball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 243. Varsity Volleyball 4**

Credits: 2Prerequisite(s): FW 242 and selection by the head volleyball coach. This course will enable the student to develop the skills for advanced collegiate volleyball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 244. Varsity Track and Field 3**

Credits: 2Prerequisite(s): FW 145 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for intermediate men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 245. Varsity Track and Field 4**

Credits: 2Prerequisite(s): FW 244 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for advanced men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

**FW 246. Varsity Cross Country 2**

Credits: 2Prerequisite(s): FW 146 with a C or better and selection by the head cross country coach. This course will enable the student to develop athletic and leadership skills for advanced men's and women's collegiate cross country while providing credit for varsity participation.

**FW 251. Spirit Squad 3**

Credits: 2Prerequisite(s): FW 152 with a C or better and selection by audition. This course will enable the student to develop the skills for intermediate precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

**FW 252. Spirit Squad 4**

Credits: 2Prerequisite(s): FW 251 with a C or better and selection by audition. This course will enable the student to develop the skills for advanced precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

**FW 260. Theory of Coaching Football**

Credits: 2This course will enable the student to apply leadership principles to coaching football by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to various styles and systems of offense, defense, and special team play.

**FW 261. Theory of Coaching Basketball**

Credits: 2This course will enable the student to apply leadership principles to coaching basketball by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to the basic theories of various team offenses and defenses.

**FW 262. Theory of Coaching Baseball**

Credits: 2This course will enable the student to apply leadership principles to coaching baseball by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to the basic theories of team play.

**FW 263. Theory of Coaching Soccer**

Credits: 2This course will enable the student to apply leadership principles to coaching soccer by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to various team styles and systems of play.

**FW 264. Theory of Coaching Track and Field**

Credits: 2This course will enable the student to develop an understanding of coaching track and field including the basic theories of proper technique and physical conditioning. The student will be able to apply the underlying concepts of developing training programs for sprinting, distance running, jumping and throwing events.

**FW 275. Introduction to Exercise Science**

Credits: 3This course will enable the student to develop knowledge of the various academic disciplines that comprise Exercise Science as well as gain exposure to potential career opportunities within the field.

**FW 276. Biomechanics**

Credits: 3Prerequisite(s): Recommended BI 226 and BI 227 with C or better or BI 240 with C or better. This course will enable the student to utilize kinetic and kinematic analysis of human motion in sport activities through the study of anatomical and mechanical principles that govern movement of the joints and muscles. The student will evaluate techniques through video analysis of sport and exercise activities, and identify the most efficient method of performing a movement pattern.

**FW 277. Motor Learning**

Credits: 3This course will enable the student to acquire knowledge of the principles of motor skill acquisition and how skilled movements are learned, modified, and adapted.

**FW 278. Sport Nutrition**

Credits: 3This course will enable the student to gain foundational knowledge related to nutrition by exploring the improvement of sport performance through adjustments to dietary practices. The student will examine the scientific basis of sport nutrition and utilize current sport nutrition guidelines to design nutritional plans. (HSC1010)

**FW 279. Sport Psychology**

Credits: 3This course will enable the student to learn the psychological theories related to sport and exercise behavior. The student will learn how psychological factors influence involvement and performance in sport and exercise as well as understand how participation in sport and exercise influences psychological makeup of the individuals involved.

**FW 280. Prevention and Care of Athletic Injuries**

Credits: 3This course will enable the student to apply the basic principles related to the prevention, treatment and care of injuries common to athletic and recreational activities.

**FW 283. Field Experience in Athletic Training 3**

Credits: 1Prerequisite(s): Selection by the Head Athletic Trainer. This course will enable the third semester student to continue to explore the organization, management, and operation of an athletic training department through practical learning experiences, and provide care for the health and safety of collegiate student athletes.

**FW 284. Field Experience in Athletic Training 4**

Credits: 1Prerequisite(s): Selection by the Head Athletic Trainer. This course will enable the fourth semester student to be introduced to the organization, management, and operation of an athletic training department through practical learning experiences, and provide care for the health and safety of collegiate student athletes.

**FW 285. Assessment of Lower Extremity Injuries**

Credits: 2Prerequisite(s): Instructor approval. This course will enable the student athletic trainer to explore techniques in assessment for evaluating athletic related injuries to the lumbar spine, hip, knee, and ankle region. The student will be introduced to the processes associated with evaluating structural, biomechanical, neural, and etiological factors related to athletic injury and apply principles of immediate care to lower-body athletic injuries.

**FW 286. Assessment of Upper Extremity Injuries**

Credits: 2Prerequisite(s): Instructor approval. This course will enable the student athletic trainer to explore techniques in assessment and evaluating athletic related injuries in the upper extremity, head facial, ear, eye regions. The student will be introduced to the processes associated with evaluating structural, bio-mechanical, neural, and etiological factors related to athletic injury and apply principles of immediate care to upper-body athletic injuries.

**FW 299. Field Experience in Exercise Science**

Credits: 2Prerequisite(s): approval of department head. This course will enable the student to be exposed to a variety of roles in the field of exercise science suitable to the student's interests. The student will explore networking opportunities, career planning, and the application of skills and knowledge attained within the program of study to various career in Exercise Science. The student will observe four different practitioners for a minimum of 6 hours each complete eight hours of classroom meeting time for professional development and collaboration.

## **Foreign Languages**

### **FL 107. Beginning Spanish 1**

Credits: 5 This course will enable the student to communicate in Spanish using fundamentals of basic vocabulary and phrases, pronunciation, reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements. (SPA1010)

### **FL 108. Beginning Spanish 2**

Credits: 5 Prerequisite(s): FL 107 with a C or better or four traditional academic semesters of Spanish in secondary school. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on the student's own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements. (SPA1020)

### **FL 109. Beginning German 1**

Credits: 5 This course will enable the student to communicate in German using fundamentals of basic vocabulary and phrases, pronunciation, reading, and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

### **FL 110. Beginning German 2**

Credits: 5 Prerequisite(s): FL 109 with a C or better or four traditional academic semesters of German in secondary school. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, reading, and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on the student's own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

### **FL 111. Beginning Russian 1**

Credits: 5 This course will enable the student to communicate in Russian using fundamentals of basic vocabulary and phrases, pronunciation, reading, and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

### **FL 112. Beginning Russian 2**

Credits: 5 Prerequisite(s): FL 111 with a C or better or four traditional academic semesters of Russian in secondary school. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on the student's own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

### **FL 118. Beginning French 1**

Credits: 5 This course will enable the student to communicate in French using fundamentals of basic vocabulary and phrases, pronunciation, reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements. (FRN1010)

### **FL 119. Beginning French 2**

Credits: 5 Prerequisite(s): FL 118 with a C or better or four traditional academic semesters of French in secondary school. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on the student's own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements. (FRN1020)

### **FL 127. Beginning Japanese 1**

Credits: 5 This course will enable the student to communicate in Japanese using fundamentals of basic vocabulary and phrases, pronunciation, reading, and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

### **FL 128. Beginning Japanese 2**

Credits: 5 Prerequisite(s): FL 127 with a C or better or four traditional academic semesters of Japanese in secondary school. This course will enable the student to communicate in Japanese using fundamentals of basic vocabulary and phrases, pronunciation, reading, and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the

target language community as it reflects on the student's own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

**FL 130. Survival Spanish for Restaurant and Hospitality Staff**

Credits: 3 This course will enable the student to speak and understand Spanish using phrases, questions and commands in restaurants and other facilities of hospitality. The student will also examine cross-cultural issues pertinent to interacting with Hispanic community members.

**FL 140. Survival Spanish for Early Childhood Staff**

Credits: 3 This course will enable the student to speak and understand Spanish using phrases, questions and commands in childcare facilities. The student will also examine cross-cultural issues pertinent to interacting with Hispanic community members.

**FL 201. Intermediate Spanish**

Credits: 5 Prerequisite(s): FL 107 and FL 108 with a C or better or six traditional academic semesters of Spanish in secondary school. This course will enable the student to utilize previously acquired knowledge and expand language skills that stress communication. The student will also define characteristics inherent to the target culture, study the relevance of the target language community as it reflects the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning intermediate language study and preparing to pursue foreign language credits that fulfill degree requirements. (SPA2010)

**FL 202. Spanish Readings**

Credits: 3 Prerequisite(s): FL 201 with a C or better or six traditional academic semesters of Spanish in secondary school, or instructor approval. This course will enable the student to read for a general understanding of plot, main ideas, and themes in Spanish. The student will learn literary terminology, investigate presented cultural/historical themes, and participate in target-language discussion before and after reading. This course is an introduction for intermediate-level college or heritage-language speakers to literature of the Hispanic world, and is designed for the student who will pursue university Spanish literature courses.

**FL 205. Conversational Spanish 1**

Credits: 3 Prerequisite(s): FL 108 with a C or better or six traditional academic semesters of Spanish in secondary school. This course will enable the student to conduct simple conversations successfully in Spanish, as well as understand many articles written in Spanish. The student will be able to recognize a large number of cognates, strategies and rules for converting English words to Spanish, hints for identifying large numbers of new words in Spanish, and formulas that use Spanish verbs to describe events in the past, present and future. This course is designed for the student who is continuing intermediate-low language study and preparing to pursue foreign language credits that fulfill degree requirements.

**FL 207. Conversational Spanish 2**

Credits: 3 Prerequisite(s): FL 205 with a C or better or six traditional academic semesters of Spanish in secondary school. This course will enable the student to conduct simple conversations successfully in Spanish, as well as understand many articles written in Spanish. The student will be able to recognize a large number of cognates, strategies and rules for converting English words to Spanish, hints for identifying large numbers of new words in Spanish, and formulas that use Spanish verbs to describe events in the past, present and future. This course is designed for the student who is continuing intermediate-mid language study and preparing to pursue foreign language credits that fulfill degree requirements.

## **History**

**HS 121. History of Western Civilization 1**

Credits: 3 This course will enable the student to analyze and synthesize facts and concepts from the Paleolithic era through the rise of early modern Nation States. The student will learn about the past and be able to apply this knowledge to the present and future through the use of terminology and application of facts and concepts.

**HS 122. History of Western Civilization 2**

Credits: 3 This course will enable the student to analyze and synthesize facts and concepts from the rise of early modern Nation States to the present. The student will learn about the past and be able to apply this knowledge to the present and future through the use of terminology and application of facts and concepts.

**HS 131. US History 1**

Credits: 3 This course will enable the student to analyze and synthesize facts and concepts from the pre-Columbian era through the Civil War. Through use of terminology and application of facts and concepts, the student will know America's past and be able to apply it to the present and future. (HIS1010)

**HS 132. US History 2**

Credits: 3 This course will enable the student to analyze and synthesize facts and concepts from the era of Reconstruction to the present. Through use of terminology and application of facts and concepts, the student will know his/her past and be able to apply it to the present and future. (HIS1020)

**HS 201. History of World Civilization 1**

Credits: 3 This course will enable the student to analyze and synthesize facts and concepts from the earliest human communal organization through the beginnings of the maritime revolutions up to 1550. The student will learn about the past and be able to apply this knowledge to the present and future through the use of terminology and application of facts and concepts. (HIS1030)

**HS 202. History of World Civilization 2**



Credits: 3This course will enable the student to analyze and synthesize facts and concepts from the maritime revolutions (1550 C.E.) to the current global culture. The student will learn about the past and be able to apply this knowledge to the present and future through the use of terminology and application of facts and concepts. (HIS1040)

## **Hospitality Management**

### **HM 101. Sanitation Management**

Credits: 1This course will enable the student to apply effective sanitation management principles to food service operations. The student will identify how to address environmental issues and communicate effectively with personnel and outside agencies. The student will demonstrate the ability to ensure compliance with the FDA Food Code in order to reduce health risks through Hazard Analysis Critical Control Point (HACCP) and Safety Assurance Process (SAP) approaches. The student will be qualified to earn the ServSafe Certification sponsored by the National Restaurant Association.

### **HM 115. Hospitality Human Resources**

Credits: 3This course will enable the student to manage human assets of the hospitality industry. The student will learn teamwork and the role of management providing focused leadership, leading to employees functioning as a team in achieving organizational goals.

### **HM 116. Event Planning 1**

Credits: 3This course will enable the student to manage event planning. The student will gain a basic understanding of the role of an event planner and develop leadership skills that are needed to control, manage, and improve events in the hospitality business.

### **HM 180. Introduction to Hospitality and Tourism**

Credits: 3This course will enable the student to analyze the components of the hospitality and tourism industry while identifying potential career paths within this industry. The student will be introduced to entities within the hospitality industry and develop an understanding of the economic impact that tourism has on local economies.

### **HM 190. Food and Beverage Management**

Credits: 3This course will enable the student to appraise the components of food, beverage and labor costs within the food service industry. The student will learn cost calculation and sales concepts and their relationship with profits. The student will learn concepts and methods for food, beverage, and labor control.

### **HM 195. Beverage Control**

Credits: 3This course will enable the student to analyze the various components of bar ownership and management. The student will learn about bar layout, merchandising, marketing, bar design, service, inventory, ordering, cost centers, and the social responsibilities of serving alcohol.

### **HM 202. Quality Management /Customer Service**

Credits: 3This course will enable the student to evaluate strategies to improve leadership abilities, high performance teams, and employee empowerment in the hospitality industry. The student will develop approaches to customer service and conceptualize leadership skills that will incorporate traditional management theories.

### **HM 203. Rooms Management**

Credits: 3Prerequisite(s): HM 256 with a C or better or departmental approval. The course will enable the student to conceptualize all of the components within the rooms division. The student will expand and apply principles learned in HM 256 to explore day-to-day operations within the front desk and housekeeping departments.

### **HM 215. Introduction to Catering**

Credits: 3This course will enable the student to evaluate the various components of catered events. The student will be introduced to marketing, contract writing, food production, room arrangement, and personnel required for specific catered events.

### **HM 216. Event Planning 2**

Credits: 3Prerequisite(s): HM 116 with a C or better. This course will enable the student to review the basic principles of executing an event including: sponsorships, marketing plan, managing volunteers, and follow-up. The student will also develop communication and team building skills while working with volunteers, customers, sponsors, classmates, and food vendors. The student will be documenting and evaluating events.

### **HM 217. Convention Management**

Credits: 3This course will enable the student to conceptualize the fundamentals of convention management. The student will explore methods of site and venue selection, and discuss the various structures of conventions and convention operations. The student will also be introduced to the importance of managing quality, and financial, budgetary, and legal considerations of conventions.

### **HM 228. Facilities and Design Management**

Credits: 3Prerequisite(s): HM 101 with a C or better. This course will enable the student to conceptualize the design and equipment needed to run a food and beverage operation. The student will develop knowledge of layout designs and equipment needs based on space and menu for a variety of operations.

### **HM 255. Hospitality Law**

Credits: 3This course will enable the student to identify the legal aspects of hotels, restaurants and other hospitality organizations. The student will be introduced to essential information that managers use daily in order to comply with the law and to develop preventive tactics to avoid lawsuits.

### **HM 256. Hotel/Motel Operations**

Credits: 3 This course will enable the student to identify types of public lodging establishments and their management structures. The student will explore the various departments within a lodging operation and their interdependence in meeting guest needs and expectations. The student will also study feasibility of new lodging and setting room rates.

#### **HM 258. Hospitality Marketing**

Credits: 3 This course will enable the student to analyze the fundamentals of marketing with a hospitality emphasis. The student will be introduced to methods of identifying consumer needs and products, segmenting the various markets, and selecting the best strategy to reach the identified consumer.

#### **HM 260. Hospitality Financial Management**

Credits: 3 This course will enable the student to apply the financial concepts to the hospitality industry. The student will develop skills in analyzing business financial statements, preparing investment packages, and structuring and negotiating business deals in relation to hospitality entities.

### **Humanities**

#### **HU 100. Humanities: Ancient to Medieval**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to recognize and analyze works of arts in various disciplines from the ancient world through the end of the Medieval era and to understand and appreciate the role that art and artists play in human culture. The student will study the integrated Humanities (art, architecture, music, literature, theatre, history, and philosophy), including some of the most significant landmarks of Western civilization's cultural heritage.

#### **HU 101. Humanities: Renaissance to Modern**

Credits: 3 Prerequisite(s): EG 101 with a C or better. The course will enable the student to recognize and analyze creative works within the integrated humanities (art, architecture, dance, music, literature, theatre, history, and philosophy). The student will appreciate the roles that art and artists play in human culture. The student will study some of the most significant landmarks of Western civilization from the Renaissance to the early Modern age.

### **Internships**

Butler Community College students are encouraged to gain workplace experience through Internships.

Students enrolled in an Internship have the opportunity to observe and/or explore a career field of their choice. Internships are for a specific period of time and may serve as a precursor to professional employment. Students may enroll in a maximum of two 2-hour internships for a total of 4 credit hours while at Butler. Internship students must: Obtain a paid or unpaid position in a career field of their choice. Intern 100 clock hours for each two-hour internship. Complete academic assignments related to their job or career goals. Master competencies set out in a training plan developed by the student and approved by the supervisor and instructor.

View internship postings at <http://www.butlercc.edu/internships/internship.cfm>. For more information or assistance, contact the Cooperative Education and Internship office at 316.218.6211.

#### **IP 193. Internship 1**

Credits: 2 Prerequisite(s): The student must secure a suitable internship position in a related field. This course will enable the student to gain experience in a work environment and apply classroom learning to the work place. The student will work a minimum of 100 contact hours in a work place throughout the term. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

#### **IP 195. Professional Internship 1**

Credits: 3 Prerequisite(s): The student must secure a suitable internship position in a related field. This course will enable the student to gain professional experience in a program related field while applying classroom learning to the work place. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will be responsible for searching, applying, and being accepted in to an internship that will enable them to meet the work contact hours. This internship may serve as a precursor to professional employment.

#### **IP 293. Internship 2**

Credits: 2 Prerequisite(s): IP 193 with a C or better and the student must secure a suitable internship position in a related field. This course will enable the student to gain additional experience in a work environment and apply classroom learning to the work place. The student will work a minimum of 100 contact hours in a work place throughout the term. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

### **Leadership**

#### **LS 101. Youth Leadership**

Credits: 1 This course will enable the student to understand leadership styles, skills, roles, and functions of leaders within a community. Through community profiles, the student will examine the economic, political, and cultural infrastructures of Butler County communities. The student will develop a personal leadership philosophy and determine his/her leadership style. The student will participate in a community service project using his/her leadership skills.

#### **LS 105. Engaging in Higher Education**

Credits: 3 This course will enable the student to learn and use Advancement Via Individual Determination (AVID) strategies necessary for persistence and success at the college level, to develop a learning plan based upon personal abilities and goals, and to become more self-reliant in fulfilling academic goals.

#### **LS 150. Exploring Leadership**

Credits: 3 This course will enable the student to understand the history and development of leadership. The student will examine his or her values, goals, and leadership potential. The student will understand the ethical responsibilities of leadership and learn how, as leaders and followers, to actively engage in change to create a better community or organization.

#### **LS 160. The Emerging Leader**

Credits: 3 This course will enable the student to understand concepts and develop skills in leadership with an emphasis on application in a team setting. The student will practice leadership skills and self-reflection in preparation for leadership positions. The course is experiential and self-exploratory; the student will assess past and present leadership experiences and identify possible future leadership practices.

#### **LS 230. Leadership Development**

Credits: 3 Prerequisite(s): Students must have 24 or more credit hours or division consent. This course includes study of leadership styles, skills, roles and functions of leaders within organization. Students will study the history and origins of leadership, theoretical approaches to leadership and ethical issues facing contemporary leaders. Students will be required to develop a personal philosophy of leadership, address moral and ethical responsibilities of leadership and determine their own style of leadership. This program integrates readings from the humanities, classic works of literature, contemporary multicultural writing and experiential learning exercises with readings and discussion of traditional leadership theories.

### **Literature**

#### **LT 201. Introduction to Literature 1**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to discuss and interpret representative English-language literary works in a variety of genres. The student will identify the use of literary elements; recognize relationships between writers, works, and socio-cultural contexts; and arrive at informed personal and critical interpretations. (ENG1030)

#### **LT 204. Introduction to Poetry**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to read, analyze, and write effectively about poetry from different historical periods with emphasis on various forms, techniques, and critical approaches.

#### **LT 205. Introduction to the Short Story**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to read, analyze, interpret, discuss and evaluate select short stories from the 18th century to the present, including authors of various nationalities, genders, and cultural backgrounds. The student will identify the elements of short fiction, such as theme, character, plot, metaphor, symbolism, point of view, style, diction, irony, and allegory.

#### **LT 211. British Literature 1: Origins-1784**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to survey major writers from the beginning of British literature through 1784. The student will evaluate the works of these writers in a chronological sequence with attention given to the characteristics of the literary periods.

#### **LT 212. British Literature 2: 1784 to Present**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to survey the major British writers from 1784 to the present time. The student will identify the major literary schools of thought; recognize the relationships between writers, texts, and their historical contexts; develop an awareness of the aesthetic value of literary works; analyze literary devices; identify the major ideas contained in poems and fiction; and evaluate representative texts.

#### **LT 215. American Literature 1: Colonial to 1865**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to analyze representative work in prose and poetry up to 1865. The student will identify the major literary schools of thought; recognize the relationships between writers, texts, and their historical contexts; develop an awareness of the aesthetic value of literary works; analyze literary devices; identify the major ideas contained in poems and fiction; and evaluate representative texts.

#### **LT 216. American Literature 2: 1865 to Present**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to analyze work in prose and poetry from 1865 to the present. The student will identify the major literary schools of thought; recognize the relationships between writers, texts, and their historical contexts; develop an awareness of the aesthetic value of literary works; analyze literary devices; identify the major ideas contained in poems, fiction, and plays; and evaluate representative texts.

#### **LT 218. Shakespeare**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to evaluate the plays of Shakespeare and write informed investigations into questions and issues that the plays generate. The student will apply the principles of literary analysis - such as close reading, comparison-contrast, and evaluation based on evidence - and synthesize concepts from critical articles into personal observations when writing about the plays.

#### **LT 260. Children's Literature**

Credits: 3 Prerequisite(s): EG 101 with a C or better. This course will enable the student to choose appropriate books from a variety of genres to share with children. The student will be able to use literature to engage children in learning, choose appropriate

developmental level books, and identify the criteria of quality books. The student will learn skills associated with writing for and reading to children.

## **Manufacturing and Composite Engineering Technology**

### **IT 100. Machine Processes 1**

Credits: 3Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to complete basic machine shop operations. The student will learn basic machine shop calculations, measurements, blueprint reading, material science, and bench work.

### **IT 102. Machine Processes 2**

Credits: 3Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to complete machine shop operations. The student will build upon basic machine shop skills, including calculations, measurements, blueprint reading, material science, and bench work.

### **IT 150. Machine Trades Print Reading**

Credits: 3Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to interpret blueprints, and shop drawings, including interpreting geometric dimensioning and tolerancing symbols. The student will also be able to solve a construction problem utilizing shop drawings or blueprints.

### **IT 205. Industrial Safety**

Credits: 3Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand safety hazards in a business or industrial setting.

### **IT 218. Basic CATIA**

Credits: 3This course will enable the student to use CATIA as both a design and manufacturing software in the machining of 2-D parts.

### **IT 219. Advanced CATIA**

Credits: 3Prerequisite(s): IT 218 with a C or better, or departmental consent. This course will enable the student to use CATIA as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

### **IT 220. Advanced Automated Manufacturing with CNC**

Credits: 3Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to manufacture projects using automated CNC technology.

### **IT 226. Introduction to Material and Manufacturing Science**

Credits: 3Prerequisite(s): IT 204 with a C or better. This course will enable the student to develop an understanding of material usage, load, strain and manufacturing processes and principles. The student will be prepared for the Society of Manufacturing Engineers SME Technologist Certification Test CMfgT.

### **IT 260. Introduction to Quality Assurance**

Credits: 3This course will enable the student to apply basic principles of current concepts of quality assurance.

### **IT 263. Introduction to Metrology**

Credits: 3This course will enable the student to apply basic measurement skills, system calibration skills, measurement system analysis, and build specialized inspection equipment.

## **Mass Communications**

### **MC 100. Photojournalism**

Credits: 3Prerequisite(s): MC 162 with a C or better

### **MC 126. Sports Media Practicum 1**

Credits: 3Prerequisite(s): Consent of instructor. This course will enable the student to achieve introductory-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media.

### **MC 127. Sports Media Practicum 2**

Credits: 3Prerequisite(s): MC 126 with a C or better. This course will enable the student to achieve intermediate introductory-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media.

### **MC 145. Newspaper Practicum 1**

Credits: 1Prerequisite(s): Consent of instructor. This course will enable the student to achieve introductory-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper.

### **MC 146. Newspaper Practicum 2**

Credits: 1Prerequisite(s): MC 145 with a C or better. This course will enable the student to achieve intermediate introductory-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper.

### **MC 147. Magazine Practicum 1**

Credits: 1Prerequisite(s): Consent of the instructor. This course will enable the student to achieve introductory-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine.

#### **MC 148. Magazine Practicum 2**

Credits: 1Prerequisite(s): MC 147 with a C or better. This course will enable the student to achieve intermediate introductory-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine.

#### **MC 161. Introduction to Mass Communications**

Credits: 3This course will enable the student to explain media theory and operation and the history of mass media - newspapers, magazines, radio, television, books, film, recordings and new electronic media. The student will learn to recognize and appraise the rapid changes that occur within the different mass media industries, to define how the media are related and identify how the mass media impact society. The student also will examine the role of ethics in the media. (COM1030)

#### **MC 162. Reporting 1**

Credits: 3This course will enable the student to identify, analyze, and write basic types of news stories, primarily for the print media. The student will gather information and write stories correctly edited in AP Associated Press style. The student will also understand a journalist's legal and ethical responsibility in gathering and reporting the news.

#### **MC 163. Applied Radio 1**

Credits: 1Prerequisite(s): Consent of instructor. This course will enable the student to achieve introductory-level proficiency in radio production and operations through work in audio engineering, programming, announcing and writing. The student will engage in the operation of KBTL-FM campus radio.

#### **MC 164. Applied Radio 2**

Credits: 1Prerequisite(s): MC 163 with a C or better and consent of the instructor. This course will enable the student to achieve intermediate introductory-level proficiency in radio production and operations through work in audio engineering, programming, announcing and writing. The student will engage in the operation of KBTL-FM campus radio.

#### **MC 165. Applied Television 1**

Credits: 1Prerequisite(s): Consent of instructor. This course will enable the student to achieve introductory-level proficiency in television production and operations through work in audio/video engineering, programming, performance and writing. The student will engage in the operation of BCTV campus television.

#### **MC 166. Applied Television 2**

Credits: 1Prerequisite(s): MC 165 with a C or better and consent of the instructor. This course will enable the student to achieve intermediate introductory-level proficiency in television production and operations through work in audio/video engineering, programming, performance and writing. The student will engage in the operation of BCTV campus television.

#### **MC 169. Introduction to Audio and Video Production**

Credits: 3This course will enable the student to achieve a basic understanding of modern audio engineering and video production technology and applications. The student will apply camera, audio, lighting, graphics, planning and scriptwriting skills to the creation of audio and video programming types, including entertainment news and promotions. The student will also learn to recognize and appraise situations common in broadcast and web audio and video program creation and distribution operations.

#### **MC 171. Audio Production 2**

Credits: 3Prerequisite(s): MC 169 with C or better. This course will enable the student to achieve an intermediate understanding of modern audio production technology and applications. The student will apply production, planning and scriptwriting skills to the creation of specific aural programming types in both studio and field situations. The student will develop short and long-format projects using all methods of audio production common in recording studio and independent/non-station related distribution models.

#### **MC 176. Video Production 2**

Credits: 3Prerequisite(s): MC 169 with a C or better. This course will enable the student to achieve an intermediate understanding of modern video production technology and applications. The student will apply production, planning and scriptwriting skills to the creation of specific video programming types in both studio and field situations. The student will develop short and long-format projects using all methods of video production common in independent/non-station related distribution models.

#### **MC 205. Writing for Electronic Media**

Credits: 3Prerequisite(s): MC 161 and MC 169 both with a C or better

#### **MC 206. Introduction to Film Theory**

Credits: 3This course will enable the student to apply major theoretical and critical schools of thought to the study of film. In the first third of the semester, the student will examine classical dramatic theories. In the remainder of the semester, the student will apply a range of critical approaches to films screened in class, including genre, auteur, feminist, socio-cultural and historical schools of thought.

#### **MC 210. Broadcast Reporting**

Credits: 3Prerequisite(s): MC 162 with a C or better. This course will enable the student to identify, analyze, and write classic types of news stories for broadcast media. The student will understand a journalist's legal and ethical responsibility in gathering and reporting broadcast news. The student will engage in creating and voicing news content to KBTL-FM campus radio.

#### **MC 226. Sports Media Practicum 3**

Credits: 3Prerequisite(s): MC 127 with a C or better. This course will enable the student to achieve advanced introductory-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media.

#### **MC 227. Sports Media Practicum 4**

Credits: 3Prerequisite(s): MC 226 with a C or better. This course will enable the student to achieve intermediate-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media.

#### **MC 245. Newspaper Practicum 3**

Credits: 1Prerequisite(s): MC 146 with a C or better. This course will enable the student to achieve advanced introductory-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper.

#### **MC 246. Newspaper Practicum 4**

Credits: 1Prerequisite(s): MC 245 with a C or better. This course will enable the student to achieve intermediate-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper.

#### **MC 247. Magazine Practicum 3**

Credits: 1Prerequisite(s): MC 148 with a C or better. This course will enable the student to achieve advanced introductory-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine.

#### **MC 248. Magazine Practicum 4**

Credits: 1Prerequisite(s): MC 247 with a C or better. This course will enable the student to achieve intermediate-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine.

#### **MC 261. Reporting 2**

Credits: 3Prerequisite(s): MC 162 with a C or better. This course will enable the student to identify, analyze, and write advanced types of news stories for both print and online media. The student will understand a journalist's legal and ethical responsibility in gathering and reporting the news. The student will also understand the changing nature of news content and delivery.

#### **MC 263. Applied Radio 3**

Credits: 1Prerequisite(s): MC 164 with a C or better and consent of the instructor. This course will enable the student to achieve advanced introductory-level proficiency in radio production and operations through work in audio engineering, programming, announcing and writing. The student will engage in the operation of KBTL-FM campus radio.

#### **MC 264. Applied Radio 4**

Credits: 1Prerequisite(s): MC 263 with a C or better and consent of the instructor. This course will enable the student to achieve intermediate-level proficiency in radio production and operations through work in audio engineering, programming, announcing and writing. The student will engage in the operation of KBTL-FM campus radio.

#### **MC 265. Applied Television 3**

Credits: 1Prerequisite(s): MC 166 with a C or better and consent of the instructor. This course will enable the student to achieve advanced introductory-level proficiency in television production and operations through work in audio/video engineering, programming, performance and writing. The student will engage in the operation of BCTV campus television.

#### **MC 266. Applied Television 4**

Credits: 1Prerequisite(s): MC 265 with a C or better and consent of the instructor. This course will enable the student to achieve intermediate-level proficiency in television production and operations through work in audio/video engineering, programming, performance and writing. The student will engage in the operation of BCTV campus television.

#### **MC 267. Applied Radio 5**

Credits: 1Prerequisite(s): MC 264 with a C or better and consent of the instructor. This course will enable the student to achieve advanced intermediate-level proficiency in radio production and operations through work in audio engineering, programming, announcing and writing. The student will engage in the operation of KBTL-FM campus radio.

#### **MC 268. Applied Radio 6**

Credits: 1Prerequisite(s): MC 267 with a C or better and consent of the instructor. This course will enable the student to achieve advanced-level proficiency in radio production and operations through work in audio engineering, programming, announcing and writing. The student will engage in the operation of KBTL-FM campus radio.

#### **MC 269. Applied Television 5**

Credits: 1Prerequisite(s): MC 266 with a C or better and consent of the instructor. This course will enable the student to achieve advanced intermediate-level proficiency in television production and operations through work in audio/video engineering, programming, performance and writing. The student will engage in the operation of BCTV campus television.

#### **MC 270. Applied Television 6**

Credits: 1Prerequisite(s): MC 269 with a C or better and consent of the instructor. This course will enable the student to achieve advanced-level proficiency in television production and operations through work in audio/video engineering, programming, performance and writing. The student will engage in the operation of BCTV campus television.

#### **MC 283. Video Editing 1**



Credits: 3Prerequisite(s): Consent of instructor. This course will enable the student to develop effective skills in video editing through the use of industry standard non-linear editing systems. The student will comprehend the editing process through practical videography and editing projects.

#### **MC 290. Convergence Media**

Credits: 3Prerequisite(s): MC 162 and MC 169, both with a C or better. This course will enable the student to examine the history, social factors and psychological factors associated with the convergence of traditional mass communications media and newer technologies. The student will learn how to apply these newer technologies to traditional media operations and how to create integrated media instruments.

#### **MC 291. Media Buying and Selling**

Credits: 3Prerequisite(s): MC 161 and MC 169 both with a C or better

### **Mathematics**

#### **MA 050. Pre-Algebra**

Credits: 3Prerequisite(s): A score at a predetermined level on a placement instrument or diagnostic credit. This course will enable the student to gain confidence with the use of basic arithmetic involving whole numbers, integers, fractions, decimals, variables, algebraic expressions, and techniques for solving equations. The student will manipulate formulas involving perimeter, area, and volume and simplify square roots. (INACTIVE EFFECTIVE FA17.)

#### **MA 051. Pre-Algebra 1 (Algebra Module 1)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument. This course will enable the student to perform basic arithmetic operations with whole numbers and integers, work with polynomial expressions, and solve linear equations with either whole number or integer solutions.

#### **MA 052. Pre-Algebra 2 (Algebra Module 2)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA051 with a C or better. This course will enable the student to perform basic operations with fractions and mixed numbers and solve linear equations with fractions.

#### **MA 053. Pre-Algebra 3 (Algebra Module 3)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 052 with a C or better. This course will enable the student to perform basic operations with decimals and convert between fractions, decimals, and percentages. The student will manipulate formulas involving perimeter, area, and volume and simplify square roots.

#### **MA 060. Fundamentals of Algebra**

Credits: 3Prerequisite(s): A score at a predetermined level on a placement instrument or MA 050 or MA 053 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify exponents, perform operations on polynomials, factor polynomials, and solve linear equations (including within word problems), inequalities, and quadratic equations by factoring. The student will graph, find the equation of a line, and simplify radical expressions. (INACTIVE EFFECTIVE FA17.)

#### **MA 064. Fundamentals of Algebra 1 (Algebra Module 4)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 050 or MA 053 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, and solve linear equations, including within word problems.

#### **MA 065. Fundamentals of Algebra 2 (Algebra Module 5)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 064 with a C or better. This course will enable the student to simplify exponents, perform operations on polynomials, factor polynomials, and solve quadratic equations by factoring.

#### **MA 066. Fundamentals of Algebra 3 (Algebra Module 6)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 064 with a C or better. This course will enable the student to find and graph the equation of a line, solve linear inequalities in one variable, interpret mathematical symbols and notation, and simplify radical expressions.

#### **MA 114. Technical Mathematics 1**

Credits: 3Prerequisite(s): Placement score or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. This course will enable the student to directly apply mathematics to several fields of study. The student will solve practical applications of arithmetic, geometry, ratios and proportions, signed numbers, powers, roots and functions.

#### **MA 120. Intermediate Algebra with Review**

Credits: 5Prerequisite(s): A score at a predetermined level on a placement instrument or MA 060 or its equivalent with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations (including quadratic and rational equations, and systems of linear equations), perform operations on radical expressions, write equations of lines, and evaluate functions. This course incorporates some review topics and moves at a slower pace than MA 125.

#### **MA 125. Intermediate Algebra**

Credits: 3Prerequisite(s): A score at a predetermined level on a placement instrument or MA 060(or MA 064, MA 065, and MA 066) with a C or better. This course will enable the student to interpret mathematical symbols and notation and simplify expressions involving complex numbers, rational exponents, and rational functions. The student will solve various equations (including quadratic,

radical, and rational equations) and systems of linear equations (including word problems), and graph inequalities in two variables. The student will use function notation and graph quadratic functions.

**MA 126. Graphing Calculator for College Algebra/Calculus**

Credits: 1Prerequisite(s): Placement score or MA 125 (or MA 127, MA 128, or MA 129) with a C or better. This course will enable the student to develop the skills necessary to use the functions of the graphing calculator. The student will use the graphing calculator to solve mathematical problems. The course will primarily focus on the TI-graphing calculator.

**MA 127. Intermediate Algebra 1 (Algebra Module 7)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 060 (or MA 065 and MA 066) with a C or better or diagnostic credit. This course will enable the student to solve systems of linear equations (including word problems), solve linear inequalities in two variables, interpret basic function notation and terminology, simplify expressions with rational exponents, and solve radical equations. This course is part of a three-course intermediate algebra sequence that includes MA 127, MA 128, and MA 129. Completion of all three courses is equivalent to MA 125. Intermediate Algebra.

**MA 128. Intermediate Algebra 2 (Algebra Module 8)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 065 with a C or better or diagnostic credit. This course will enable the student to simplify and perform basic algebraic operations on rational expressions and to solve rational equations, including word problems. This course is part of a three-course intermediate algebra sequence that includes MA 127, MA 128, and MA 129. Completion of all three courses is equivalent to MA 125. Intermediate Algebra.

**MA 129. Intermediate Algebra 3 (Algebra Module 9)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 065 and MA 066 with a C or better or diagnostic credit. This course will enable the student to simplify complex numbers, solve quadratic equations, including word problems, and graph quadratic equations. This course is part of a three-course intermediate algebra sequence that includes MA 127, MA 128, and MA 129. Completion of all three courses is equivalent to MA 125. Intermediate Algebra.

**MA 130. Quantitative Reasoning**

Credits: 3Prerequisite(s): Placement score or MA 125 (or MA 127, MA 128, and MA 129) with a C or better. This course will enable the student to apply critical and logical thinking skills, estimation and an understanding of numbers, and the use of theories, rules, and principles to various real-world applications. The student will use basic concepts of probability and statistics for decision making and risk assessment. The student will apply these mathematical tools to solve problems across various disciplines, including personal finance and social science. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents. (MA 1040)

**MA 131. College Algebra with Review**

Credits: 5Prerequisite(s): Placement score or MA 120 or MA 125 with a C or better. This course will enable the student to use and interpret the mathematical symbols and notation relating to functions. The student will analyze the graphs of various mathematical functions with the assistance of a graphing utility, including polynomial, rational, root, absolute value, logarithmic and exponential functions, and solve related equations and inequalities, including systems of equations and inequalities. The student will use both graphical analysis and equation solving in the context of word problems. This course incorporates some review topics and moves at a slower pace than MA 135. (MAT1010)

**MA 132. College Algebra 1 (Algebra Module 10)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 120 or MA 125 or MA 065 and MA 066 with a C or better or diagnostic credit. This course will enable the student to perform basic operations with complex numbers, solve linear equations, linear inequalities, and quadratic equations in one variable, solve higher degree polynomial equations, rational equations, and radical equations, determine the equation of a line, and perform manipulations involving a circle equation. This course is part of a three-course college algebra sequence that includes MA 132, MA 133, and MA 134. Completion of all three courses is equivalent to MA 135. College Algebra. (MAT 1010)

**MA 133. College Algebra 2 (Algebra Module 11)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 125 (or MA 127, MA 128, and MA 129) and MA 132 with a C or better. This course will enable the student to manipulate functions and their graphs, including polynomial, rational, root, and absolute value functions, and solve polynomial equations. This course is part of a three-course college algebra sequence that includes MA 132, MA 133, and MA 134. Completion of all three courses is equivalent to MA 135. College Algebra. (MAT 1010)

**MA 134. College Algebra 3 (Algebra Module 12)**

Credits: 1Prerequisite(s): A score at a predetermined level on a placement instrument or MA 125 (or MA 127, MA 128, and MA 129) and MA 132 with a C or better. This course will enable the student to graph and identify terms for rational functions, solve rational inequalities, find the inverse of a function, graph exponential and logarithmic functions, simplify exponential and logarithmic expressions, solve exponential and logarithmic equations (including word problems), solve linear inequalities in two variables, and solve systems of equations. This course is part of a three-course college algebra sequence that includes MA 132, MA 133, and MA 134. Completion of all three courses is equivalent to MA 135. College Algebra. (MAT 1010)

**MA 135. College Algebra**

Credits: 3Prerequisite(s): Placement score or MA 120 or MA 125 (or MA 127, MA 128, and MA 129) with a C or better. This course will enable the student to analyze functions and their graphs (including linear, quadratic, higher-order polynomial, rational, root,

absolute value, exponential, and logarithmic functions) and solve related equations, including various word problems and equations with complex number solutions. The student will find inverse functions and use related properties to simplify expressions involving exponential and logarithmic functions. The student will solve inequalities containing linear, polynomial, and rational functions, and use various methods to solve systems of linear equations and inequalities. The student will determine the equation of a line and analyze the graph of and perform manipulations on the equation of a circle. (MAT1010)

#### **MA 140. Trigonometry**

Credits: 3Prerequisite(s): Placement score or MA 135 (or MA 132, MA 133, and MA 134) with a C or better. This course will enable the student to identify and manipulate trigonometric functions, solve triangles, use and prove identities, solve trigonometric equations, use and apply vectors to real-life models, and use complex numbers and polar coordinates. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (MAT1030)

#### **MA 145. Pre-Calculus Mathematics**

Credits: 5Prerequisite(s): A score at a predetermined level on a placement instrument or MA 125 (or MA 127, MA 128, and MA 129) with a B or better. This course will enable the student to develop and apply models using linear, polynomial, rational, logarithmic, exponential, and trigonometric functions. The successful student will be able to identify and manipulate functions, solve equations, prove trigonometric identities, solve triangles, and use polar coordinates. This course is designed for students planning to enroll in MA 151.

#### **MA 148. Calculus with Applications**

**Credits: 3Prerequisite(s): Placement score or MA 131 or MA 135 (or MA 132, MA 133, and MA 134) with a C or better.** This course will enable the student to differentiate and integrate algebraic, logarithmic and exponential functions and apply those concepts to real-world business and social-science applications, including marginal analysis. (MAT1050)

#### **MA 151. Calculus 1 with Analytic Geometry**

Credits: 5Prerequisite(s): Placement score or MA 135 (or MA 132, MA 133, and MA 134) and MA 140 or MA 145 all with a C or better. This course will enable the student to solve problems involving limits, derivatives and some types of definite and indefinite integrals both analytically and graphically, and use them in physical applications. (MAT2010)

#### **MA 152. Calculus 2 with Analytic Geometry**

Credits: 5Prerequisite(s): MA 151 with a C or better. This course will enable the student to understand applications and methods of integration, improper integrals, convergence and divergence of infinite series, graphs of conic sections, the polar coordinate system, parametric equations, vectors, and the geometry of space.

#### **MA 210. Applied Statistics**

Credits: 3Prerequisite(s): MA 135 (or MA 132, MA 133 and MA 134) with a C or better. This course will enable the student to collect data by appropriate sampling techniques, summarize data with graphs and tables, calculate descriptive statistics, identify misuses of statistics, assess risk using concepts of probability, estimate and make decisions about means and proportions through the use of confidence intervals and hypothesis testing, and perform linear regression. (MAT1020)

#### **MA 220. Statistics for Management, Life and Social Sciences**

Credits: 5Prerequisite(s): MA 135 (or MA 132, MA 133, and MA 134) with a C or better. This course will enable the student to collect data by appropriate sampling techniques, summarize data with graphs and tables, calculate descriptive statistics, identify misuses of statistics, perform linear regression, and estimate and make decisions about means and proportions through the use of confidence intervals, hypothesis testing, and ANOVA. The student will learn to use the graphing calculator and computer software as effective tools for statistics.

#### **MA 253. Calculus 3 with Analytic Geometry**

Credits: 3Prerequisite(s): MA 152 with a C or better. This course will enable the student to understand the physical applications of calculus and to become familiar with partial differentiation, multiple integration, vectors, and three-dimensional geometry.

#### **MA 260. Differential Equations**

Credits: 3Prerequisite(s): MA 253 with a C or better. This course will enable the student to solve differential equations of the first and higher order. The student will use analytic and numerical methodology to solve equations, which include both linear and certain types of non-linear equations with constant coefficients. The student will use differential equations to solve application problems in engineering and physical science.

### **Music**

#### **MU 100. Music Appreciation**

Credits: 3This course will enable the student to identify music materials, forms and styles. The student will improve skills needed to listen to music effectively and will better understand music. The learning outcomes and competencies detailed in this outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (MUS1010)

#### **MU 101. Piano Class 1**

Credits: 1This course will enable the student to read music from a grand staff and to play it on a piano. The student will improve skill level and musical sophistication based on the level at which the student began the course.

#### **MU 102. Piano Class 2**

Credits: 1Prerequisite(s): MU 101 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. The student will demonstrate greater skill level at the keyboard and increased musical sophistication over the previous semester of study.

**MU 103. Piano Class 3**

Credits: 1Prerequisite(s): MU 102 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. The student will demonstrate greater skill level at the keyboard and increased musical sophistication over the previous semester of study.

**MU 104. Piano Class 4**

Credits: 1Prerequisite(s): MU 103 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. The student will demonstrate greater skill level at the keyboard and increased musical sophistication over the previous semester of study.

**MU 105. Fundamentals of Music**

Credits: 3This course will enable the student to discuss how music can be used in the regular classroom as a powerful tool to help him/her learn more effectively, including music's ability to control behavior and enhance creativity. This course will also enable the student to demonstrate their understanding of the rudiments of music.

**MU 106. Piano Proficiency 1**

Credits: 1This course will enable the student who is seeking a degree in music to play music at a piano. The student will be able to harmonize, transpose, and use five-finger positions, the four types of triads and play scales.

**MU 107. Piano Proficiency 2**

Credits: 1Prerequisite(s): MU 106 with a C or better. This course will enable the student to play music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 106. The student will be able to also harmonize, transpose, and use five-finger positions, the four types of triads and play scales at a greater level.

**MU 110. Introduction to Music Reading and Theory**

Credits: 3This course involves the study of fundamental music concepts for students interested in majoring in music by serving as a tool in fulfilling Theory of Music requirements. Ear-training skills will be emphasized at this time.

**MU 111. Theory of Music 1**

Credits: 3Corequisite(s): Concurrent enrollment in MU 156.This course will enable the student to become literate in reading, listening to, and writing music. The student will gain speed in analyzing the basic elements of music as well as fluency in Roman numeral analyses. The student should be prepared to take a placement exam during the first week of class. (MUS1020)

**MU 112. Theory of Music 2**

Credits: 3Prerequisite(s): MU 111 with a C or better. Must be taken concurrently with MU 157.This course will enable the student to continue to build competencies and vocabulary in written music. The student is introduced to and drilled on complex chords, scales, key-relationships, and non-harmonic tones using complex analysis and four-part exercises to develop skill level than MU 111.

**MU 118. Applied Voice 1**

Credits: 1-2This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn two songs in English and two songs in Italian.

**MU 119. Applied Voice 2**

Credits: 1-2This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn two songs in English and two songs in Italian.

**MU 120. Applied Voice 3**

Credits: 1-2This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn the stylistic interpretation of two songs in English and two songs in Italian.

**MU 121. Applied Voice 4**

Credits: 1-2This course will enable the student to demonstrate proper vocal tone, breath control, posture, and appropriate confidence during a vocal performance. The student will learn the stylistic interpretation of four songs from two different languages.

**MU 122. Applied Piano 1**

Credits: 1-2This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. This is the first class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

**MU 123. Applied Piano 2**

Credits: 1-2This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the first semester. This is the second class in a sequence of four classes where the student meets one-on-one with an

instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

#### **MU 124. Applied Piano 3**

Credits: 1-2 This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the second semester. This is the third class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

#### **MU 125. Applied Piano 4**

Credits: 1-2 This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the third semester. This is the fourth class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

#### **MU 126. Keyboard Accompaniment**

Credits: 2 Prerequisite(s): Must have instructor permission and previous accompaniment experience. This course will enable the student to demonstrate increasing skill in piano playing and will also help develop the skills necessary to becoming a good collaborative musician. Accompanying requires acute and sensitive listening skills, and the ability to follow or lead, whichever is appropriate at the particular time.

#### **MU 128. Chamber Singers 1**

Credits: 1 Prerequisite(s): Selection by vocal audition. This course will enable the student to demonstrate basic knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

#### **MU 129. Chamber Singers 2**

Credits: 1 Prerequisite(s): Selection by vocal audition and completion of MU 128. This course will enable the student to demonstrate advanced basic knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

#### **MU 130. Class Voice 1**

Credits: 1 This course will enable the non-music major beginning student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control. The student will gain an elementary knowledge of music literature in different languages.

#### **MU 131. Class Voice 2**

Credits: 1 Prerequisite(s): MU 130 with a C or better or instructor approval. This course will enable the advanced beginning student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control and posture. The student will continue the study of music literature in different languages.

#### **MU 133. Jazz and Commercial Styles Workshop**

Credits: 1 Prerequisite(s): Selection by audition. This course involves the study of jazz and commercial styles of music. Instruction may be on an individual and/or group basis. The class is open to instrumentalists wind, percussion, and keyboard and vocalists. Emphasis is placed upon acquiring performing versatility and rhythmic comprehension, and upon improving the student's speed of pitch, accuracy, and stylistic perception when reading music.

#### **MU 135. Instrumental Ensemble**

Credits: 1 Prerequisite(s): Selection by audition. This class provides for the organization of jazz/pop combos, and various small ensembles e.g. brass, woodwind, percussion where sufficient student interest exists. Occasional public performance is encouraged.

#### **MU 136. Vocal Ensemble 1**

Credits: 1 Trios, quartets, etc., are organized each semester according to student interest. These groups rehearse weekly with the purpose of developing vocal technique and a knowledge of literature. Public performance is encouraged. Students should consult music department staff prior to enrollment.

#### **MU 137. Vocal Ensemble 2**

Credits: 1 Prerequisite(s): MU 136 with a C or better and audition. Trios, quartets or larger ensembles are organized each semester according to student interest. Groups rehearse weekly with the purpose of developing advanced vocal techniques and to gain knowledge in a wide variety of choral literature. Students are given the opportunity to select and rehearse music of their choice, some done with choreography, under the supervision of the instructor. Public performance of selections is required.

**MU 138. Men's Vocal Ensemble**

Credits: 1Prerequisite(s): Selection by audition. The ensemble is a select men's vocal group of four to 16 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. The men's ensemble may represent the college in various functions on and off campus. The course runs continuous through the fall and spring semester.

**MU 139. Women's Vocal Ensemble**

Credits: 1Prerequisite(s): A vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 140 is also required. This course will enable the beginning student to demonstrate knowledge of vocal music and dance through either a choreographed or staged show.

**MU 140. Chorus 1**

Credits: 1Prerequisite(s): A vocal and dance audition prior to enrollment. This course will enable the beginning student to gain the music skills necessary to participate in a large group choral organization.

**MU 141. Headliners 1**

Credits: 1Prerequisite(s): Selection by audition. The "Headliners" is a select mixed vocal group of 18 to 24 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. "Headliners" represent the college in several functions on and off campus and continues throughout the fall and spring semester. Students must also enroll in one hour of dance.

**MU 142. Headliners 2**

Credits: 1Prerequisite(s): MU 141 with a C or better and audition. A continuation of MU 141.

**MU 143. Chorus 2**

Credits: 1Prerequisite(s): MU 140 with a C or better and audition. This course will enable the advanced beginning student to gain the music skills necessary to participate in a large group choral organization.

**MU 144. Women's Vocal Ensemble 2**

Credits: 1Prerequisite(s): MU 139 with a C or better and a vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 141 is also required. This course will enable the advanced beginning student to demonstrate knowledge of music and dance through a choreographed or staged show.

**MU 145. College Band 1**

Credits: 1Prerequisite(s): Selection by audition. Membership in the College Band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs many musical styles in a variety of settings ranging from departmental concerts to sporting events and concert tours.

**MU 146. College Band 2**

Credits: 1Prerequisite(s): MU 145 with a C or better and audition. A continuation of MU 145.

**MU 147. Men's Vocal Ensemble 2**

Credits: 1Prerequisite(s): MU 138 with a C or better and audition. A continuation of MU 138.

**MU 148. Jazz Ensemble 1**

Credits: 1Prerequisite(s): Selection by audition. The Butler Big Band is a 16-19 piece jazz ensemble. Emphasis is placed upon learning stylistic concepts in all facets of the jazz idiom and upon development of improvisational skills. The Big Band plays in a variety of settings ranging from departmental concerts and South-Central Kansas high school recruiting performances to jazz festivals and national tours.

**MU 154. Instrumental Workshop 1**

Credits: 1-2Prerequisite(s): Selection by audition. Corequisite(s): Concurrent enrollment in Jazz Ensemble and/or College Band. Classes are organized according to the sections of instruments from the Jazz Ensemble and College Band. Each section meets separately. Instruction focuses upon quality sound production, sight-reading, technique, intonation, phrasing, and stylistic concepts. Music currently in the repertoire of the performing ensembles is rehearsed in-depth.

**MU 155. Instrumental Workshop 2**

Credits: 1-2Prerequisite(s): MU 154 with a C or better and audition. A continuation of MU 154.

**MU 156. Aural Skills 1**

Credits: 2Corequisite(s): MU 111. This course will enable the student to notate and dictate basic elements of music and begin to develop aural listening skills. The student will be able to sing a provided melody using solfège syllables as well as chant and/or clap the rhythm using numbers of the same melody.

**MU 157. Aural Skills 2**

Credits: 2Prerequisite(s): MU 156 with a C or better. Corequisite(s): MU 112. This course will enable the student to notate and dictate examples of diatonic harmony and develop aural listening skills. The student will gain skills to sing and/or clap an embellished phrase or more complex rhythms.

**MU 160. Applied Band 1**

Credits: 2Prerequisite(s): High School Band or equivalent. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

**MU 161. Applied Band 2**

Credits: 2Prerequisite(s): MU 160 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

#### **MU 162. Applied Band 3**

Credits: 2Prerequisite(s): MU 161 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in

#### **MU 163. Applied Band 4**

Credits: 2Prerequisite(s): MU 162 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

#### **MU 165. Pep Band 1**

Credits: 1Prerequisite(s): High school band or consent of instructor. Membership in the pep band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs popular musical styles for sporting events.

#### **MU 166. Pep Band 2**

Credits: 1Prerequisite(s): MU 165 with a C or better. This is a continuation of MU 165.

#### **MU 171. Orientation to Music Education**

Credits: 1This course will enable the student to identify current topics and trends in music education to establish a personal music education philosophy. The student will develop an understanding of leadership skills needed for a variety of music activities and teaching scenarios. This course will enable the student to identify current topics and trends in music education to establish a personal music education philosophy. The student will develop leadership skills for a variety of music activities and teaching scenarios.

#### **MU 179. Choral Accompaniment Combo 1**

Credits: 2Prerequisite(s): Departmental approval. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the first of a four-semester sequence.

#### **MU 180. Guitar Class 1**

Credits: 1Course designed for beginning guitar students. Emphasis on chord and note reading and on proper finger style.

#### **MU 181. Guitar Class 2**

Credits: 1Prerequisite(s): MU 180 with a C or better or instructor consent. A continuation of MU 180 with emphasis on more involved cording and simple melodies.

#### **MU 190. Jazz Ensemble 2**

Credits: 1Prerequisite(s): MU 148 with a C or better and audition. This is a continuation of MU 148.

#### **MU 191. Jazz Ensemble 3**

Credits: 1Prerequisite(s): MU 190 with a C or better and audition. This is a continuation of MU 190.

#### **MU 192. Jazz Ensemble 4**

Credits: 1Prerequisite(s): MU 191 with a C or better and audition. This is a continuation of MU 191.

#### **MU 203. Instrumental Workshop 3**

Credits: 1-2Prerequisite(s): MU 155 with a C or better and audition. A continuation of MU 155.

#### **MU 204. Instrumental Workshop 4**

Credits: 1-2Prerequisite(s): MU 203 with a C or better and audition. A continuation of MU 203.

#### **MU 210. College Band 3**

Credits: 1Prerequisite(s): MU 146 with a C or better and audition. A continuation of MU 146.

#### **MU 211. College Band 4**

Credits: 1Prerequisite(s): MU 210 with a C or better and audition. A continuation of MU 210.

#### **MU 213. Theory of Music 3**

Credits: 3Prerequisite(s): MU 111 and MU 112 both with a C or better. Must be taken concurrently with MU 256. This course will enable the student to understand the development, structure, and functioning of tertial harmony in music. The student will be able to apply the knowledge he/she gains about scales and harmony to the writing of chord progressions and basic composition with minimal use of a keyboard. The student will understand music in ways that will enhance capacities in teaching, rehearsing, performing, and appreciating music.

#### **MU 214. Theory of Music 4**

Credits: 3Prerequisite(s): MU 111, MU 112, and MU 213 all with a C or better. Must be taken concurrently with MU 257. This course will enable the student to understand the development, structure, and functioning of tertial harmony in music. The student will be able to apply the knowledge he/she acquires about harmony to the writing of more sophisticated chord progressions, basic compositions, arrangements and orchestrations. The student will understand music in ways that will facilitate and enhance capacities in teaching, rehearsing, performing and appreciating music.



**MU 215. Headliners 3**

Credits: 1Prerequisite(s): MU 142 with a C or better and audition. A continuation of MU 142.

**MU 216. Headliners 4**

Credits: 1Prerequisite(s): MU 215 with a C or better and audition. A continuation of MU 215.

**MU 218. Chorus 3**

Credits: 1Prerequisite(s): MU 143 with a C or better and audition. This course will enable the intermediate student to gain the music skills necessary to participate in a large group choral organization.

**MU 219. Chorus 4**

Credits: 1Prerequisite(s): MU 218 with a C or better and audition. This course will enable the advanced intermediate student to gain the music skills necessary to participate in a large group choral organization.

**MU 228. Chamber Singers 3**

Credits: 1Prerequisite(s): Selection by vocal audition and completion of MU 128 and MU 129. This course will enable the student to demonstrate intermediate knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

**MU 229. Chamber Singers 4**

Credits: 1Prerequisite(s): Selection by vocal audition and completion of MU 128, MU 129, and MU 228. This course will enable the student to demonstrate advanced knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

**MU 230. Class Voice 3**

Credits: 1Prerequisite(s): MU 131 with a C or better or instructor approval. This course will enable the intermediate student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control and posture. The student will study more complex music literature in different languages.

**MU 231. Class Voice 4**

Credits: 1Prerequisite(s): MU 230 with a C or better or instructor approval. This course will enable the advanced student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control and posture. The student will develop the ability to evaluate personal vocal sound while performing and will perform in one public performance. The student will continue the study of more complex music literature in different languages.

**MU 236. Vocal Ensemble 3**

Credits: 1Prerequisite(s): MU 137. A continuation of MU 137 with a C or better and audition.

**MU 237. Vocal Ensemble 4**

Credits: 1Prerequisite(s): MU 236 with a C or better and audition. A continuation of MU 236.

**MU 238. Men's Vocal Ensemble 3**

Credits: 1Prerequisite(s): MU 147 with a C or better and audition. A continuation of MU 147.

**MU 239. Women's Vocal Ensemble 3**

Credits: 1Prerequisite(s): MU 144 with a C or better and a vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 240 is also required. This course will enable the intermediate student to demonstrate knowledge of music and dance through a choreographed or staged show.

**MU 244. Women's Vocal Ensemble 4**

Credits: 1Prerequisite(s): MU 239 with a C or better and a vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 241 is also required. This course will enable the advanced intermediate student to demonstrate knowledge of music and dance through a choreographed or staged show.

**MU 247. Men's Vocal Ensemble 4**

Credits: 1Prerequisite(s): MU 238 with a C or better and audition. A continuation of MU 238.

**MU 255. Piano Proficiency 3**

Credits: 1Prerequisite(s): MU 107 with a C or better. This course will enable the student to play music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 107. The student will be able to also harmonize, transpose, and use five-finger positions, the four types of triads and play scales at a greater level.

**MU 256. Aural Skills 3**

Credits: 2Prerequisite(s): MU 157 with a C or better. Corequisite(s): MU 213. This course will enable the student to build on diatonic harmony foundation and develop aural listening skills by notating and dictating examples using chromatic harmony. The student will gain skills to sing and/or clap a composition with changing meters, syncopation, and/or chromatic harmony.

**MU 257. Aural Skills 4**

Credits: 2Prerequisite(s): MU 256 with a C or better. Corequisite(s): MU 214. This course will enable the student to notate and dictate examples from the Twentieth-Century and develop aural listening skills. The student will practice singing and/or clapping a melody from a twentieth-century composition. The student will be introduced to recent trends in music.

**MU 260. Piano Proficiency 4**

Credits: 1Prerequisite(s): MU 255 with a C or better. This course will enable the student to play music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 255. The student will be able to also harmonize, transpose, and use five-finger positions, the four types of triads and play scales at a greater level.

**MU 265. Pep Band 3**

Credits: 1Prerequisite(s): MU 166 with a C or better and audition. This is a continuation of MU 166.

#### **MU 266. Pep Band 4**

Credits: 1Prerequisite(s): MU 265 with a C or better and audition. This is a continuation of MU 265.

#### **MU 279. Choral Accompaniment Combo 2**

Credits: 2Prerequisite(s): Departmental approval and completion of MU 179 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the second of a four-semester sequence.

#### **MU 280. Choral Accompaniment Combo 3**

Credits: 2Prerequisite(s): Departmental approval and completion of MU 179 and MU 279 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the third of a four-semester sequence.

#### **MU 281. Choral Accompaniment Combo 4**

Credits: 2Prerequisite(s): Departmental approval and completion of MU 179, MU 279, and MU 280 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the fourth of a four-semester sequence.

### **Nursing**

#### **NR 104. Physical Assessment for the Practice of Nursing**

Credits: 3Prerequisite(s): BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135 (or MA 132, MA 133, and MA 134) or above, all with a C or better. Departmental acceptance to the nursing program. Corequisite(s): NR 105. This course will enable the nursing student to demonstrate competencies in assessment of the individual patient across the life span. The student will collect historical data and identify risk factors including genetic and environmental that affect the individual's health. The student will use interviewing techniques to conduct, review, and document health history and physical assessments while incorporating culture, age, and gender considerations. The student will develop the knowledge, skills, and attitudes necessary to complete a thorough physical assessment. The student will embrace the American Nurses Association (ANA) Code of Ethics for Nursing with all class actions and interactions, demonstrating professional accountability and responsibility for behavior. Classroom: 32 hours Clinical: 45 hours

#### **NR 105. Foundations of Patient Centered Care**

Credits: 6Prerequisite(s): BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135 (or MA 132, MA 133, and MA 134) or above, all with a C or better. Departmental acceptance to the nursing program. Corequisite(s): NR 104. Concurrent enrollment in BI 231. This course will enable the student to care for the adult and aging adult who is seeking health promotion and/or experiencing common altered health states. The student will identify professional standards of practice for the professional nurse, use the nursing process, and demonstrate effective communication when providing patient centered care to the adult and aging adult patient. The student will identify risk factors and manifestations of altered health states using the nursing process and demonstrate safe nursing practice and basic psychomotor skills. The student will embrace the American Nurses Association (ANA) Code of Ethics for Nursing with all class actions and interactions, demonstrating professional accountability and responsibility for behavior. Classroom: 64 hours; Clinical: 90 hours

#### **NR 106. Patient Centered Care of the Developing Individual and Family**

Credits: 9Prerequisite(s): BI 231, NR 105 and NR 104 all with a C or better and AH 111 and BS 260 with a C or better or concurrent enrollment. This course will enable the student to apply health promotion and common altered health state concepts associated with adult reproductive health, childbearing, childrearing, child, and family mental health issues and the perioperative environment to patient care. The student will utilize the nursing process in the provision of safe and culturally competent care for the individual and family. The student will demonstrate effective communication skills and caring behaviors and incorporate evidence-based practice while caring for the newborn, child, adult, and family. The student will exhibit professional behaviors with all class actions and interactions by embracing the American Nurses Association (ANA) Code of Ethics for Nursing and demonstrating professional accountability and responsibility for behavior. Classroom: 88 hours; Clinical hours: 157.5 hours.

#### **NR 108. Nursing Concepts for Advanced Standing**

Credits: 3Prerequisite(s): Current LPN Kansas licensure, acceptance into the Nursing Program, BI 240 or BI 226 and BI 227, BI 231, BS 160, BS 260, EG 101, MA 135 (or MA 132, MA 133, and MA 134) or above, AH 111, all with a C or better. This course will enable the student to differentiate the role of the licensed practical nurse (LPN) from the registered nurse (RN). The student will demonstrate cognitive and psychomotor skills necessary to provide patient care across the lifespan. The student will apply concepts associated with Health Promotion (HP) and Altered Health States (AHS) of the newborn, child, adult, and family to the provision of safe, quality care. The student will embrace the American Nurses Association (ANA) Code of Ethics with all class actions and interactions, demonstrating professional accountability and responsibility.

#### **NR 115. IV Therapy for LPN**

Credits: 3Prerequisite(s): LPN with a current Kansas license. This course will enable the student to perform safely and competently the intravenous (IV) fluid therapy activities as defined in the Kansas Nurse Practice Act. The student will develop skills using the nursing process and current Infusion Nursing Standards of Practice. The student will complete all the pre-clinical requirements for the

Department of Nursing. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

#### **NR 120. First Level Directed Independent Study in Nursing**

Credits: 3Prerequisite(s): NR 106 with a C or better. This course will enable the student to develop a structured learning experience to broaden the student's comprehension of concepts and competencies associated with the first level of the nursing program. The student will collaborate with the instructor to identify topics of specific interest that augment the nursing curriculum, and develop desired outcomes based on individual student needs and/or requirements.

#### **NR 202. Patient Centered Care in Mental Health and High Acuity Medical-Surgical Environments**

Credits: 9Prerequisite(s): AH 111, BS 260 and NR 106 or NR 108, all with a C or better. Corequisite(s): Concurrent enrollment in BI 250. This course will enable the student to analyze advanced cardiovascular, respiratory, neurological, and mental health concepts and further develop skills for the high acuity adult medical-surgical and mental health environments. The student will evaluate patient teaching and analyze strategies for effective therapeutic communication in preparation for professional practice. The student will participate in collaboration with the healthcare team to enhance patient-centered care. The student will utilize patient care technologies, information systems, and communication devices that support safe nursing practice. The student will embrace the American Nurses Association (ANA) Code of Ethics with all class actions and interactions, demonstrating professional accountability and responsibility. Classroom: 80 hours; Clinical hours: 180 hours

#### **NR 203. Leadership and Management in Professional Nursing Practice**

Credits: 9Prerequisite(s): NR 202 and BI 250 with a C or better. Corequisite(s): Concurrent enrollment in EG 102 or SP 100. This course will enable the student to discriminate safe and effective clinical judgments utilizing critical thinking while caring for and managing groups of patients who are experiencing chronic and/or progressive alterations in health. The student will choose effective communication methods while managing patient needs. The student will manage care utilizing the dynamics of leadership and management concepts in clinical decision making. The student will value professional standards that support an appropriate scope of practice within legal, ethical and regulatory frameworks. The student will integrate caring behaviors appropriate to the novice practitioner while collaborating with the health care team to maximize patient care outcomes. The student will integrate teaching and learning plans to promote and maintain the patient health while supporting their safety. The student will embrace the American Nurses Association (ANA) Code of Ethics with all class actions and interactions, demonstrating professional accountability and responsibility. Classroom: 72 hours; Clinical: 202.5 hours

#### **NR 220. Second Level Directed Independent Study in Nursing**

Credits: 3Prerequisite(s): NR 202 with a C or better. This course will enable the student to develop a structured learning experience to broaden the student's comprehension of concepts and competencies associated with the second level of the nursing program. The student will collaborate with the instructor to identify topics of specific interest that augment the nursing curriculum, and develop desired outcomes based on individual student needs and/or requirements.

#### **NR 245. Pharmacology**

Credits: 3Prerequisite(s): BI 226 and BI 227 or BI 240 all with a C or better. This course will enable the student to develop an understanding of the concepts of pharmacology including pharmaceuticals, pharmacokinetics, pharmacodynamics, drug classifications, adverse reactions, and legal and ethical issues. The student will apply these underlying concepts to the nurse's role in medication administration.

### **Orientation**

#### **OR 102-0. Student Connect Orientation**

This course will introduce the student to college expectations and student development utilizing team building and appropriate resources and services for personal and academic success. The student will use the Butler Pipeline Portal and website, Academic Planner and Student Handbook to locate Butler policies and procedures, academic and student services that will introduce them to setting goals and becoming a fully engaged college student and life-long learner.

### **Personal Development**

#### **PD 100. Career Planning**

Credits: 1This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process.

#### **PD 102. Math Study Skills**

Credits: 1This course will enable the student to learn the study skills specific to math that are needed to improve math-study competency. The student will learn how math courses are different from other courses, how learning styles affect math success, how to reduce math test anxiety, how to improve math listening and note-taking skills, how to improve math reading and study techniques, how to remember what has been learned and how to improve math test-taking skills.

#### **PD 103. Introduction to Study Skills**

Credits: 2Prerequisite(s): A score at a predetermined level on a reading placement test. This course will enable the student to develop effective academic and organizational skills. The student will evaluate current study skills; formulate study skills goals; and implement time management, note taking, textbook studying, memory aids, and test-taking techniques as well as critical thinking skills.

#### **PD 104. Enhancing Study Skills**

Credits: 1Prerequisite(s): A score at a pre-determined level on a reading placement instrument. This course will enable the student to enhance and expand current academic and life skills. The student will become more self-aware, learn to use and refine goals, practice time management, practice and refine note taking, learn the importance and kinds of reading and comprehension, practice memory aids, hone test-taking skills and practice critical and creative thinking.

**PD 105. Becoming a Master Student**

Credits: 3Prerequisite(s): A score at a pre-determined level on a reading placement instrument. This course will enable the student to use effective study skill and time management techniques, as well as develop strategies to better manage health, relationships, and finances.

**PD 110. Research Techniques**

Credits: 1This course will enable the student to recognize how academic research fits into the world of information. The student will learn how to approach the task of research, use library tools to find reliable, relevant sources, assess those sources, and use information, data, and scholarship ethically.

**PD 112. Stress Management**

Credits: 1This course will enable the student to develop positive strategies for managing stress and apply relaxation techniques.

**PD 114. Early College Academy 1**

Credits: 1This course will enable the student to explore Academy specific careers and develop effective academic skills through a series of discussions, participation activities, and guest presenters. The student will learn effective organizational skills and develop good study habits to increase academic performance.

**PD 115. Early College Academy 2**

Credits: 1This course will enable the student to develop effective leadership skills for college-level courses through a series of discussions, participation activities, and guest presentations. The student will learn skills to coach other students and develop relationships with Academy related professionals in the field for mentorship purposes.

**PD 120. Conquering College**

Credits: 3This course will enable the student to demonstrate growth in self-awareness of personal learning capabilities and preferences related to academic and professional development. The student will demonstrate knowledge of the college environment, and will practice strategies for navigating the college experience successfully. The student will use personalized academic skills which improve effective engagement with learning tasks across disciplines.

**PD 121. Engaging in Business and Industry**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in BI. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially BI Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 122. Engaging in Fine Arts and Communication**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in FAC. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially FAC Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 123. Engaging in Health Sciences**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in HS. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially HS Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 124. Engaging in the Humanities**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in HUM. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially HUM Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 125. Engaging in Public Service**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in PS. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially PS Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 126. Engaging in Science, Engineering, and Math (SEM)**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in SEM. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially SEM major pathway processes, degree programs, transfer options, and professional ends

**PD 127. Engaging in Social and Behavioral Sciences**

Credits: 1This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional

development in SBS. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially SBS Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 128. Engaging in Information Technology**

Credits: 1 This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in IT. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially IT Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 129. Engaging in Meta Major and Pathways**

Credits: 1 This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in MMP. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially MMP Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 130. Engaging in Interactive Technology**

Credits: 1 This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in 3DTECH. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially 3DTECH Major Pathway processes, degree programs, transfer options, and professional ends.

**PD 214. Early College Academy 3**

Credits: 1 This course will enable the student to continue exploration of Academy specific careers through presentations and interviews with industry professionals. The student will participate in presentations that will focus on responsibilities, rewards and challenges, education and training requirements (including financing), and professional credentialing of selected careers. The student will participate in simulated case scenarios with industry professionals. The student will develop professional behaviors.

**PD 215. Early College Academy 4**

Credits: 1 This course will enable the student to continue exploration of careers and allow the student the opportunity to develop education and career goals. The student will focus on entrance requirements and preparation for admission to educational and training programs. The student will identify mentors and participate in a community service project which addresses development of professional and leadership skills.

## **Philosophy**

**PL 101. Introduction to Logic**

Credits: 3 This course will enable the student to understand the logical concepts and methods of critical thinking. The student will apply logical principles to contemporary issues and critically analyze the views and reasoning of others. (PHL1030)

**PL 290. Philosophy 1**

Credits: 3 This course will enable the student to evaluate the philosophical concepts and arguments contained in the commentaries and/or selections from the works of various historical and contemporary philosophers. The student will apply philosophical principles to contemporary issues and synthesize the teachings of the philosophers into a coherent set of principles that can guide personal conduct and thought. (PHL1010)

**PL 291. Ethics**

Credits: 3 This course will enable the student to evaluate ethical concepts and arguments contained in the commentaries or selections from the works of various historical and contemporary writers. The student will apply ethical principles to contemporary personal and world issues and synthesize those ethical concepts and arguments into a coherent set of principles that can guide personal conduct and thought. (PHL1020)

## **Physical Science**

**PS 100. General Physical Science.**

Credits: 5 Prerequisite(s): High school Algebra or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. This course will enable the student to gain a basic understanding of astronomy, meteorology, geology, chemistry and physics. There are three hours of lecture/presentation periods and three hours of laboratory time each week. (PSI1010)

**PS 102. Physical Geology**

Credits: 4 This course will enable the student to explain introductory material to geology in all aspects including some historical concepts. The student will explain the fundamentals of physical geology with an emphasis on the plate tectonics explanation of such phenomena as volcanism, earthquakes, and mountain building. The student will explain the importance of streams, weathering and erosion, glaciations, and wave action in shaping the land. The student will discuss minerals, rocks and natural resources. Students will participate in laboratory work including identification of minerals and rocks, use of topographic and geologic maps, and use and interpretation of aerial photographs in geology. This course will meet for three hours of lecture and two hours of laboratory each week. (PSI1030) (PSI1030)

## **Physics**

**PH 103. Descriptive Astronomy**

Credits: 4 This course will enable the student to study the characteristics of the solar system, stars, and galaxies. Also discussed will be the tools and methods used by astronomers. Other topics will include the effect of the space program on the understanding of astronomical phenomena, several of the current theories on the origin of the universe, and the current projects involved in the search of extraterrestrial intelligence. In the laboratory portion of the course, familiarity with the objects on the nighttime sky constellations, the feature of the moon, identification of planets will be developed. Techniques of small telescopes and binoculars will be developed, indoor exercises will include the use of star and constellation charts, planetary models, and a variety of computer activities. This course will meet for three hours of lecture and 2 hours of laboratory per week. (PHY1020)

#### **PH 111. Introduction to Meteorology**

Credits: 4 This course will enable the student to examine the physical properties of the atmosphere, radiation heating and cooling, precipitation, clouds, weather disturbances, climate controls, map readings and application of the scientific method in analysis of the weather elements. The student will also produce written works as appropriate to the discipline.

#### **PH 130. Basic Physics 1**

Credits: 5 Prerequisite(s): MA 125 (or MA 127, MA 128, and MA 129) with a C or better. This course will enable the student to approach physics with practical applications. Force, work, rate, and momentum and resistance are taught in the course. Students are shown how these five concepts are applied to four energy systems - mechanical, fluidal, electrical, and thermal. Students perform practical laboratory experiments that relates each concept to the four energy systems.

#### **PH 143. General Physics 1**

Credits: 5 Prerequisite(s): MA 135 (or MA 132, MA 133 and MA 134) with a C or better. MA 140 with a C or better is recommended. This course will enable the student to understand the principles of mechanics, heat, and thermodynamics, and wave motion and sound. The student will perform laboratory experiments enhance the concepts listed above as well as introduction to the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, premed, pre-dental, pre-vet, the general liberal arts, business and preteaching. (PHY1010)

#### **PH 146. General Physics 2**

Credits: 5 Prerequisite(s): PH 143 with a C or better. This course is a continuation of General Physics I. This course will enable the student to understand the principles of electricity, magnetism, light, and nuclear physics. Laboratory experiments will help enhance the concepts listed above as well as further the student's understanding of the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, pre-med, pre-dental, pre-vet, the general liberal arts, business and pre-teaching. (PHY2020)

#### **PH 251. Physics 1**

Credits: 5 Prerequisite(s): MA 151 with a C or better. This course is intended for those students who plan to major in physics, mathematics or other fields of science requiring a more in-depth introduction to physics. A calculus treatment of the general principles of mechanics, heat and sound is offered in this course. There are three single periods of lecture and two double periods of laboratory per week (PHY1030)

#### **PH 252. Physics 2**

Credits: 5 Prerequisite(s): PH 251 and MA 152 with a C or better. This course is a continuation of PH 251. The topics covered in this course are electricity, magnetism, light, and modern physics. There will be three hours of lecture with four hours of laboratory per week (PHY2030)

### **Political Science**

#### **PO 141. American Federal Government**

Credits: 3 This course will enable the student to apply knowledge of American politics to individual life and the political system that affects citizens. The student will study federalism, including the Constitution, civil liberties, political socialization, the media, political parties, the branches of government and foreign policy. The student will recognize the concerns of diverse populations, relationships between the federal government and current events and how they impact his/her life. (POL1020)

#### **PO 142. State and Local Government**

Credits: 3 This course will enable the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student will be able to recognize relationships between state and local governments and current events as well as the concerns of diverse populations including citizenry, political parties, and interest groups.

#### **PO 201. International Relations**

Credits: 3 This course will enable the student to analyze and synthesize concepts, events, and patterns in modern international relations. The student will differentiate, utilize, and evaluate competing theories and interpret historical developments in international relations with emphasis on the 20th and 21st centuries, including key issues relating to conflict and war, international organization and law, human rights, regional integration, international political economy, North-South relations, global resource management, and technology. (POL1030)

### **Reading**

#### **RD 011. Basic Reading and Vocabulary Skills**

Credits: 3 Prerequisite(s): A score at a predetermined level in reading on a placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to improve phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills.

**RD 012. Reading Fundamentals**

Credits: 3Prerequisite(s): A score at a predetermined level in reading on a placement instrument or RD 011 with C or better. Additional diagnostic testing will be used to verify correct placement in this course. This course will enable the student to improve word recognition techniques, reading comprehension skills, and vocabulary. The student will learn textbook study strategies and practice silent reading fluency.

**RD 014. ELL Basic Reading and Vocabulary Skills**

Credits: 3Prerequisite(s): A score at a predetermined level in reading on a placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to improve phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills. The student will use the reading comprehension skills to write summaries of readings.

**RD 015. ELL Reading Fundamentals**

Credits: 3Prerequisite(s): A score at a predetermined level in reading on a placement instrument or RD 014 with C or better. Additional diagnostic testing will be used to verify correct placement in this course. This course will enable the student to improve word recognition techniques, reading comprehension skills, and vocabulary with emphasis on American English idiosyncrasies and idioms. The student will learn textbook study strategies, practice silent reading fluency, and write summaries of readings.

**Religion****RG 190. New Testament**

Credits: 3This course will enable the student to develop a critical perspective on the development of Christianity and its texts. To this end the student will examine the various factors that impacted Christianity's foundation and development through the 1st century CE. The student will apply resources and methods to biblical texts that increase comprehension both of the historical setting and the contemporary significance of those texts with an examination of how the religion functions in contemporary society.

**RG 191. Old Testament**

Credits: 3This course will enable the student to develop a critical perspective on the development of Judaism and its texts. To this end the student will identify and analyze the various factors that crucially impacted Judaism's foundation and historical development and the development of its literature. The student will apply methods and resources to the biblical texts and to the processes that produced them, thus increasing comprehension both of the literature and of the religion it represents. Such methods and resources also increase comprehension of the historical setting and of the contemporary significance of those texts, to which end the student will examine how Judaism's religious concepts are applied to and function in contemporary society.

**RG 210. Comparative Religions**

Credits: 3This course will enable the student to develop his or her historical understanding of seven of the world's major, living religions through his/her analysis of their origins and their historical development. These seven religions are Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism and Shinto. The student will analyze the principal and distinguishing features of these religions in terms of their primary customs, beliefs and practices, identifying the most outstanding characteristics of each of these religions. (REL1010)

**Social Science****SC 120. Principles of Geography**

Credits: 3This course will enable the student to locate the geographic positions of countries, cities, landforms and bodies of water in a global context. The student will internalize the economic, political and cultural relationships between the environment and people. (GEO1010)

**Social Work****SW 102. Introduction to Social Work**

Credits: 3This course will enable the student to explore social work as a helping profession. The student will examine the development of social work as a profession as well as the knowledge and skills used by social workers. (SOC1020)

**Special Topics****PD 253. Special Topics**

Credits: 3Prerequisite(s): May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace. Check with your instructor for topic options.

**Speech Communication****SP 010. ESL Pronunciation of English Fundamentals**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to produce consonants and vowels as individual entities and as connected phonemes at an introductory level while developing auditory discrimination-skills of target sounds. The student will be able to build a fundamental knowledge of the speech mechanism; place,



manner, and voicing characteristics of consonants; and tongue elevation and position of vowels as well as the International Phonetic Alphabet.

### **SP 013. ESL Pronunciation of English Applied**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument or SP 010 with a C or better. This course will enable the student to improve suprasegmentals of stress, intonation, and overall rhythm in speech while refining listening skills. The student will also engage in review of segmentals including classification of phonemes and reading the International Phonetic Alphabet.

### **SP 100. Public Speaking**

Credits: 3This course will enable the student to communicate effectively in a variety of public speaking venues, utilizing nonverbal as well as verbal skills. The student will be able to critically assess information both on a verbal and research level. This course will enable the student to recognize the importance of self-concept in oral communication, to interview effectively and to work in groups confidently. (COM1010)

### **SP 102. Interpersonal Communication**

Credits: 3This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception (both self and others) in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize and practice effective conflict resolution. Recognize thoughts and feelings and be able to express them appropriately. (COM1020)

### **SP 108. Signing Exact English Level 1**

Credits: 2The course will enable the student to effectively communicate using a basic level of SEE, manual language, and fingerspelling. This course will build confidence and awareness of deaf culture so that the student will engage and feel comfortable communicating with the deaf and hearing impaired in the community, on the job, or in the classroom.

### **SP 109. Signing Exact English Level 2**

Credits: 2Prerequisite(s): SP 108 with a C or better. Students who have acquired Signing Exact English SEE Level I at another facility may enroll providing their skills and vocabulary are equivalent to SP 108. This course will enable the student to effectively communicate using an intermediate level of SEE, manual language, and fingerspelling. This course engages the student in refining expressive and receptive skills in communicating with the deaf and hearing impaired in the community, on the job, or in the classroom.

### **SP 120. Introduction to Human Communication**

Credits: 3This course will enable the student to explain the fundamentals of human communication, including the history of communication study, models of communication, and different communication contexts (interpersonal, cross-cultural, small group, etc.) The student will practice effective communication across contexts.

### **SP 125. Introduction to Mediated Communication**

Credits: 3This course will enable the student to analyze the social impact of media and mediated communication on culture, society and the individual. The student will examine the history of media, new media, media theory, and the social effect communication technologies have on communication, with a primary focus on mediated communication in the United States.

### **SP 205. Signing Exact English SEE Level 3**

Credits: 2Prerequisite(s): SP 108 and SP 109 with a C or better. This course will enable the student to practice advanced beginners' skills in signing and receptive skills in the workplace, home, school, and the community. The student will build relationships with the Deaf and hard-of-hearing community in order to enhance his/her awareness and appreciation of the value of diversity.

## **Surveying**

### **SR 104. Introduction to Surveying**

Credits: 3Prerequisite(s): High school level geometry and trigonometry recommended. This course will enable the student to use basic surveying equipment, record notes, and use measurement and mapping techniques.

## **Theatre Arts**

### **TA 108. Play Production**

Credits: 3Prerequisite(s): Selection by audition or permission of the instructor. This course will enable the student to work, teach, or participate in amateur or professional theatre by heightening the student's awareness of the challenges of producing theatrical productions.

### **TA 110. Acting 1**

Credits: 3This course will enable the student to find an approach to building a theatrical character with a method suited to his/her particular skills and individual knowledge. The student will be able to make informed choices drawn from personal life experience to apply to the craft/art of acting. (THT1020)

### **TA 112. Acting 2**

Credits: 3Prerequisite(s): TA 110 with a C or better. This course will enable the student to develop advanced mastery of the skills including analysis and characterization. The student will develop these skills through scene work, monologues, and exercises. (THT2010)

### **TA 125. Stagecraft**

Credits: 3This course will enable the student in the handling of scenery, costumes, make-up, lighting, and properties. Additionally, the student will be able to read and discuss a play script in terms of the technical aspects from inception to completion. (THT1030)

#### **TA 127. Stage Makeup**

Credits: 3In this course, the student will study the theory and application of theatrical makeup. Students will explore facial analysis, character description, environmental, and hereditary influences.

#### **TA 131. Children's Theatre 1**

Credits: 3Prerequisite(s): Enrollment by audition or permission of the instructor. This course will enable the student to heighten awareness of children's theatre literature and gain proficiency in performing live theatre in front of an audience ranging from elementary school students to adults.

#### **TA 132. Children's Theatre 2**

Credits: 3Prerequisite(s): TA 131 with a C or better

#### **TA 151. Theatre Practicum 1**

Credits: 1Prerequisite(s): Permission of the instructor. This course will enable the student to Achieve introductory-level proficiency in technical theatre production. The student will be involved in backstage work which results in a public performance by the College Theatre Department. (THT1040)

#### **TA 152. Theatre Practicum 2**

Credits: 1Prerequisite(s): TA 151 with a C or better. This course will enable the student to achieve intermediate introductory-level proficiency in technical theatre production. The student will be involved in backstage work which results in public performance by the College Theatre Department. (THT1040)

#### **TA 206. Introduction to Theatre Art**

Credits: 3This course will enable the student to identify the basic elements common to all theatre. The student will be able to make appropriate written and/or spoken criticism of the value and merit of individual examples of theatrical performance according to the critical standards presented in the courses. The student will be able to read and discuss a play script in terms of its theatrical merit, demands, and potential as a piece of theatrical performance according to the script analysis principles presented in the course. The student will be able to identify and define distinguishing elements and characteristics of theatrical art as it was presented in the major historical periods of theatre as surveyed in the course. Additionally, the student will be able to identify and discuss briefly the elements and principals involved in the practice of the various component activities in theatrical art including theatre architecture, production, direction, acting, scenic design, costume design, lighting design, makeup, sound, and multimedia. (THT1010)

#### **TA 210. Chamber Theatre**

Credits: 3This course will enable the student to combine the arts of literary analysis, oral interpretation, and theatrical performance. The student will gain the skills necessary to communicate theatrical literature successfully to an audience through oral expression.

#### **TA 212. Audition Techniques for the Theatre**

Credits: 3Prerequisite(s): TA 110 with a C or better. This course will enable the student to audition for academic and professional theatre. The student will acquire a variety of suitable audition materials, appropriate written work, and an understanding of audition protocol and etiquette.

#### **TA 250. Theatre Practicum 3**

Credits: 1Prerequisite(s): TA 152 with a C or better. This course will enable the student to achieve intermediate-level proficiency in theatre production. The student must be involved in acting or backstage work which results in a public performance by the College Theatre Department.

#### **TA 251. Theatre Practicum 4**

Credits: 1Prerequisite(s): TA 250 with a C or better. This course will enable the student to achieve advanced-level proficiency in technical theatre production. The student will be involved in backstage work which results in a public performance by the College Theatre Department.

### **Welding**

#### **WE 110. OSHA 10**

Credits: 1This course will enable the student to gain critical knowledge regarding OSHA policies, procedures, and standards, including general industry safety and health principles. The student will learn the scope and application of the OSHA General Industry Standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques.

#### **WE 114. Welding Methods**

Credits: 2Prerequisite(s): A score at a pre-determined level on a placement instrument. Corequisite(s): WE 129. This course will enable the student to develop Shielded Metal Arc Welding (SMAW) skills to the level required to be successful in the advanced welding courses. The student will demonstrate safety practices.

#### **WE 125. Blueprint Reading (Welding)**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to interpret drawing at a fundamental level as applied to the welding trade. The student will: identify basic lines, views and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; and identify standard American Welding Society (AWS) weld symbols.

#### **WE 126. Cutting Processes**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of various cutting processes. The student will distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade and demonstrate the safe and correct set up, operation and shutdown of the Oxy-fuel, Plasma Arc, Carbon Arc Cutting with Air and Mechanical cutting workstations. The student will also inspect quality and tolerance of cuts according to industry standards. Cutting safety will be emphasized.

**WE 127. Gas Metal Arc Welding 1 (GMAW 1)**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Gas Metal Arc Welding (GMAW). The student will accomplish the following: explain the GMAW; demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat and horizontal positions; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. Safety practices are emphasized.

**WE 128. Gas Tungsten Arc Welding 1 (GTAW 1)**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Gas Tungsten Arc Welding (GTAW). The student will accomplish the following: explain the GTAW process; demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; demonstrate proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat and horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. Safety practices are emphasized.

**WE 129. Shielded Metal Arc Welding 1 (SMAW 1)**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. Corequisite(s): WE 114. This course will enable the student to recognize and apply proper fundamentals to SMAW. The student will explain the SMAW process; demonstrate safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat, horizontal, and vertical positions; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. The student will demonstrate safety practices.

**WE 130. Oxy-Fuel Gas Welding**

Credits: 1Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals to Oxy-Fuel welding. The student will learn about and practice oxyacetylene welding, brazing, and soldering. The student will demonstrate safety practices.

**WE 213. Welding and Pipe Fitting**

Credits: 2Prerequisite(s): WE 125 and WE 129 both with a C or better. This course will enable the student to develop proficiency in various procedures of pipe welding and fitting, as well as expose the student to cutting, beveling, preparation, and fit-up of pipe prior to the welding process. The student will practice safety skills.

**WE 220. Metallurgy**

Credits: 3Prerequisite(s): A score at a pre-determined level on a placement instrument. This course will enable the student to develop basic metallurgy skills with both ferrous and non-ferrous metals. The student will explore properties of metals, hardness testing, heat-treating, quenching, annealing, normalizing, tempering and surface hardening.

**WE 227. Gas Metal Arc Welding 2 (GMAW 2)**

Credits: 4Prerequisite(s): WE 125 and WE 127 both with a C or better. This course will enable the student to develop advanced proficiency in Gas Metal Arc Welding (GMAW). The student will learn advanced positions, prepare for various procedural tests, and practice safety skills.

**WE 228. Gas Tungsten Arc Welding 2 (GTAW 2)**

Credits: 4Prerequisite(s): Prerequisite: WE 125 and WE 128 both with a C or better. This course will enable the student to develop advanced proficiency in Gas Tungsten Arc Welding (GTAW). The student will learn advanced positions, prepare for various procedural tests, and practice safety skills.

**WE 229. Shielded Metal Arc Welding 2 (SMAW 2)**

Credits: 4Prerequisite(s): WE 125 and WE 129 both with a C or better. This course will enable the student to develop advanced proficiency in Shielded Metal Arc Welding (SMAW). The student will learn advanced positions, prepare for various procedural tests, and practice safety skills.

## **Financial Aid**

- Policy of Financial Aid Satisfactory Academic Progress Requirements
- Scholarships
- Other Sources of Financial Aid

The Financial Aid Office is located in the Student Services area of the Hubbard Center and is open from 8 a.m. to 5 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. Friday. A full service financial aid office is also available at Butler of Andover M-Th from 8 a.m. until 7:15 p.m., and Fri 10 a.m. until 5:00 p.m.

For information regarding individual financial aid status and awards, go to [www.butlercc.edu](http://www.butlercc.edu). Log into your pipeline account and utilize 'FinAid Awards Info' or 'FinAid Eligibility Info' located in "Student Quick Clicks." For other useful links about financial aid, go to [www.butlercc.edu](http://www.butlercc.edu) and visit the Financial Aid homepage.

Students are encouraged to correspond with the Financial Aid Office through e-mail, at [finaidmail@butlercc.edu](mailto:finaidmail@butlercc.edu). The Financial Aid Office will correspond electronically with students through their Butler e-mail account. Students who prefer to receive correspondence via the postal service, should contact the financial aid office to make this change. Students can do this by sending an e-mail to [finaidmail@butlercc.edu](mailto:finaidmail@butlercc.edu) that includes their name, student ID number or the first 5 digits of their Social Security Number (SSN). Students are encouraged to use e-mail as it is the quickest way to communicate.

### **Policy of Financial Aid Satisfactory Academic Progress Requirements**

Federal regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study, or Federal Direct Loans to be making "satisfactory academic progress". This progress is measured at the end of each semester according to three factors: a semester and overall grade point average (GPA); completion rate (CR) of credit hours; and the timeframe allowed for completing a certificate or degree.

**Good Standing:** Students maintaining the following *minimum* criteria will be considered in Good Standing for Federal Financial Aid Purposes:

- GPA: 2.0 semester and overall GPA
- CR: 67% minimum, semester and overall. CR is determined by dividing the hours passed by hours attempted
- Students must also be below the maximum timeframe allowed (see below)

**Warning:** Will occur when a student's overall GPA and CR meet the criteria for Good Standing, but the semester does not meet those standards. Students on Financial Aid Warning are eligible for all types of Federal Financial Aid for one additional semester.

- At the end of the Warning semester if the student meets the 2.0 GPA and 67% CR, semester and overall, they will be placed back to Good Standing
- Students that do not meet these federally mandated standards will be placed on Financial Aid Suspension

**Suspension:** All suspended students will receive a Financial Aid Suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Financial Aid Office or on Butler Pipeline. All students placed on Financial Aid Suspension have the right to appeal except Terminated Academic Plans. Students on Financial Aid Suspension are not eligible for any type of Federal Financial Aid including loans.

Suspension from all Federal Financial Aid occurs when:

- The overall GPA is below a 2.0 GPA or overall CR is below 67% or
- A student on Warning or Probation does not meet the criteria for Good Standing
- Previous Butler students that never received Federal Financial Aid and transfer students not meeting the criteria for Good Standing will be placed on Financial Aid Suspension with the right to appeal

**Excluded Grades:** Audit hours are NOT considered for Federal Financial Aid. Grades of 'CD', 'I', 'NR', 'WD', or 'WT' do not count as hours completed. A grade of 'F' may not count as hours completed depending on the last date of attendance in the class(es).

**Remedial Hours:** For financial aid purposes, GPAs are recalculated to include remedial grades. However, remedial grades are not included in the overall GPA calculation for graduation. Once a student has attempted 30 remedial credit hours (whether or not they received Federal Financial Aid for those hours), any additional remedial hours cannot be counted in the student's enrollment status or cost of attendance.

**Repeated Coursework:**

- Passed Courses: Once a student has passed a course with a 'D' or better, he/she can receive Federal Financial Aid funds to repeat the course one time, with the exception of withdrawn classes
- Failed/Withdrawn Courses: If a student fails (F) or withdraws (WD, WT) from a course, which has never been passed, they can receive Federal Financial Aid until they pass the class with a 'D' or better

**Transfer Credits:** All previous college attempted and completed coursework officially on file will be counted when determining the student's GPA, minimum CR and maximum timeframe, regardless whether the student received Federal Financial Aid for those hours or not.

**Reinstatement:** Students suspended from Federal Financial Aid may be reinstated in the following manners:

- Submit a Satisfactory Academic Progress Appeal Form – the appeal form and any other appropriate documentation should be submitted with the initial appeal. Appeals can be based on adjustments to college and choosing a major/career, job-related difficulties, injury/illness, the death of a relative, personal problems, stress/anxiety, or other special circumstances. It must include why the student failed to meet SAP, and what has changed to allow the student to reestablish his or her eligibility. The decision of the Financial Aid Review Committee is **final**. A student may not appeal multiple semesters citing the same reasons and be considered for reinstatement. If the appeal is granted, the student will continue to receive aid as a probationary student. If the appeal is denied the student may discuss their denial with the Director of Financial Aid; this may or may not affect the final decision of the committee.
- Self-Reinstatement – If an appeal is not submitted or granted, a student must:
  - Meet the *minimum* criteria for Good Standing – semester and overall 2.0 GPA and a 67% CR
  - If an appeal is denied, the student may re-appeal after successfully completing a minimum of 6 credit hours. The hours do not have to be completed within the same semester, but all semesters used for consideration must meet the criteria for Good Standing.

**Approval is not guaranteed.**

**Probation/Appeal Granted:** Occurs when a suspended student submits and appeal form and the appeal is granted. Probationary students will be eligible for Federal Financial Aid for one additional semester. During that semester if the student:

- Has a 2.0 GPA and 67% CR semester and overall they will go to Good Standing
- Does not meet a 2.0 GPA and 67% CR semester and overall they will go back to Financial Aid Suspension

A status of probation can only be assigned to students for whom it is mathematically possible to meet the minimum SAP standards within one semester. Students will be notified of any decisions through their pipeline account and postal service.

**Academic Plans:** Academic Plans may be granted for students who appeal their Suspension and it is not mathematically possible to meet the *minimum* SAP standards within one semester. Academic Plans:

- Are individualized and are developed by the Financial Aid Office
- Provide further funding on a term by term basis
- Must be followed exactly in order to continue to receive Federal Financial Aid
- If not followed, will place a student back on Financial Aid Suspension, Academic Plan will be terminated, and student is no longer eligible for Federal Financial Aid

While on an Academic Plan, a student must have a 2.25 semester GPA and 75% CR until they are back in Good Standing with an overall 2.0 GPA and 67% CR

If placed back on Financial Aid Suspension, the student cannot appeal again. In cases of extreme exceptional circumstance, the Director may approve exceptions. Once a student meets the minimum Good Standing criteria, they are no longer on an Academic Plan and returns back to Good Standing.

**Maximum Timeframe/PACE:** Students who have exceeded the 150% maximum timeframe allowed, are not eligible for Federal Financial Aid and need to submit a PACE Appeal Form for possible further funding.

150% maximum Timeframe = Associate Degree: 96 credit hours attempted  
Certificate A: 24 credit hours attempted  
Certificate B: 45 credit hours attempted  
Certificate C: 67 credit hours attempted

PACE Appeals are:

- For students with a 2.0 GPA and 67% CR – few exceptions will be made
- Reviewed in conjunction with the Academic Advising office
- Granted only for the classes required to complete your Butler degree/certificate (if approved)

Students granted a PACE Appeal will receive a PACE Course Plan to be signed and returned before receiving future aid.

*If a student runs out of fundable hours OR it is determined that no hours are needed, the student is not eligible for additional Federal Financial Aid.*

## Scholarships 2018-2019

1. **ACADEMIC SCHOLARSHIPS:** Awards are to first-time, full-time regularly admitted students who have not attended any other post-secondary institution. Students must submit a scholarship application to be eligible. Scholarships may be awarded to graduates of either accredited or non-accredited institutions based on their ACT, SAT or GED scores. Graduates of accredited institutions may also be awarded based on their overall high school GPA including at least six completed semesters of high school. The seventh or eighth semester of high school can increase an award for these scholarships, but will not reduce an award. Exception: final cumulative high school GPA must be a 3.0 for students accepting both an athletic and academic scholarship. Students must complete 12 credit hours each semester with the required GPA to maintain academic scholarship eligibility. The following accrediting organizations are recognized: State of Kansas North Central, National Association of Private Schools, Associated Christian Schools International, Independent Schools Association of the Southwest.
2. **ACTIVITY/ATHLETIC SCHOLARSHIPS:** These are provided by various departments to students who wish to participate in activities such as sports, livestock judging, journalism-radio/television, theatre, music, spirit squad, dance team, and the Student Government Association. Scholarship selection and award is determined by the activity sponsor or division.
3. **TECHNICAL SCHOLARSHIPS:** These scholarships are provided as an incentive for students who could not or would not otherwise enroll in technical programs at Butler. Awards are available for \$265 for 12 or more hours of enrollment of which 6 or more hours have to be vocational. \$132.50 is available for 6-11 credit hours of enrollment, of which 3 or more have to be vocational hours. The student must provide other costs themselves. Students can receive this scholarship for up to 4 semesters if they meet the following criteria each semester: 1 Students awarded a full scholarship must complete 12 hours with a 2.0 GPA. 2 Part-time students must complete 6 hours with a 2.0 GPA.
4. **BUTLER ACCESS SCHOLARSHIPS:** These limited scholarships are offered on a first-come, first-served basis to any re-entry student who has not attended high school or college courses during the past 12 months, does not have a college degree, and is not eligible to receive a Pell Grant. Students must have completed high school in the United States or received their GED at least 12 months prior to application. The student is required to pay for books and fees; the college pays the tuition for the classes, for a maximum of 6 credit hours. These are one time, one semester scholarships that are non-renewable. Contact Financial Aid for more details.
5. **KANSAS BOARD OF REGENTS SCHOLARSHIPS:** The state of Kansas provides various scholarships. Examples: Ethnic Minority, Nursing, State, Teacher, Military, and Career and Technical Workforce Grant. Applications and a complete list of scholarships are available through their website at [www.kansasregents.org](http://www.kansasregents.org).

Academic Achievement programs and services help meet the diverse needs of Butler's students. These include a variety of college credit courses, developmental courses and other programs and services that assist students in meeting their academic, career, and life goals.

### **Butler Foundation Scholarships**

The Butler Foundation is a not-for-profit 501(c)3 organization that exists to provide support for the college. The Foundation solicits and accepts gifts of cash and other assets. The Foundation also accepts deferred gifts and gifts-in-kind. The Foundation, established in 1966, is overseen by a board of directors representing Butler's service area and is responsible for maintaining donor and alumni information. Disbursements from endowed scholarships as well as annual scholarships are provided to students and administered by the Foundation through the Financial Aid Office. To apply for academic and Foundation scholarships, apply online at [scholarships.butlercc.edu](http://scholarships.butlercc.edu). The priority deadline for all Foundation scholarship applications is March 1. All Foundation scholarships vary in amount and criteria. An overall grade point average (GPA) of 2.0 on a 4.0 scale must be maintained to be eligible to receive a Foundation scholarship. An athlete must have and maintain a 3.0 GPA per Jayhawk Conference rules to be eligible to receive a Foundation scholarship. Visit the Foundation webpage at <http://foundation.butlercc.edu> or call 316-323-6731 for more information regarding Foundation scholarships.

### **Other Sources of Financial Aid**

#### **Veterans' Benefits**

Veterans should establish their Veterans' Administration eligibility prior to enrollment. Contact the Veterans' representative located in the Registrar's Office in El Dorado. For more information, call the Veterans' Representative at 316-322-3102 or direct 733-3102 from the Wichita/metro area.

#### **Native American Assistance**

The Bureau of Indian Affairs administers programs of financial assistance for Native Americans. To be eligible for assistance from the BIA, a student must be able to prove that he or she is American Indian, Eskimo or Aleutian. An applicant should contact the agency

which has the student's record of tribal enrollment. The Butler Office of Student Financial Aid will work with each tribe on individual funding requirements.

### **CCAMPIS: Child Care Access Means Parents In School**

(CCAMPIS) is a grant program for students that are ineligible for DCF childcare assistance while enrolled in classes. Eligible students are Pell Grant recipients, enrolled in at least 6 credit hours at Butler and can enroll their child at EduCare. Contact Sue Barrientos or Jamie Jellison at 316.323.6845 for more information.

### **State Assistance**

Butler works with multiple state programs to assist many different types of students to overcome a variety of continuing education barriers. WIA (Workforce Investment Act) is one example of assistance. WIA is a federally funded program, which can assist individuals to attend school in a demand occupational field, within an educational program that can be completed in two years or less with an approved provider.

Another example is TAAC (Trade Adjustment Assistance Act). TAAC is a federally funded program to assist individuals that have been laid off due to lack of work from a manufacturing company who has a United States Department of Labor certified petition issued because production of products have been moved to a foreign country and/or sales production has been directly affected by imports from foreign countries.

For more information on any state assistance program, you can contact Accounts Receivable at 316.218.6201 for application procedures and program administration in your area.

### **Outside Scholarships**

Scholarships are available from many different kinds of organizations, companies, churches, hospitals, etc. Some entities have scholarships available for members/employees and their children. Others accept applications from any individual that meets their criteria.

Outside scholarship checks should be made payable to Butler. The student's name and Butler student identification number, but not a social security number, should be listed on the check and mailed directly to the Butler Financial Aid – 901 S Haverhill Rd – El Dorado, KS 67042

## **Admissions**

### **General Admissions**

The following applicants may be admitted:

1. Graduates of accredited high schools.
2. Individuals who have completed the General Educational Development (GED®) test.
3. Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.

### **Steps for Seeking Admission**

1. **Complete the Application for Admission.** All students must submit an Application for Admission which may be obtained from any Butler location or students can apply online at [www.butlercc.edu](http://www.butlercc.edu). A student who falsifies admission information will be subject to dismissal.
2. **Submit Official Transcript(s).** The college requires an official transcript be sent from each institution for prior coursework to be used toward a degree program. In addition, certain students (VA, athletes, and select financial aid recipients) are required to provide all official transcripts to the Registrar's Office. All official transcripts on file will be used in the determination of financial aid eligibility.  
Electronic transcripts should be emailed using a secure electronic exchange from your high school, college, or other educational institution to [registrar@butlercc.edu](mailto:registrar@butlercc.edu). Transcripts emailed from the student are not considered official and will be used for advising purposes only.  
Butler accepts transfer hours from only these institutions regionally accredited by the Higher Learning Commission and/per the U.S. Department of Education (ACE).
3. **Placement Test Requirement.** Before enrolling in courses, degree seeking students and those enrolling in **math or English courses** must complete one of the items below:
  - Submit ACT/SAT scores (test must have been taken within the last 3 years),
  - Complete a Butler placement test, or
  - Provide a college transcript showing completion of the course prerequisites for the courses you plan to enroll

The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location. Students who have taken the ACT/SAT within the last three years or who **have previous college coursework should bring those records.**

Students who place in Intermediate Algebra and below by the criteria in #3 above (Placement Test Requirements), and students who are repeating College Algebra are required to complete a Diagnostic Test.



There are three levels of Diagnostic Tests. The initial Diagnostic Test which a student is required to take is determined by Accuplacer or other placement criteria. Any subsequent diagnostic testing must be preapproved by the Math Coordinator or a Mathematics Department representative.

A total of six (6) Diagnostic Tests may be taken in a year cycle beginning the date of the first testing attempt. Students are allowed to retest after a 4-week waiting period. Any exceptions regarding extenuating circumstances affecting the student's testing performance/results will go to the Math Coordinator for consideration/approval.

**Students are required to take the courses and/or courses based on the scores received from the placement tests. Any exception must go through the Dean of the academic area in question.** Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

4. **College Course Placement Tests.** 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 Accuplacer placement test prior to enrolling in English or mathematics courses. The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location.

**Students are required to take the course and/or courses based on the scores received from the Accuplacer placement test.** All students who enroll in developmental courses in English, Math, and/or Reading are required to take PD 120. Conquering College, a course which develops their skills for college level work. Students required to take PD 120 should enroll in it the first semester of their enrollment. **Any exception must go through the Dean of the academic area in question.** Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

### **Placement Retesting Policy**

The Butler placement testing policy is:

- Students are allowed to test a maximum of 5 times in a year cycle, beginning on the date of their first testing attempt.
  - Students are allowed to re-test after a 1-week waiting period.
  - Any exceptions regarding extenuating circumstances affecting the student's testing performance/results will go to the Dean of Academic Support & Effectiveness for consideration/approval.
5. **Proof of Residency.** When enrolling, the student is responsible for indicating the proper residence classification for tuition costs. If there is a question, the student should consult with personnel in the Registrar's Office, or with registration personnel at sites other than the main campus. Residency status is determined by procedures consistent with Kansas statutes. Copies of these statutes are available in the Registrar's Office and the college library. Generally, residency is determined by length of residence--minimum of six months of established residency in Kansas and three or more of the following:
- a. Registration of automobile
  - b. Payment of personal property tax
  - c. Voter registration
  - d. Job status/school attendance
  - e. Kansas driver's license
  - f. Rent or utility receipt
  - g. Notarized statement from a Kansas resident verifying that student has resided with him or her for six months

The above documentation must indicate dates at least six months prior to the application for change of residency. **Residency change paperwork must be completed by the end of the first week of the term. Students that are only enrolled in courses that begin after the main term must complete residency paperwork on or before the earliest course start date.**

If Kansas residency was established due to recruitment or transfer for full-time employment, see Registrar's Office personnel for information regarding Domiciliary Residence certification.

As of July 1, 2006, if you can prove you were a resident for tuition and fee purposes within the last five years (60 months) and that you have returned to live in Kansas, you will be deemed a resident for tuition and fee purposes. (K.S.A. 76-729 as amended by 2007 HB 2185 §10)

Kansas has declared all current members of the armed forces and their spouses and dependent children residents of the state for tuition and fee purposes. In addition, in-state tuition rates are available to veterans making use of Post-9/11 GI Bill® benefits, who live in the state where the institution they intend to enroll is located, and who plan to establish residence in the state. Eligible spouses and dependent children of the veteran also qualify for in-state tuition rates.

- 5a. **Appeal for Residency.** If a student disagrees with his/her classification as a nonresident for tuition costs, he/she may file a written appeal within 30 days with the Registrar's Office. The payment of tuition as originally assessed shall be a condition to the right to appeal residency classification. Failure to file an appeal within the time and manner specified makes classification by the Registrar's Office final. For additional information, Registrar's Office: (316) 322-3123 or direct (733)-3123 from the Wichita/metro area.

### **Specific Admissions Qualifications**

A person can be admitted to Butler as a Guest Student if the student meets the following criteria at Butler:

1. Is not seeking federal financial aid or institutional aid, and

2. Is taking classes for personal enrichment/skill enhancement or for transfer, and
3. Is not seeking an approved certificate or degree from Butler.

Guest Students must meet Butler course prerequisites. Butler is accredited by the North Central Association of Colleges and Schools; therefore, a majority of Butler credits will transfer to other institutions of higher learning. If transferring courses to another institution, it is the students' responsibility to check with the advising office at the receiving institution to ensure transferability of courses. Students may be concurrently enrolled at Butler and another college or university.

Guest Students at Butler will experience a streamlined admissions process and will have the opportunity to bypass the student advising process.

Guest Students who decide to declare a major/seek a degree and /or receive federal financial aid should follow the general admissions process.

A Guest Student who falsifies admission information will be subject to dismissal.

### **High School Student Admission**

High school students may take courses for credit, if they:

1. Are classified as a sophomore, junior, or senior by the standards where the student attends high school.
2. Have a High School/Home School Release Form signed by the school **PRINCIPAL** certifying the student is at least a sophomore. This form must be submitted to the Registrar's Office so that enrollment can take place. Butler requires only one permission form per academic year, but individual high schools may require one each semester.
3. Meet placement score requirements (ACT, SAT, or Accuplacer). Scores must be certified on the High School/Home School Release Form prior to submission to the Registrar's Office.
4. Are classified as a gifted student in his/her freshman level of high school. A copy of the Individual Education Program (IEP) and a High School/Home School Release Form signed by the high school **PRINCIPAL** certifying giftedness, must be turned into the Registrar's Office **before enrollment takes place**.

*Note: High school students who are below the sophomore level or who do not have IEPs can only enroll in college courses for audit (noncredit). Students must meet placement score requirements.*

The KBOR policy and procedure manual states the following regarding HS concurrent enrollment: "Remedial/developmental course work or course work that does not apply to a Regents' approved degree program at the postsecondary partner institution in a CEP agreement is not considered appropriate for college-level credit or eligible for financial reimbursement" (Ch IV, 8 (3) v).

Based on this policy, Butler does not allow high school students to enroll in developmental courses. High school students include those enrolled in public and private institutions and those in home school.

### **International Student Admissions**

Butler welcomes international students. To be considered for admission to Butler, international students must have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents. All items must be on file at Butler before an I-20 will be issued. Application deadlines are as follows:

Fall semester	June 15
Spring semester	November 15

I-20s are not issued for summer overseas admissions.

1. **Application for Admission:** Contact the International Office at [international@butlercc.edu](mailto:international@butlercc.edu) or access <http://butlercatalog.butlercc.edu/forms/intapp.cfm> to obtain an application.
2. **Processing Fee:** Butler requires a non-refundable \$75.00 USD processing fee for F-1 international students. This includes all overseas and transfer students from other institutions. The \$75.00 USD processing fee must be received before a student's documents can be processed and an I-20 issued from Butler. International guest students pay a \$25.00 USD processing fee each semester.
3. **Academic Records (Transcripts):** Official copies of academic records for all course work completed in secondary schools, colleges and universities within and outside of the U.S. must be submitted. Students who wish to have foreign coursework accepted for credit at Butler, must have their foreign credits evaluated by an independent agency such as World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators, Inc. ([www.ece.org](http://www.ece.org)) or Education Perspectives ([www.edperspective.org](http://www.edperspective.org)).
4. **Financial Sponsor Letter:** A hand-signed letter or statement from the student's sponsor verifying financial support. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.
5. **Bank Statement:** A certified bank statement dated within six months of the start of classes showing the equivalent of \$18,552.00 USD. This verifies that the sponsor has sufficient funds for sponsoring one year of study at Butler. This is the estimated one year cost for tuition, books, fees, housing and living expenses.
6. **English Proficiency:** If English is not an official language of your country or your English grade is below a "C" average, you will need to submit a document to meet our English proficiency requirement. This can be done through one of the following:

- a. A minimum TOEFL Test of English as a Foreign Language score of 500 or above on the written test, 173 on the computer-based test, or 61 on the internet test is required. The TOEFL institutional code for Butler is 6191.
  - b. Completion of the Advanced II level or higher at Wichita State University's Intensive English Language Center. Students must have grades of C or better in all classes.
  - c. Academic credit of 12 hours or more from a U.S. college or university or one year from a U.S. high school with a minimum 2.0 grade point average.
  - d. The IELTS International English Language Testing System test is also acceptable as an alternative to TOEFL. An overall score of 5.0 is required for admission.
  - e. A minimum Pearson Test of English (PTE) score of 50.
7. **International Housing Statement:** A declaration of housing intent must be completed and on file for admission.
  8. **Copy of Passport:** A copy of a passport or birth certificate is required for admission.
  9. **Transfer within the United States:** A completed transfer request form must be on file from the previous institution. This form is available from the International Office. Transfer students also have to submit items 1-6 listed above and copies of all immigration documents. All items above must be received before transfer students will be allowed to enroll. The deadline for transfers to Butler is one week before the first day of each term. All necessary documents for admission must be received by the deadline, including transfer approval from the previous institution. Transfer students will not be accepted for admission or enrollment after the deadline and will have to wait until the next term. Butler does not accept "out-of-status" students for transfer; those students must be reinstated through their home institution before transferring to Butler.
  10. **Supply Proof of TB Test Results:** A TB test must be obtained after you enter the United States and negative results must be provided before you may enroll or move into residence halls. Also, each year TB screening is required for ALL international students, including permanent residents. Failure to do so will result in a hold being placed on your enrollment. Call College Health Services for questions or appointments: 316.218.6282 Andover (BOA) or 316.733.3371 El Dorado (BOE).
  11. **Medical Insurance:** Students are responsible for arranging and paying for coverage. Students who fail to provide proof of coverage may be prevented from enrolling in classes. Contact the International Office for more information.
  12. **All international students attending Butler on a non-immigrant visa are subject to international student tuition and fee rates.**
  13. **International Guest students** may enroll at Butler for **one or two** classes. The student must bring a letter of permission **each semester** from the school indicated on their current I-20. The student must also meet the English proficiency requirement for admission at Butler and provide a current TB test before enrollment. If a student wishes to enroll in the majority of their classes at Butler, he or she should transfer to Butler. Please refer to #6 above.
  14. **Permanent Resident Aliens:** A student with an immigrant visa may establish residency in the same manner as a U.S. citizen as described under the General Admissions section of the catalog. In addition, he/she must present their resident alien card ("green card") or I-551 passport stamp for temporary evidence of permanent residence as documentation. Permanent Resident Aliens must obtain a TB test with negative test results before enrolling or moving into residence halls. Failure to do so will result in a hold being placed on their enrollment. Please contact the International Office for more details, (316) 322-3230 or from the Wichita/metro area (316) 733-3230.

### **Policies for Continuing International Students**

To facilitate compliance with SEVIS, the Department of Homeland Security information and reporting system, the International Office has instituted the following policies for international students who have an I-20 from Butler.

**Full Course of Study:** All Butler international students are required to enroll in a minimum of 12 credit hours each semester at Butler. There may be occasional exceptions, in accordance with F-1 regulations and at the discretion of the international student advisors, which will require a reduced course authorization in SEVIS with strong rationale and documentation.

**Concurrent Enrollment:** Butler international students must enroll in 12 credit hours at Butler before they are allowed to enroll as a guest student at other colleges in the area, such as Wichita State University or Cowley College. Students enrolled for 12 credit hours may be given a guest letter to enroll in additional courses at other colleges.

**Reinstatement:** International students who are "out-of-status" will be required to apply for reinstatement before they are permitted to enroll for the next semester. The international office will assist students with their reinstatement application but the student is responsible to see that it is mailed.

**Orientation:** International student F-1 visa holders attending Butler for the first time and with less than 12 passed credit hours from a U.S. institution are required to enroll in OR 102-0 Student Connect.

### **Nursing Program Selective Admissions**

#### **Step One: Admission to the College**

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

The following applicants may be admitted:

- Graduates of accredited high schools.

- Individuals who have completed the General Educational Development (GED) test.
  - Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.
1. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's Office.
  2. College admission does not automatically mean admission to the nursing program.

### Step Two: Admission to the Associate Degree Nursing Program

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree Nursing Program.
- Butler grants admission twice yearly with a limited number of applicants accepted each fall and spring semester.
- Prospective students must understand the
- Qualifications for writing the state board licensure examinations. <http://www.ksbn.org/npa/pages/65-1115.pdf>
- Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/65-1120.pdf>
- Crimes against persons  
[http://www.kslegislature.org/li\\_2014/b2013\\_14/statute/021\\_000\\_0000\\_chapter/021\\_054\\_0000\\_article/](http://www.kslegislature.org/li_2014/b2013_14/statute/021_000_0000_chapter/021_054_0000_article/)
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility.
- **To meet this responsibility the student must:**
  1. Complete program prerequisites BI 240. Anatomy and Physiology, EG 101. English Composition 1, BS 160. General Psychology and MA 135. College Algebra or above. MA 131. College Algebra with Review will satisfy this requirement.
  2. Complete the admission assessment exam: An Admission Assessment Exam is offered on the El Dorado campus. Exam dates are available by calling the Nursing Office or accessing the Nursing web site. Students must register to take the exam at least two weeks prior to the exam date. It is a computerized exam and is monitored in a campus computer lab. The applicant is responsible for the nonrefundable exam fee, paid at the time of registration. The admission assessment exam may be repeated one time, with the composite and reading score used in the selective admission formula. It is the student's discretion as to when to take the exam; before, during or following the prerequisite courses. The exam must be taken in time to document the scores with the nursing office prior to the application cut off dates. If the exam administrator is other than Butler, the applicant must request that the exam results be sent to the Butler Nursing Department by the testing company. Butler will not accept hand carried, faxed or mailed exam results from the applicant.
  3. Submit application for the Nursing Program.
  4. Submit official college transcripts showing completed prerequisites to Butler Registrar's Office.
  5. Submit documentation of patient care experience. Students must show documentation of completion with a diploma or have passed a state certification for patient care experience points.
  6. All application materials must be received in the Nursing Department before May 20, for the following fall semester, and September 20 for the following spring semester to guarantee consideration for admission.
  7. Address all application materials to:  
Selective Admissions  
Department of Nursing  
Butler Community College  
901 S. Haverhill Road  
El Dorado, KS, 67042

### Step Three: Ranking for Final Selection

#### Selective Admission policy

The nursing program has a selective admission process in which students are rank ordered by the sum of grades earned in the prerequisite courses of Anatomy and Physiology, English Composition I and General Psychology, the composite TEAS score and TEAS raw reading score. Additional points are considered for applicants with documented patient care experience. Examples of patient care experience include: Certified Nurse Aide, Patient Care Tech, Emergency Medical Service, Medical Assistant, Physical Therapy Assistant.

**Anatomy & Physiology	20 pts max	10 pts minimum
General Psychology	12 pts max	6 pts min.

English Comp 1	12 pts max	6 pts min.
TEAS Composite %	99 pts max	*Nat'l mean
TEAS Raw Reading	42 pts max	*Nat'l mean
Patient Care Experience	5 pts max	
Total points	190 max.	

**\*Applicants must score at the TEAS Exam National mean or higher for admission consideration.**

**\*\*A&P must be within the last 5 years.**

**Grades earned: A = 4 x number of credit hours, B=3, C=2.**

- Students must have completed MA 135. College Algebra with a grade of C or better, but it will not be included in the grade point calculation.
- Only official transcripts and verification of admission assessment test scores will be used.
- Applicants not meeting the deadline will not be considered for admission.
- In the event the final applicant score cannot discriminate a rank order, all application materials of the applicants with the same final applicant score will be reviewed with selection based on most highly qualified applicant.
- All selected and non-selected applicants will be notified in writing by Butler's nursing department.

#### **Step Four: Acknowledging Acceptance**

- Selected applicants are given a specified time period to accept their position in the class. Admission to the program is contingent upon a satisfactory background check and a negative urine drug screen.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of class, the vacancy created will be offered to the next highest ranked applicant up to a maximum of 56 students.

#### **Reapplication**

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to May 20 and September 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.

#### **Step Five: Selected Student Responsibilities**

Admission to the program is contingent upon a satisfactory background check and a negative urine drug screen. The following responsibilities are to be completed by the beginning of the clinical component of the nursing courses.

1. Physical examination report annually including documentation of immunizations. Required immunizations: Tdap in last 2 years, 2 MMR's, 2 Varicella or doc of disease, TB screening, and the influenza vaccine.
2. Highly recommended: Hepatitis B immunization.
3. Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction. The American Heart Association BLS Health Care Provider Course or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
4. Liability insurance purchased through the Butler Business Office is included in student fees.

*Note: For students currently enrolled in prerequisites at the time of application, official grades are to be received in the Nursing Department office no later than May 20 for fall admissions, and Sept. 20 for spring admissions.*

#### **Technical Standards**

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity
2. Sufficient auditory perception
3. Sufficient gross and fine motor coordination
4. Sufficient communication skills
5. Sufficient intellectual and emotional functions.

Special policies and procedures regarding admissions criteria for the Nursing Program are contained in the Nursing Student Handbook.

#### **Admission Process for Advanced Placement of Licensed Practical Nurses**

Butler Community College's Department of Nursing, in support of the Nursing Education Articulation Plan for Kansas, provides an opportunity for articulation of the licensed practical nurse LPN into the second year of the associate degree nursing program. At the time of graduation, the student earns an Associate in Applied Science Degree and is eligible to take the state board licensure examination to become a registered nurse (RN).

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience he/she has already achieved in reaching his/her own individual potential. The nursing faculty encourages the LPN to evaluate his/her resources and abilities in order to establish realistic career goals.

### Step One: Admission to the College

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

1. The following applicants may be admitted to the college:
  - Graduates of accredited high schools.
  - Individuals who have completed the General Educational Development (GED) test.
  - Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.
2. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's Office.
3. College admission does not automatically mean admission to the nursing program.

### Step Two: Admission to the Associate Degree Nursing Program

- LPNs seeking admission to the associate degree nursing program must be admitted to Butler and must also apply for admission as an Advanced Standing Student.
    - Completion of the Advanced Standing for LPNs application and direct submission of the application to the nursing department is the student's responsibility.
  - Butler grants admission each fall and each spring, based on space availability. All application materials must be received in the Nursing Department before May 20th for the following fall semester and September 20th for the following spring semester to guarantee consideration for admission.
  - Prospective students must understand the
    - Qualifications for writing the state board licensure examinations. <http://www.ksbn.org/npa/pages/65-1115.pdf>
    - Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/65-1120.pdf>
    - Crimes against persons  
[http://www.kslegislature.org/li\\_2014/b2013\\_14/statute/021\\_000\\_0000\\_chapter/021\\_054\\_0000\\_article](http://www.kslegislature.org/li_2014/b2013_14/statute/021_000_0000_chapter/021_054_0000_article)
  - The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
  - Completion of the application is the student's responsibility. To meet this responsibility the student must:
1. Complete successfully with a grade of C or better, with a cumulative GPA of 2.8, the following courses 24 college credit hours to be eligible for advanced placement:

a.	Anatomy & Physiology*	5 credits
b.	Pathophysiology	4 credits
c.	English Composition 1	3 credits
d.	Developmental Psychology	3 credits
e.	MA 135 or above**	3 credits
f.	General Psychology	3 credits
g.	Therapeutic Nutrition	<u>3 credits</u>
h.		24 credits

\*Anatomy and Physiology and Microbiology must have been completed within the last 5 years at the time of admission into the nursing program. The Anatomy and Physiology course must be 5 credit hours and include both anatomy and physiology. Microbiology must be at least 5 credit hours. Microbiology must be taken concurrent or before 3rd semester. Courses taken at other institutions must be from an accredited community college or four-year school.

**\*\* MA 131 will meet this requirement.**

2. Submit the application for the Nursing Program.
3. Submit evidence of IV Therapy certificate and evidence of LPN licensure in the State of Kansas
4. Submit official college transcripts showing completed prerequisites and copy of transcript of practical nursing education.
5. Student identifies which of the following classifications applies to him/her and completes those requirements:

### 0 - 5 Years after Graduation

The graduate must have:

- a. Graduated from a Kansas LPN program within the last five years. Credit will be evaluated individually for out-of-state applicants not from an NLN accredited program and
- b. Successfully completed the seven prerequisite classes listed above.

**More than 5 years after Graduation The applicant must have:**

1. Graduated from a Kansas LPN more than 5 years ago. Credit will be evaluated individually for out-of-state applicants not from an NLN accredited program and
2. Successfully completed the seven prerequisite classes listed above and
3. Provided documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years.
6. All application materials must be received in the Nursing Department before May 20 for the following fall semester, and Sept. 20 for the following spring semester to guarantee consideration for admission.
7. Address all application materials to:  
Selective Admissions  
Dept. of Nursing, Butler  
901 S. Haverhill Road  
El Dorado, KS 67042

**Step Three: Ranking for Final Selection**

- A maximum of sixteen positions may be available for qualified Advanced Standing LPNs in the third semester.
- Applicants will be ranked according to GPA of the required prerequisites in decreasing order.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the GPA cannot discriminate a rank order, the department will review all application materials of the applicants with the same GPA using selection based on "most highly qualified applicant."
- All selected and non-selected applicants will be notified in writing.

**Step Four: Acknowledging Acceptance**

- Selected applicants are given a specified time period to accept their position in the class.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant.
- Upon acceptance into the nursing program, the student will enroll in NR 108. Nursing Concepts for Advanced Standing. This is a three-credit-hour course offered prior to fall and spring semester classes. This course will introduce the philosophy and conceptual framework of the nursing curriculum
- After successful completion of NR 108 the student will receive credit for the appropriate first-year courses. No grade will be earned - only credit recorded.

**Credit by Advanced Placement Examination:** For Advanced Standing students entering into third semester, these courses will appear on the transcript: NR 105. Foundations of Patient Centered Care, 6 hours credit, NR 106. Patient Centered Care of the Developing Individual and Family, 9 hours credit, and NR 104. Physical Assessment for the Practice of Nursing, 3 hours credit.

**Reapplication**

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and Sept. 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.

**Step Five: Selected Student Responsibilities**

Admission to the program is contingent upon a satisfactory background check and a negative urine drug screen. The following responsibilities are to be completed by the beginning of the clinical component of the nursing courses:

1. Physical examination report annually including documentation of immunizations.  
Required immunizations: Tdap in last 2 years. 2 MMR's, 2 Varicella or doc of disease, TB screening, and the influenza vaccine.
2. Highly recommended: Hepatitis B immunization.
3. Health care provider CPR verification. CPR course must include adult, child and two-person instruction. The American Heart Association BLS Health Care Provider or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
4. Liability insurance purchased through the Butler Business Office is included in student fees.

**Nursing Program Transfer Students**

Students wishing to transfer from another nursing program to complete the requirements for RN licensure must send their nursing transcript and any other transfer hours to the Nursing Department. A letter of recommendation from the dean or director of the prior nursing program is required. An evaluation will be completed on an individual basis to determine the student's admission into the appropriate semester of the program.

A letter requesting the evaluation and a Department of Nursing application must accompany the transcripts and be mailed to:  
Butler Community College  
Department of Nursing



901 S. Haverhill Rd.  
El Dorado, KS 67042

Pending openings are available, the student is selected on a competitive basis by the combined GPA of the prerequisite courses if there are more applicants than openings. Prerequisite courses are the general education courses listed prior to the semester the student is eligible for being admitted. For example, a student eligible for admission to the second semester would need to have English Comp. 1, General Psychology, Anatomy and Physiology, MA 135 or above, and Pathophysiology, prior to entering at that level.

### **Transfer Student Admission**

A student in good academic standing from another accredited college or university seeking admission to Butler must submit official transcripts of all previous college work to the Office of the Registrar. The availability of transcripts is essential to enable Butler to provide appropriate advising and course placement services.

### **Professional Nursing Licensure Application**

1. Graduated from an accredited high school or obtained the equivalent, as determined by the Kansas Department of Education.
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing.
3. Other qualifications as the board may determine.

**KSA 65-1120 (a)** The Board of Nursing shall have power to deny, revoke, limit or suspend any license or certificate in the event the applicant or licensee be found after hearing:

- Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/65-1120.pdf>

### **Felony Crimes**

Note: The Board of Nursing will not issue licenses to applicants who have felony convictions against other persons. A list of these convictions is available on the Kansas State Board of Nursing website [www.ksbn.org](http://www.ksbn.org).

- Qualifications for writing the state board licensure examinations. <http://www.ksbn.org/npa/pages/65-1115.pdf>
- Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/65-1120.pdf>
- Crimes against persons  
[http://www.kslegislature.org/li\\_2014/b2013\\_14/statute/021\\_000\\_0000\\_chapter/021\\_054\\_0000\\_article/](http://www.kslegislature.org/li_2014/b2013_14/statute/021_000_0000_chapter/021_054_0000_article/)

## **Enrollment & Academic Information**

### **Learning Calendar**

The school year generally consists of a fall and a spring semester of 16 weeks each and a summer session of eight weeks. A variety of other scheduling options are available i.e., four-, six-, eight-, and 12-week sessions, depending on the semester. Intersessions are typically scheduled the two weeks prior to the beginning of Fall, Spring and Summer sessions. Credit is granted on the semester hour basis. To graduate in four semesters, a student should plan to complete at least 15 to 16 hours of college-level credit each semester.

### **BEARS (Butler Emergency Alert Response System)**

BEARS is Butler's automated emergency notification system. This system provides a method for the College to notify all faculty, staff, and student of campus emergencies. BEARS will contact up to six communication points identified by each student. The communication points can include their choice of cell phone, home telephone, text messaging and/or computer email addresses to notify when there are school emergencies and closing (generally weather related).

Butler will not close unless extreme weather conditions prevail. However, students and staff are encouraged to consider their own safety when making the decision whether to travel to class. Faculty and supervisors are asked to be understanding when people are absent because of weather-related circumstances. If day classes are cancelled, the media will be notified by 6:00 a.m. If evening classes are cancelled radio/television (both local and metro) will be notified by 4:30 p.m. Students and staff who have registered through BEARS will receive emergency notifications via their chosen communication points if classes are cancelled.

To register with BEARS, simply follow the Emergency Update Information link after logging in on the Butler Pipeline website. There are additional means of emergency notifications on the campuses.

### **Enrollment Check List**

- **Do you have current information on file?** Be sure to verify address, phone numbers, and other pertinent information each semester via Pipeline or with an advisor.
- **Do you have an Educational Plan?** Visit with an academic advisor for assistance in developing a plan for success.
- **Placement Test Requirement.** Before enrolling in courses, **degree seeking students** and those enrolling in **math or English courses** must complete one of the items below:
  - Submit ACT/SAT scores (test must have been taken within the last 3 years),
  - Complete a Butler placement test, or
  - Provide a college transcript showing completion of the course prerequisites for the courses you plan to enroll

The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location.

**Students are required to take the courses and/or courses based on the scores received from the placement tests. Any exception must go through the Dean of the academic area in question.** Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

- **Courses with prerequisites will be strictly monitored.** Courses taken at other institutions to fulfill these requirements need to be submitted to the Registrar via an official transcript prior to enrolling. In limited situations, advisors may (with appropriate documentation) temporarily override prerequisites.
- **Do you plan to enroll online?** First time students at Butler must meet with an advisor in person before enrolling online. Other students wishing to enroll online must complete an enrollment update/release to enroll form each semester before enrolling in classes. Students may choose to meet with an advisor in person each semester to develop or check on their Education Plan before using online enrollment.

**Remember:** If registering online, you as a student, take responsibility for the implementation and fulfillment of your Educational Plan. Advisors are available to assist you in meeting your educational goals and aspirations.

- **Can I enroll at any location?** If you choose to enroll in person rather than online, you can enroll at any location with the exception of McConnell. Due to military regulations, international students and other non U.S. citizens are not allowed to take courses at McConnell Air Force Base. **The Air Force also requires a background check prior to the start date of classes.**
- **I am receiving funds from a third party payer.** Students receiving financial assistance from a third party payer must submit written authorization from the third party to Accounts Receivable.

**What if I need to simultaneously drop and add?** Students who withdraw from a course after the refund period and add another course will not receive a refund for the dropped course and will be required to pay for the added class at the time of enrollment. Adds, drops and withdrawals are not accepted via phone or email.

## **College Orientation**

### **College Orientation Requirement**

All first-time, full-time students are required to enroll in Student Connect, OR 102-0. To successfully complete this course, students must attend for the entire duration of the class. For more information, contact the Director of First Year Experience at 316.218.6373.

### **How to Use Pipeline**

Pipeline is your central source for Butler information. Besides providing convenient, easy access to e-mail and college announcements, Pipeline offers you numerous ways to enrich your student life. Services include: adding and dropping classes, online transcripts and grades, degree audits, financial aid and account information, record updates, and much more!

### **How to get started:**

1. Go to Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).
2. Log in to the system by entering your username and password at the top of the homepage. This is the first initial of your first name and usually your full last name. i.e. Linda Johnson = ljohnson Those with common last names such as Johnson in the example may have a number added to the end of his or her user name i.e. Lynn Johnson = ljohnson2 to signify a different user. Your initial password is your six digit birth date i.e. 050180 = May 1, 1980. Contact the Helpdesk at (316)-322-3306, or 316-733-3306 from the Wichita metro area, for log in assistance.
3. After logging in the first time, a screen will appear telling you that your password has expired. You must choose and confirm a new password. Your new password must be between 4 and 10 characters in length using letters and numbers only you remember. DO NOT share your new password with anyone else! Additionally, you will be asked a series of questions the answers you give will be encrypted to protect your privacy, which will be used to verify your identity should you forget your password.
4. You should now be at the "My Homepage" page. Personal and Campus announcements, your e-mail Inbox and Quick Clicks are accessible from here.
5. Most of the more frequently used services to students are available from the "Student Quick Clicks" channel on the My Homepage tab. Other services are available by going to the "Student Services" tab. Students' course information is accessible from the "My Courses" tab.

### **How to access registration pages:**

To add and drop classes through Pipeline you will need to contact an advisor in person each semester or go to the release to enroll link located on the Academic Advising homepage in order to have your registration account enabled. Some classes are not available to add and drop online due to dates or durations outside of the normal structure. Contact an advisor (316-322-3163 or e-mail [advising@butlercc.edu](mailto:advising@butlercc.edu)) for information regarding these classes.

**\*\* Don't forget to log out when you're finished by clicking the "Logout" icon and closing your browser. This will ensure your records are secure. Not all classes are available for dropping or adding once the semester begins. Please allow time prior to published deadlines in case you need advisor assistance.**

### **College Credit Hours**

The college credit hour is the standard measure of advancement toward academic goals, certificates, and degrees. Students earn credit hours by meeting course requirements at identified levels in defined time frames. A traditional lecture course worth three credit hours could meet 3 times a week for 1 hour, 2 times a week for 1½ hours, or 1 time a week for 3 hours for 16 weeks or their equivalent. Laboratory and skill courses usually require meeting twice as many clock hours as the credit hours earned through them. Students should attend class and, on a weekly basis, plan to spend an average of 2 hours outside of class preparing for every 1 credit hour in which they are enrolled.

### **Academic Load**

#### **Fall and Spring**

Full-time Status	12 hours or more of semester credit
Part-Time Status	less than 12 hours of semester credit
Maximum Load	18 hours of semester credit

#### **Summer**

Full-Time Status	6 hours of semester credit**
Part-Time Status	less than 6 hours of semester credit
Maximum Load	12 hours of semester credit

**\*\*For financial aid purposes, 12 credit hours is considered full-time enrollment.**

A typical academic load for the traditional college student is 15-16 hours per semester and 6 hours during the summer session. A student may request permission to take more than the maximum hours from the Associate Vice President, Student Services, or Director of Advising. Permission may, or may not, be granted based on, but not limited to, the student's past academic record and extracurricular demands such as student activities and employment situations.

## Excel in CTE

The Kansas State Senate passed Senate Bill 155 (Excel in CTE), which authorizes Butler Community College to waive the cost of tuition for high school juniors and seniors who meet residency requirements for enrollment in select career technical courses. Textbooks, program fees and any other additional fees may apply. For more information contact the Director of High School Academic Partnerships at [highschool@butlercc.edu](mailto:highschool@butlercc.edu).

## Early College Academy Admissions

The Butler Community College Early College Academies are exceptional opportunities for high school students to explore career paths and complete career specific coursework during their last two years of high school. Early College Academies offer high school students the opportunity to participate in job-shadowing opportunities, qualify for certifications, and build relationships with career-specific mentors in their field of interest. Students must meet specific admission requirements, complete an academy specific application, and be selected for participation in each Academy. Learn more about Butler Early College Academies at [www.butlercc.edu/highschool](http://www.butlercc.edu/highschool).

### Admissions Requirements:

- Butler Community College Application for Admission
- Early College Academy Application with entrance essay statement
- Minimum 2.5 high school GPA
- Placement Testing (Please see individual Academy placement scores)
- Recommendation from high school counselor or administrator
- Students must have a good behavior and attendance record at their high school

Entrance interview with Academy staff

- The Business and Entrepreneurship Academy: Learn the mechanics of owning your own business or helping someone run theirs. Understand how advertising works, what a spread sheet is and the true meaning of leadership. Students complete the Youth Entrepreneurship (YE) program and participate in Market Day and stock market activities.
- The Engineering Technology Academy: Learn to operate CNC mills, CNC lathes and 3D printers. These courses transfer to Wichita State Engineering programs in Mechatronics, Civil Engineering and Technology Management. Use state-of-the-art equipment and learn applicable skills to further your career.
- The Health Sciences Academy: Transfer to a nursing program or major in the sciences at a four-year university for a career in health care. While at Butler, you can obtain your CNA credentials and start work immediately at a higher paying job while you attend school. Apply for the KU nursing program and stay on Butler's campus while you earn your four-year nursing degree. Choose nursing, pre-vet or pre-med focus.
- The Cyber Security Academy: Study the science of digital forensics and learn some of the components in Cyber Security. Earn TESTOUT PCPRO, NETWORK PRO, SECURITY PRO, CLIENT PRO, SERVER PRO, ACCESSDATA CERTIFIED EXAMINER and other certifications to start work immediately at a higher paying job.
- The Fire Science Academy: Get certified in HazMat and Fire 1 before you graduate high school. Work with local firefighters and train at Butler's Fire Tower. After graduation, apply for residency in Butler's Fire Residency Program. \*For Seniors Only\* For more information call 316.218.6139 or email [academies@butlercc.edu](mailto:academies@butlercc.edu). The Fire Science Academy is located in the Butler Fire Science Emergency Service Training Center/Fire Station No. 2, 2610 W. 6th Ave., El Dorado
- The 3D Academy: Choose a learning path: 3D Technologies, or Digital Media. Learn to operate 3D printers, specific programs and transferable digital/creative skills. Make your own stop motion animation films and much more.
- The Education Academy: Transfer to a four-year education program, including Butler and Emporia State's BEST program – where you earn your teaching degree while taking classes on Butler's campus. Observe classes at the elementary, middle school and high school levels.
- The Humanities Academy: New for 2018! Earn a comprehensive associate degree. Take a broad range of transferable classes and then enter a four-year university. Students choose their emphasis by selecting career-specific electives and completing related job shadows and internships.
- The Aviation Academy: New for 2018! Learn to operate Unmanned Aircraft Systems, including drones. Take courses in Aviation, UAS Design & Construction and Aircraft Maintenance. Obtain an entry-level position in Agriculture, Wind Turbine Repair or Fire Science, or transfer to Kansas State Polytechnic for a bachelor's degree in Unmanned Aircraft Systems. Students in this Academy earn their private pilot's license.
- The Auto Technology Academy: Peabody High School: Students will receive hands-on exposure to every aspect of a car's mechanical, electrical and fuel systems and learn to diagnose performance issues and proper repair procedures. Students complete all of the general education requirements and four Auto Tech courses throughout the program. Upon completion of the Early College Automotive Technology Academy, students can complete additional 23-27 credit hours to earn their associate degrees and be qualified for the ASE exam in four additional areas. Morning only.

### Enrollment Periods

It is **strongly recommended** that students enroll early to improve their chances of getting the schedule of classes desired.

Enrollment for the fall semester begins in March. Enrollment for the spring semester begins in October, followed by summer enrollment a few weeks later. Check the Learning Calendar in Pipeline for exact dates.

Students wishing to take responsibility for their own educational plan, must complete the release to enroll form each semester to enable their online Pipeline registration.

Students wishing to enroll in an English or Math course or a course requiring prerequisites, must provide appropriate documentation of previous test scores or coursework before enrolling in the classes. As always, advisors are available to assist any student as needed.

### **Enrollment Deadlines**

Butler is committed to helping all students succeed. Students are more successful when they attend the first class meeting and maintain their attendance throughout the semester. Students may enroll online by adding classes up to the day the class begins. Students may enroll through an advisor after the start date, but must be enrolled before the second class meeting. No online registration will be available after the class start date. After the registration deadline, late enrollment will only be allowed under extraordinary circumstances if approved by the dean or associate dean of the academic division for the class.

### **Enrollment and Fee Payment**

All students enroll and pay fees on dates directed and publicized by the Accounts Receivable Director and Registrar. These directions and dates are issued prior to the enrollment periods for fall, spring, summer, and special sessions. Each session's schedule of enrollment encompasses a specific time frame and directions are developed and publicized accordingly on the Butler website, [www.butlercc.edu/calendar](http://www.butlercc.edu/calendar)

### **Student I.D. Card**

Students are issued a photo identification card for each academic year. Students should carry the card at all times. The card admits them to all college activities and is used to identify those who have contracted for meals at the cafeteria. An I.D. is required to make purchases utilizing financial aid and to purchase computer software at the Butler Bookstores, or to utilize college computer labs. Cards are available as soon as students have registered for classes, and can be acquired at multiple locations:

1. El Dorado: Registrar's Office. Hubbard Center.
2. Andover: Copy Center, 6000 building.
3. Wichita: Butler Service Center

### **Placement Testing**

The Butler Testing Centers administer the Accuplacer placement test which provides students with information about their academic skills in reading, English, and math prior to class enrollment. Advisors review results with students, providing them options to enhance their academic success. Based on test scores, students may be required to take additional diagnostic testing.

### **Credit for Prior Learning**

For students interested in earning college credit for previously acquired knowledge, Butler provides processes by which a student can decrease the time needed to complete a degree or certificate. An enrolled student is permitted to earn college credits in a variety of ways. Among them are; credit by examination and/or advanced placement as determined by ACT, CLEP, Advanced Placement, International Baccalaureate, DSST; military service credit, and submission of professional work portfolios. Total credit earned by means of examination may not exceed seventy-five percent of the hours required for completion of a degree or certificate. For information contact Advising at 316.218.6259.

### **ACT Credit**

Students may earn credit for English Composition 1 and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition 1 is given at the completion of English Composition 2 and the same grade will be assigned for both courses. Students need to notify the Registrar's Office by signing a retroactive credit form if they are eligible for this credit.

### **CLEP Credit**

College Level Examination Program (CLEP) exams are administered through the Butler Testing Centers. Interested students should contact Advising at (316) 218-6259 for more information regarding CLEP testing.

To make an appointment to test, students must complete the Butler CLEP registration form. The form can be obtained via email to [testing@butlercc.edu](mailto:testing@butlercc.edu). Butler Testing Centers hours are published at [http://www.butlercc.edu/testing\\_center/index.cfm](http://www.butlercc.edu/testing_center/index.cfm). Butler charges a fee of \$20.00 for CLEP test administration services. In addition, an \$80.00 exam fee is paid directly to CLEP. This fee must be paid prior to taking the exam.

### **General Examinations**

When a student presents a score representing the required percentile level in one or more of the examinations, credit is recorded on the student's transcript in the area in which the score was attained. **A maximum of 30 hours of CLEP may be applied toward graduation.**

Any student wishing to take a CLEP Subject Examination should contact the Butler Community College Advising Offices.

### **Note: Important Information and Exclusions**

CLEP exams alone do not fulfill all degree requirements; students must complete 15 credit hours in residence at Butler.

CLEP exams in science do not fulfill the laboratory science requirement for an associate degree. Butler does not offer departmental exams for credit. Butler does not allow CLEP credit for English Composition 2 or Speech.

Any questions regarding credit by examination should be addressed to the Registrar or the Advising Offices. CLEP test are given by computer only.

CLEP test are given by computer only.

### For the English Department

Testing for Credit in English Composition 1

The requirements can be satisfied in these ways:

TEST	SCORE	CREDIT
*College Composition	50	3
*College Composition Modular	50	3
#ACT English	31	3

#Same grade awarded at completion of Composition 2

\*A student must score at least as high on any given test as the above scale.

**In addition, each student must write an essay and submit to the English Department for review along with the examination. If the essay is of substandard quality, no credit will be given for English Composition 1 for any of the above tests.**

**\*\*Students cannot test for English Composition 2 at Butler.**

### For the Mathematics Department

Testing for Credit in College Algebra or Pre-Calculus Math

TEST	SCORE	CREDIT
CLEP College Algebra	50	3
ACT Mathematics (credit for one only)		
*College Algebra credit	31	3
**Pre-Calculus Math	31	3

\*Students must also have completed the equivalent of algebra 2 and one year of high school geometry with at least a "B" average.

\*\*Students must also have completed the equivalent of algebra 2, one year of high school geometry, and one-half unit of trigonometry with at least a "B" average.

### Additional CLEP Exams Awarding Credit by Examination:

TEST	SCORE	CREDITS	BUTLER COURSE
<b>Career/Technical Education:</b>			
Financial Accounting	50	6	BA 126. Accounting 1 and BA 127. Accounting 2
Information Systems	50	3	IN 105. Information Technology (IT) Concepts
Introduction Business Law	50	3	BA 115. Business Law 1
Principles of Management	50	3	BA 210. Principles of Management
Principles of Marketing	50	3	BA 140. Introduction to Marketing
<b>Humanities/Social Sciences</b>			
American Government	50	3	PO 141. American Federal Government
American Literature	50	3	LT 215. American Literature 1: Colonial to 1865 or LT 216. American Literature 2: 1865 to Present
English Literature	50	3	LT 211. British Literature 1: Origins-1784 or LT 212. British Literature 2: 1784 to Present
French I	50	6	FL 118. Beginning French 1
French II	59	9	FL 119. Beginning French 2
German I	50	6	FL 109. Beginning German 1
German II	60	9	FL 110. Beginning German 2
History of U.S. I Early Colonization to 1877	50	3	HS 131. US History 1
History of U.S II 1865 to Present	50	3	HS 132. US History 2
Humanities	50	3	HU 100. Humanities: Ancient to Medieval or HU 101. Humanities: Renaissance to Modern
<b>TEST SCORE CREDITS BUTLER COURSE</b>			
Principles of Macroeconomics	50	3	EC 201. Principles of Macroeconomics
Principles of Microeconomics	50	3	EC 200. Principles of Microeconomics
Spanish I	50	6	FL 107. Beginning Spanish 1
Spanish II	63	9	FL 108. Beginning Spanish 2
Western Civilization I: Ancient Near East to 1648	50	3	HS 121. History of Western Civilization 1
Western Civilization II: 1648 to Present	50	3	HS 122. History of Western Civilization 2

<b>Math/Science/Education</b>			
Biology	50	5	BI 110. General Biology
Calculus w/Elementary Functions	50	4	MA 151. Calculus 1 with Analytic Geometry
Chemistry	50	6	CH 106. Introductory Chemistry: General, Organic, and Biochemistry
General Biology	50	6	BI 110. General Biology
Human Growth & Development	50	3	BS 260. Developmental Psychology
Introductory Psychology	50	3	BS 160. General Psychology
Introductory Sociology	50	3	BS 105. Sociology

**Note for Nursing Students:** Any students wishing to CLEP for credit for any of the nursing prerequisite courses should be aware credit hours are issued without grades for a CLEP exam and since entrance into the program is based on the combined grades of the prerequisite courses, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

### Advanced Placement

The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior year in high schools offering advanced placement courses. Students who have completed any of the following CEEB Advanced Placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar's Office in order to receive credit. If you did not originally have scores sent to Butler, you must have ETS forward a copy of your scores to the Registrar's Office.

To request a report: <https://apscore.collegeboard.org/scores>

Request ordered reports to be sent to:

For Registrar's Office

901 S. Haverhill Road

El Dorado, KS 67042

316-322-3123

When calculating grades from the Advanced Placement tests, scores of 5, 4, or 3 are granted credits as indicated in the following column. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at Butler. Advanced placement courses can be used toward Butler's General Education requirements.

The following list of course equivalencies, credit hours and grades shown indicate Butler's acceptance policy only. Other institutions may interpret recommendations differently.

Butler Community College offers college credit for set scores in several subject areas on Advanced Placement (AP) examinations.

	<b>BUTLER SCORE</b>	<b>COURSE CREDIT</b>	<b>HOURS</b>	<b>GRADE</b>
<b>Humanities/Social Sciences</b>				
Macroeconomics	5	EC 201. Principles of Macroeconomics	3	A
	4	EC 201. Principles of Macroeconomics	3	B
	3	EC 201. Principles of Macroeconomics	3	CR
Microeconomics	5	EC 200. Principles of Microeconomics	3	A
	4	EC 200. Principles of Microeconomics	3	B
	3	EC 200. Principles of Microeconomics	3	CR
*English-Language & Composition or Lit & Comp.	5	EG 101. English Composition 1 and	3	CR
		EG 102. English Composition 2	3	CR
	4	EG 101. English Composition 1 and	3	CR
		EG 102. English Composition 2	3	CR
	3	EG 101. English Composition 1	3	CR
French-Language	5	FL 118. Beginning French 1	3	A
	4-3	FL 118. Beginning French 1	5	B
German-Language	5	FL 109. Beginning German 1	5	A
	4-3	FL 109. Beginning German 1	5	B
Geography	5-3	SC 120. Principles of Geography	3	CR
Govt. & Politics-US	5-3	PO 141. American Federal Government	3	CR
History-European	5-4	HS 121. History of Western Civilization 1 and HS 122. History of Western Civilization 2	6	CR
	3	HS 121. History of Western Civilization 1 or HS 122. History of Western Civilization 2	3	CR
History-United States	5-4	HS 131. US History 1 and HS 132. US History 2	6	CR
	3	HS 131. US History 1 or HS 132. US History 2	3	CR
Spanish-Language	5	FL 107. Beginning Spanish 1	5	A
	4-3	FL 107. Beginning Spanish 1	5	B



Spanish-Literature	5	FL 202. Spanish Readings	3	A
	4-3	FL 202. Spanish Readings	3	B
<b>Math/Science/Education</b>				
Biology	5	BI 110. General Biology	5	A
	4	BI 110. General Biology	5	CR
Calculus AB	4-5	MA 151. Calculus 1 with Analytic Geometry	5	A
	3	MA 151. Calculus 1 with Analytic Geometry	5	B
Calculus BC	4-5	MA 151. Calculus 1 with Analytic Geometry	5	A
	4-5	MA 152. Calculus 2 with Analytic Geometry	5	A
	3	MA 151. Calculus 1 with Analytic Geometry	5	A
	3	MA 152. Calculus 2 with Analytic Geometry	5	B
Chemistry	5	CH 110. College Chemistry 1 and	5	A
		CH 115. College Chemistry 2	5	A
	4	CH 110. College Chemistry 1 and	5	A
		CH 115. College Chemistry 2	5	B
	3	CH 110. College Chemistry 1	5	CR
Physics 1	4	PH 143. General Physics 1	3	CR
Physics 2	4	PH 146 Gen Physics 2	3	CR
Physics C-Elec & Mag	5	Physics Gen Ed	5	CR
Psychology	5	BS 160. General Psychology	3	A
	4-3	BS 160. General Psychology	3	CR
Statistics	5	MA 210. Applied Statistics	3	A
	4	MA 210. Applied Statistics	3	B
	3	MA 210. Applied Statistics	3	CR

### International Baccalaureate (IB) Credit

Butler Community College awards college credit for scores in several individual subject areas on International Baccalaureate (IB) standard level (SL) and higher level (HL) examinations. These exams are administered in IB high schools by the IB organization. Students who have completed these exams should request that IB forward their official transcripts to the Butler Community College Registrar for evaluation:

Registrar's Office  
901 S. Haverhill Road  
El Dorado, KS 67042

Butler's IB subject area acceptance policy includes the IB subject area scores, Butler credit hours awarded for the scores, and Butler course equivalencies listed below. Other IB subject area scores may be submitted to the Registrar for evaluation. Upon acceptance of exam scores, the Registrar will place CR for credit and the appropriate number of credit hours on a transcript after a student has earned 15 hours of other credit at Butler. Students are responsible for notifying the Registrar's Office after completing the 15 credit hours. Grades are not awarded for IB credit. Butler Community College considers an IB diploma to be equivalent to a high school diploma. Other institutions may interpret IB credit differently.

### International Baccalaureate exam credit offered by Butler catalog

TEST	BUTLER COURSE	SCORE	CREDIT
<b>Fine Arts/Communication</b>			
Music	MU 100	SL/HL 5	3
Theatre Arts	TA 206	SL/HL 4	3
<b>Humanities/Social Sciences</b>			
English	EG 101	HL 5	3
	EG 101/102	HL 6	6
French	FL 118	SL 5	5
	FL 118/119	SL 6	10
Spanish	FL 107	SL 5	5
	FL 107/108	SL 6	10
	FL 107/108	HL 4	10
	FL 108/201	HL 5	8
	FL 201/202/205	HL 6, 7	11
<b>Math/Science/Education</b>			
Biology	BI 110	SL 5	5
	BI 110	HL 4	5

	BI 110	HL 5	5
	BI120/130	HL 6 8	10
Chemistry	CH 106	SL 5	5
	CH 110	HL 4	5
	CH 110/CH 115	HL 5	10
Math Methods	MA 151	SL 5	5
Mathematics	MA 151	HL 4	5
	MA 151/MA 152	HL 6	10
Physics	PH 130	SL 6	5
	PH 143/146	HL 6	10
Psychology	BS 160	SL 6	3
	BS 160	HL 6	3

### DSST (DANTES) Tests

DSST (formerly DANTES Subject Standardized Tests) are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education support (DAMTES) program. Prometric administers Internet-0based versions of DSSTs under contract with the Defense Department (for military personnel) or on a fee basis (for civilians). All are recommended by ACE Guides for 3 hours of credit to be given if tester achieves target score. To be awarded credit, the student must score at least the minimum level on any given test as established by the department in which the credit would be awarded. The Butler Registrar grants college credit subject to approval from the appropriate dean for the DANTES (DSST) examinations on the following basis:

When a student presents a score representing at least the target score in one or more of the examinations, credit is recorded on the student's transcript in the area in which the score was attained. A maximum of 30 hours of DSST may be applied toward graduation.

TEST	BUTLER COURSE	CR	SCORE
<b>Career/Technical Education</b>			
Business Ethics and Society	BA 220. Business Ethics	3	400
Business Law II	BA 116. Business Law 2	3	44
Business Mathematics	MA 114. Technical Mathematics 1	3	48/400
Introduction to Business	BA 110. Introduction to Business	3	46/400
Introduction to Computing	IN 105. Information Technology (IT) Concepts	3	45/400
Personal Finance	BA 112. Personal Finance	3	46/400
<b>Fine Arts/Communication</b>			
Art of the Western World	AR 100. Art Appreciation	3	48
<b>TEST</b>	<b>BUTLER COURSE</b>	<b>CR</b>	<b>SCORE</b>
<b>Humanities and Social Sciences</b>			
Ethics in America*	PL 291. Ethics	3	46/400
Human/Cultural Geography	SC 120. Principles of Geography	3B	48
Introduction to World Religions	RG 210. Comparative Religions	3B/Bu	48/400
Technical Writing*	EG 112. Technical Writing	3B	46
<b>Math/Science/Education</b>			
Astronomy	PH 103. Descriptive Astronomy	3B	48
Criminal Justice	CJ 102. Introduction to Criminal Justice	3B/BU	49/400
Substance Abuse	BS 115. Substance Abuse Awareness	3B/BU	49/400
Environment and Humanity	EV 150. Environmental Issues	3B	46
Foundations of Education	ED 206. Introduction to Teaching	3B	46
Fundamentals of College Algebra	MA 060. Fundamentals of Algebra	3B	47/400
General Anthropology	BS 106. Introduction to Cultural Anthropology	3B	47
Introduction to Law Enforcement	CH104. Law Enfor and Proced	3B	45
Lifespan Developmental Psychology	BS 260. Developmental Psychology	3B	46
Physical Geology	PS 102. Physical Geology	3B	46
Principles of Physical Science I	PS 100. General Physical Science.	3B	47

\*Consists of an optional essay portion. Prometric will not score the essay section. It will be forwarded to colleges and universities for their use in determining the award of credit.

### Corporate Training Credit

Students who have completed certification testing in various professions may submit their training profiles for possible credit. The evaluation will be based on American Council on Education (ACE) National Guide to College Credit for Workforce Training. The ACE Guide gives credit recommendations for formal courses or examinations offered by various organizations, from businesses and

unions to the government. Butler faculty will compare training content and competence demonstrated through the documented testing to determine acceptance of course equivalent credit. For more information call (316) 733-3286.

### **Military Service Credit**

Butler is a Service Member Opportunity College (SOC) which means credit for military experience and training can be awarded to assist the student in completing his/her degree. Butler will act as a credit-holding institution by which a service member can enroll with Butler, be transferred and still complete an associate degree program.

Students who have previously served in any branch of the United States Armed Forces may receive college credit for their military training and experience. Four semester hours of credit in physical education may be allowed for certain service schools completed. All military schools are evaluated upon request.

Students who desire credit for their military service should submit an official transcript (CCAF, AARTS or SMART) to the Registrar. U.S. Air Force enlisted and formerly enlisted personnel must submit an official copy of their Community College of the Air Force transcript.

U.S. Army and formerly enlisted personnel must submit an official copy of the AARTS transcript.

A maximum of 30 hours of elective credit may be granted for military training and experience. The evaluation will be based on American Council on Education (ACE) National Guide to College Credit for Military Experience and Training. The ACE guide gives credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government. Butler faculty will compare training content and competence demonstrated through the documented testing to determine acceptance of course equivalent credit. For more information contact the Registrar's Office (316.322.3102 or 733.3102 from the Wichita metro area).

### **Professional Work Learning Credit**

Students who have worked in professional fields and are seeking a degree or certificate in the comparable field may be able to receive credit based on an examination of a portfolio documenting their prior learning as demonstrated through such items as resumes, training records, job descriptions and work examples. Interested individuals should contact the dean of the appropriate academic division to obtain instructions on the expectations for such a portfolio given the specific professional field.

### **Alternate Sources of Credit**

#### **Retroactive Credit**

Retroactive credit is earned by enrolling in certain classes beyond the Beginning I or Introduction level based on proficiency acquired before coming to Butler. For example, students exhibiting adequate proficiency may choose to enroll in Beginning Spanish 2 (5 hours) and earn retroactive credit for Beginning Spanish 1 (5 hours). The grade for the lower will be the same as earned in the more advanced class.

Retroactive credit is available in a limited number of courses. Please visit with the Registrar's Office to obtain additional information. Students wishing to receive retroactive credit must obtain a Retroactive Credit Form from their instructor at the first class meeting, obtain appropriate signatures, and return the form to the Registrar by the stated deadline.

#### **Career Pathways**

Butler is pleased to partner with the Kansas State Department of Education in support of the Career Pathways initiative through the creation and maintenance of articulations agreements with high schools. Students who receive a grade of C or better in selected and approved courses, will be awarded credit at Butler Community College for use with Associate of Applied Science degrees, certain Associate of Arts or Associate of Science degrees and/or for certain Certificate Programs. The credit can be requested by the student up to 15 months after their high school graduation date. Articulation program details, and articulation credit applications for students are located at [http://www.butlercc.edu/career\\_pathways](http://www.butlercc.edu/career_pathways). Students are also encouraged to see their Butler advisor or high school counselor for further information.

#### **Transfer Hours**

The college requires an official transcript be sent from each institution for prior coursework to be used toward a degree program. In addition, certain students (VA, athletes, and select financial aid recipients) are required to provide all official transcripts to the Registrar's Office. All official transcripts on file will be used in the determination of financial aid eligibility.

Electronic transcripts should be emailed using a secure electronic exchange from your high school, college, or other educational institution to [registrar@butlercc.edu](mailto:registrar@butlercc.edu). Transcripts emailed from the student are not considered official and will be used for advising purposes only.

Butler accepts transfer hours from institutions regionally accredited by the Higher Learning Commission or regional accreditations accepted by the U.S. Department of Education.

All accepted transfer hours will be included in the overall grade point average, whether or not the classes apply specifically to the degree or certificate being sought. Courses considered developmental are not accepted for credit and are not counted in the student's final grade point average.

All transfer hours must follow the same policies and procedures as Butler hours (including grading scale) with the exception of Academic Renewal policies.

Transfer hours are placed on a Butler transcript for degree or certificate seeking students when official transcripts have been received and an application for admission has been received and processed.

### **Technical College Transfer Articulation Credit**

1. Kansas community colleges accept all Kansas Board of Regents approved postsecondary area vocational-technical school program credits for evaluation and transfer as credit toward the Associate of Applied Science or Associate of General Studies degrees. Credit may be granted to a maximum 30 credit hours for approved area vocational-technical school students upon completion of at least a 30 credit hours or 900 clock hour program at the vocational-technical school.
2. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
3. Credit hour conversion of courses completed in the Kansas area vocational-technical schools is based on the same requirements as Kansas community colleges in determining their credit hours for a course.
  - a. 900 minutes lecture - 1 credit hour
  - b. 1,350 minutes lab - 1 credit hour

These are the minimum credit hour conversion requirements and may be exceeded.
4. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. In addition, students must meet the graduation requirements for the Associate in Applied Science degree for the individual community college.

### **Noncredit Classes**

Butler extends its resources to the public through a variety of noncredit programs. Designed to meet the needs and interests of community members, courses are open to adults regardless of educational preparation. Noncredit classes provide special opportunities to explore new ideas, develop new hobbies, learn new skills, or meet new friends.

Fees for all noncredit classes are kept at a minimum. For additional information, contact the Community Education Director at 322-3193 or 733-3193 from the Wichita/metro area

### **Classification**

Student classification is based on credit hours completed and grade points earned. Full-time enrollment requires a minimum of 12 hours each semester. Upon completion of the freshman year, a student should have accumulated at least 30 hours and 52 grade points for classification as a sophomore.

### **Grades**

A grade is assigned for all courses in which a student is regularly enrolled during any semester or session. A grade once earned and entered upon a student's record cannot be removed and may not be changed without the approval of the instructor and if the change is requested more than 6 weeks after the grade was posted, it must be approved by the appropriate division dean. If a student repeats a course, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of degree requirements and overall GPA calculation.

Student grades may be interpreted as follows:

<b>GRADES</b>	<b>EXPLANATION</b>	<b>GRADE POINTS</b>
<b>A</b>	Excellent	4
<b>B</b>	Good	3
<b>C</b>	Average	2
<b>D</b>	Poor	1
<b>F</b>	Failing	0
<b>I</b>	Incomplete	0
<b>WD</b>	Withdrawal	0
<b>IP</b>	Class still in progress	0
<b>NR</b>	Grade not reported by instructor	0
<b>NCR</b>	Zero-credit course	No credit 0
<b>CRE</b>	Zero-credit course	No credit 0
<b>WT</b>	Withdrawn by Teacher	0
<b>AU</b>	Audit	0
<b>CR</b>	Credit	0
<b>CP</b>	Credit Pending (Tech Prep Only)	0
<b>^</b>	Grade earned in a Developmental Course	Not Computed in GPA or Total Hours Earned
<b>*</b>	Course Repeated	Not Computed in GPA or Total Hours Earned
<b>#</b>	Academic Renewal	Not Computed in GPA or Total Hours Earned

### **Grade Point Average**

A grade point average is the quotient obtained by dividing the number of grade points earned in college-level courses by the number of semester hours of college-level courses attempted (i.e., those for which A, B, C, D or F are recorded) except those courses that have been cancelled by re-enrollment. In such re-enrollments the most recent grade will be used in computing grade point averages. The original grade will be shown on the student's transcript marked with an asterisk (\*) or the letter "E" in the far right-hand column indicating that grade is "Excluded."

### **Grade Posting**

The posting of grades (paper or electronic) either by student's name, institutional student identification number or social security number is a violation of FERPA. Even with names obscured and not in alphabetical order, student identifiers are considered personally identifiable information and may result in a FERPA violation. Therefore, the posting of grades is not allowed.

### **Incomplete Policy**

If a student who has been making a passing grade cannot complete the work in a course, for example, due to severe illness or TDY in the U.S. military, an instructor, at his/her discretion may enter an "I" temporarily on the student's record at the end of the term when the final grade is submitted. It is the student's responsibility to initiate a verbal or written contract with the instructor. The "I" will change to an "F" if the work is not completed within the first 6 weeks of the following semester (excluding summer), unless an extension of time is granted by the agreement of the appropriate dean and the instructor of the course. The student is entirely responsible for completing the work which will remove the "I." A student receiving financial aid who receives an "I" and is placed on financial aid suspension will not be considered for the appeal process and will not be reviewed by the financial aid appeal committee until the "I" status is changed to a letter grade.

### **Audit**

Students are permitted to enroll in credit courses for noncredit on a space available basis, but must indicate their desire to audit **at the time of enrollment**. Enrollment in audited courses cannot be processed via pipeline. To audit a class, students must enroll in the same manner, meet any course prerequisites, and pay the same fees as if enrolling on a credit basis. Audit enrollment will not be changed to credit enrollment after the class begins, nor may students change to audit after the class begins. Students enrolled for audit credit have the same privileges of class participation and instructor evaluation as students enrolled for credit. Regular class attendance is expected of audit students. The audited class will appear on the transcript with the grade notation "AU." High school students below the sophomore level will be allowed to audit courses only with approval of the appropriate dean. Audit hours are not considered for financial aid.

### **Repeat of Coursework**

A student may retake courses in order to improve a grade under the following conditions:

1. A student may enroll in a course for credit one time only.
2. The repeat grade will be used in grade point average computation, regardless of whether it is higher or lower than the original grade. The original grade and credit is not counted although it remains on the transcript, marked with the symbol \*, or "E" in the far right column indicating "excluded."
3. You should consult with the Financial Aid office to verify if your financial aid will be affected by repeating a course.

### **Academic Renewal**

Students wishing to petition for academic renewal must file a formal letter of petition with the Registrar's Office indicating why they no longer wish their previous Butler academic record considered for college credit. The Registrar will make a determination as to whether a petition has met the following criteria. Students filing petitions will be informed of the final decision in writing.

#### **Academic Renewal Petition Criteria**

1. Only those courses taken five years ago or more may be petitioned.
2. Students petitioning must have shown academic progress by completing a minimum of 12 hours with at least a 2.00 GPA since the semester or class being considered, at Butler or any other accredited institution.

#### **Regulations Regarding Academic Renewal**

1. Only Butler hours can be petitioned for academic renewal. Hours from another institution will need to be petitioned at that institution since academic renewal policies vary.
2. Students will only be eligible to receive academic renewal one time.
3. Students may choose to petition either a single course or an entire semester of courses keeping in mind the opportunity to petition for academic renewal is given only once.
4. The course or courses granted academic renewal remain on the Butler transcript marked with the symbol #, but will no longer be counted in the final GPA or total hours earned.
5. Academic Renewal may not change your financial aid status.

### **Student Honors**

#### **Honor Rolls**

The President's Honor Roll recognizes students who have earned a semester grade point average of 4.0. The Dean's Honor Roll includes students who have earned a semester grade point average of 3.5 to 3.99. Honorable Mention Honor Roll includes students

who have earned a semester grade point average of 3.0 to 3.49. In order to be eligible for these honor rolls, a student must complete a minimum of 12 hours college level coursework per semester and have no grade lower than a "C."

### **Order of the Purple and Order of the Gold**

Graduating students may earn an additional honor by qualifying for membership in the Order of the Purple or Order of the Gold. Order of the Purple candidacy is announced each spring by the Vice President of Academics. **Candidacy** for this honor is based on a combined (Institutional and transfer) grade point average and a minimum of 30 resident Butler hours earned in college level coursework at the time of graduation.

Graduates with a combined (institutional and transfer) grade point average of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a combined (institutional and transfer) 4.0 grade point average, these hours are calculated to include the semester of graduation.

Both honors are based on the student's qualifying grade point average (see above), and a minimum of 30 resident Butler hours earned in college level coursework at the time of graduation.

If eligibility occurs after final semester grades are included, honors are posted to student's transcript and the award sent at that time.

### **Phi Theta Kappa**

Phi Theta Kappa is an honor society serving institutions internationally which offer associate degree programs. Its purpose is to recognize and encourage scholarship among associate degree students. Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship of scholars, and for stimulation of interest in continuing academic excellence.

### **National Technical Honor Society**

The purpose of the NTHS is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. NTHS strives to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

### **Attendance Policy**

Student success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook and materials, and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors. Students are responsible for notifying instructors of any absence.

Withdrawal from a course may affect a student's financial aid. It is the student's responsibility to attend and actively participate to make sure they maintain financial aid eligibility.

#### **Procedural Clarifications:**

All instructors will maintain attendance as required for reporting. Following census reporting, instructors are strongly encouraged, but not required to take attendance.

For lecture/blended courses:

- Excessive unexcused absences are defined as missing more than 20% of the total scheduled meeting times for the course.
- Students who have missed more than 20% of the total scheduled meeting times for the course and are not passing may be withdrawn by the instructor.

For online courses:

- Students must actively participate by submitting an academic activity at least once per week.
- Students who are not actively participating, missing more than 20% of the total length of the course and who are not passing may be withdrawn by the instructor.
- Simply logging in to the online course does not meet the requirement for active participation.

For students exclusively enrolled in online courses:

- Students are required to actively participate by submitting an academic activity. Students who do not actively participate for 14 consecutive days risk losing all or part of their financial aid.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot withdraw a student who is regularly attending for below average performance. A faculty member cannot withdraw a student after the published last day to withdraw. Any exceptions to this policy must be approved by the Dean. Students who want to withdraw from the course may do so before or on the published last day to withdraw.

Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work missed as a result of college approved activities. Students will make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

### **Drop and Withdrawal Policy**

#### **Administrative Withdrawals**

Students can be administratively withdrawn from a course for violating expectations of student conduct and standards of honesty, and for excessive absences (see Attendance Policy). When a student is administratively withdrawn, a "WD" or "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Once a student is administratively withdrawn for any reason, the student will no longer be allowed to attend the class(es) from which he/she has been withdrawn unless written authorization of re-instatement by the appropriate administrator can be provided.

Students can check current registration status via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu) or by calling the Registrar's office at (316) 322-3268 or (316) 733-3268 Wichita/metro area.

### **Withdrawal from Class(es)**

For an official withdrawal from class(es), a student may meet face-to-face with an advisor and submit, in writing, a course scheduling form. Students may also withdraw from most classes via Pipeline. A "WD" (Withdrawal) shall be recorded. The last day to withdraw from class is posted on the Butler Website or available from registration personnel at any Butler site.

**If the withdrawal does not occur within the "refund period" charges will remain on the student account.**

**Note:** Students who fail to officially drop by the last day to withdraw will receive the grade earned in the course.

*Financial Aid and/or scholarship students are advised to confer with the Financial Aid Office prior to dropping any class in order to maintain the number of credit hours necessary to receive such aid. If you receive financial aid for classes you never attended or dropped, you may be required to repay part or all of your aid.*

### **Expectation of Academic Progress**

It is the philosophy of Butler Community College that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

### **Academic Probation and Suspension**

Students earning an overall grade point average (GPA) of less than 2.0 will be placed on academic probation. Students will be automatically taken off of academic probation when their overall GPA reaches 2.0 at the end of an academic term. At the close of the probation semester, students failing to improve their GPA's to at least a 2.0 will be placed on academic suspension, during which time they will not be allowed to take classes at Butler, will automatically be dropped from pre-enrolled courses for the subsequent semester. In order to continue taking classes at Butler, students placed on suspension must meet with the Retention Specialist and complete the suspension appeals process for reinstatement into the college. If reinstated, at the close of the appeal semester, students failing to make satisfactory progress or improve their overall GPAs to at least 2.0 will be suspended from Butler for one semester without the opportunity for an additional appeal.

### **Academic Probation**

Students placed on academic probation shall not enroll in more than twelve (12) hours and may be assigned an academic advisor for academic counseling. All students assigned to an Advisor are required to meet regularly with their assigned Advisor throughout the semester. Academic probation status will be removed once the student reaches an overall grade point average of 2.0 or higher. Students on Academic Probation are encouraged to make use of campus resources, such as tutoring or study skills classes, to help improve their overall GPAs.

### **Academic Suspension**

If the student has been placed on academic probation and then earns an overall grade point average below 2.0, *the student will be placed on academic suspension and may be dropped* from all pre-enrolled courses for the subsequent semester. Academic suspension means a student will not be allowed to re-enroll at Butler for at least one semester. A student may appeal their suspension to be reinstated to enroll in courses. After not attending for one semester, the student who is still on academic suspension may be readmitted on probationary status and must maintain a 2.0 grade point average. Students placed on academic suspension will have a hold placed on their account and are required to meet face to face with an Academic Advisor prior to the start of the next semester to complete an appeal form and to schedule an appointment for reinstatement into the college. If a student is granted an appeal and is suspended a second time, the student may not return for one semester. Appeals will be accepted and granted on a case-by-case basis.

For reinstatement into the college or to appeal a suspension, the following procedures will be followed and completed:

- The student must contact Academic Advising to request and submit the academic suspension appeal form.
- An Academic Advisor will review the appeal form and the student will be notified regarding the status of their appeal.
- If appeal is granted, the student must schedule an appointment with an Academic Advisor to complete and sign a student success contract.

Students on academic suspension must follow-up with an Academic Advisor throughout the time of enrollment.

### **Expectation of Student Conduct**

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

### **Student Code of Conduct**



At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services.

Butler Community College expressly prohibits any form of discrimination or harassment based on gender, race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees
2. Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing/bullying.
3. Conduct which results in violations of federal, state laws, and local city ordinances or conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
4. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity is prohibited.
5. Being under the influence, possessing, and/or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations in the Student Handbook).
6. Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen. Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.
7. Possession or use of unauthorized firearms or other weapons or violation of the Weapons Policy.
8. Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited to): using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the college's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.
9. Intentionally and/or maliciously violating the Academic Integrity policy or falsifying College documents or records (including financial aid, admissions and registration) or make a false report or statement to a College official. (See Academic Integrity)
10. Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Harassment and Violence Policy)
11. Use of cigarettes, chewing tobacco, electronic cigarettes or any other violation of the College Tobacco Free Campus Policy. (See Tobacco Free Campus Policy)

Students are expected to fully cooperate with any investigation affecting the College by local law enforcement or college officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

College officials including the President, Vice President of Academics, or Vice President of Student Services (or their designees) may impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy including the Student Code of Conduct and Academic Integrity policies.

If a student disagrees with the sanctions set forth by a college official, he/she has the right to appeal. To appeal sanctions resulting from violations of the Student Code of Conduct, except the Academic Integrity violations, the student should refer to the Student Disciplinary Process. For violations of the Academic Integrity policy and disagreements about grade assignments, the students should refer to the Academic Integrity and Academic Appeal Process.

### **Student Disciplinary Process**

Butler's Student Disciplinary Process is a three-step model consisting of the following stages: Investigation and Initial decision; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Student Services.

#### **Step 1: INVESTIGATION AND INITIAL DECISION**

Stage one of the disciplinary process begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and/or other student services staff (i.e. residence life staff). The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

While a disciplinary decision is pending, the Associate Vice President of Student Services (or designee) may immediately impose interim action(s) in the event that a student's continued presence in class, program, activity or event or on any College-owned, College-operated or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to

believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Associate Vice President of Student Services (or designee) will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to fulfill academic and other obligations. A student may request a review of an interim action while it remains in effect by submitting a written request to the Vice President of Student Services. The Vice President of Student Services will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the vice president will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Associate Vice President of Student Services or designee) and the disciplinary process is initiated. The role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.

No suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision to suspend or expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

### **Step 2: RIGHT TO APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE**

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving disciplinary sanctions. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Academics.

### **Step 3: APPEAL TO THE VICE PRESIDENT OF STUDENT SERVICES**

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice President of Student Services. The Vice President of Student Services will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President of Student Services has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President of Student Services' decision is final.

## **Academic Integrity**

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service, integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Examples of cheating include, but are not limited to: giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Examples of plagiarism include, but are not limited to: representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it. Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators prior to removing a student from a course.

Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members. The consequences may include, but are not limited to, any of the following actions and may be imposed in any order or sequence.

1. A warning.
2. A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
3. A zero or failing grade on the exercise with no repetition allowed.
4. A failing grade in the course and removal from it.

5. Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:
  - a. Reduction or cancellation of a college scholarship.
  - b. Suspension from college activities.
  - c. Being barred from the course and/or program for a set time.
  - d. Being barred from the course and/or program permanently.
  - e. Suspension from the college for a set time.
  - f. Expulsion from the college.

Students will be informed of administrative consequences in writing. Students have the right to appeal any decision or disciplinary action as outlined in the Academic Appeal Process.

### **Academic Appeal Process**

Butler's Academic Appeal Process is a model consisting of the following stages: Faculty/Student Resolution; Dean, Associate Dean or Site Director Appeal; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Academics.

The Butler Community College academic appeals process is to be used for violations of the academic integrity policy disagreements about grade assignments. If a student does not agree with a grade assignment, classroom procedures or related issues or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal:

**Step 1: FACULTY/STUDENT RESOLUTION** The student will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.

**Step 2: DEAN OR ASSOCIATE DEAN OR SITE DIRECTOR APPEAL** If the issue cannot be resolved between the student and the faculty member, the student has the right to appeal to the appropriate academic dean or associate dean or site director. To initiate an appeal, provide a detailed written summary of the situation and any supporting documentation in writing to the appropriate academic dean, associate dean, or site director. The academic dean, associate dean, or site director will notify the student of his or her decision in writing. Grade appeals, the appeal must be submitted in writing within six weeks of the date the grade was officially posted by the Registrar's Office.

**Step 3: STUDENT REVIEW AND APPEALS COMMITTEE** If the student is not satisfied with the decision of the academic dean, associate dean, or site director, the student may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President of Student Services. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; and explain why this decision is not satisfactory. The Student Review and Appeals Committee may request additional information from the instructor, academic dean, associate dean, site director, or others. Once all documents are received, the committee will review the information and notify the student of the committee's decision in writing. In the case of suspension or expulsion, students will have the right to a formal hearing and procedural due process. Upon receipt of the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Student Services.

### **Procedural Due Process**

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, through the Student Disciplinary Process and in cases of proposed suspension or expulsion for Academic Appeals Process. Students who have been sanctioned for violating College Policies, the Student Code of Conduct or the Academic Integrity Policy are assured due process. The formal hearing described process described in the Student Disciplinary Process and the Academic Appeals Process, hereof shall afford procedural due process including but not limited to the following listed below. The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence.

#### **Rights of the Participants**

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

#### **Powers and Duties of Person(s) Conducting the Hearings**

Any person, hearing officer, or any member of a committee while conducting a hearing may:

1. Administer oaths for the purpose of taking testimony.
2. Call and examine witnesses and receive documentary and other evidence.
3. Take any other action necessary to make the hearing in accord with procedural due process.

The Chairperson of the Student Review and Appeals Committee in holding an appeal hearing may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

### **Reports of Hearing(s)**

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student. Whenever any such formal hearing results in suspension or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice President of Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

### **Formal Complaint Process**

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

In any case where a grievance involves alleged illegal discrimination, including any claim that a student has been subject to illegal discrimination on the basis of race, sex, national origin, age, religion or disability, marital or parental status or status as a veteran, the Vice President of Student Services will notify the Section 504 Counselor or Title IX Coordinator in writing of the grievance. Claims of illegal discrimination will be investigated using the Policy of Nondiscrimination and/or the Harassment and Violence Policy. The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

**Step 1:** The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.

**Step 2:** Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform the student in writing of any decision made and the reason for that decision within five business days.

**Step 3:** If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform the student in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.

**Step 4:** If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Board of Trustees by email or mail at the addresses below. A committee will be appointed by the Board of Trustees to review the information and make a final decision. The Board of Trustees' decision will determine if the college has a process for addressing the complaint, if the college process was followed and if the college resolution was reasonable.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

If the student is not satisfied with the outcome of the complaint, after following the process explained above, a committee will be appointed by the Board of Trustees to review the information and render a final decision. Their decision will determine if the college has a process for addressing the complaint; if the college process was followed; and if the college resolution was reasonable.

To file a complaint, send a written complaint to:

Butler Community College - Board of Trustees  
901 S. Haverhill Rd  
El Dorado, KS 67042

The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant
2. Email address
3. Dates of your enrollment
4. Details of your complaint
5. Expected outcome

The Board will reply to the student within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send a written response, usually within 45 days of receipt of the complaint, explaining the investigation and the resolution.

A record of all complaints and their resolution will be documented and the records will be kept in the Board Office, Clerk of the Board of Trustees, 901 S Haverhill Rd, El Dorado, KS 67042.

If the student feels the complaint has not been properly addressed, the student may follow the state complaint process by contacting the applicable state agencies:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office.  
Kansas Attorney General's Office of Consumer Protection:  
Consumer Protection Hotline  
1-800-432-2310  
(785) 296-3751  
Fax: (785) 291-3699  
<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission, <http://www.khrc.net/complaint.html>.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office, [http://www.kansasregents.org/academic\\_affairs/sara](http://www.kansasregents.org/academic_affairs/sara).
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLCInstitutions/complaints.html>.

## **Harassment and Violence Policy**

### **Prohibitions**

It is the policy of Butler Community College to maintain a learning and working environment that is free from harassment or violence. Butler Community College prohibits any form of harassment or violence against an employee or student based on race, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. These prohibitions apply to Butler Community College students, faculty members, staff members, administrators, trustees, agents, volunteers, contractors, or other persons subject to the supervision and control of Butler Community College.

It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law.

It is a violation of College policy for any student, faculty member, staff member, or administrator or other employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law. For purposes of this Policy, these prohibitions also apply to Butler Community College trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Butler Community College.

### **Definitions:**

**Sexual harassment** is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining College programs (classroom activities) and/or other College sponsored activity; or
- Submission to or rejection of that conduct or communication by an individual is a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or a student's ability to participate in or benefit from a College program (classroom activity) and/or other

College sponsored activity or creating an intimidating, hostile, or offensive employment environment or educational or on-campus living environment.

Sexual Harassment does not refer to discussions of material with a sexual component, which might offend some but was introduced in a College approved class or conference for intellectual purposes.

Sexual harassment may also include, but is not limited to:

**Gender Harassment:** Generalized sexist statements and behavior that convey insulting or degrading attitudes including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping or a person's failure to conform to stereotypical notions of masculinity or femininity even if those acts do not involve conduct of a sexual nature. Examples include suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons; email, voicemail, and social media including but not limited to Facebook and Twitter; and sexually explicit jokes or humor focused toward a particular gender.

**Seductive Behavior:** Unwanted, inappropriate and offensive sexual advances. Examples include repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.

**Sexual Bribery:** Solicitation of sexual activity or other sex-linked behavior by promising a reward (a better grade, promotion, etc.) for performing the activity or behavior. The proposition may be either overt or subtle.

**Sexual Coercion:** Coercion of sexual activity or other sex-linked behavior by threat of punishment. Examples include negative performance evaluations, withholding promotions, threats of termination, or threats of a failing or lower grade.

**Sexual Exploitation:** Non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples include, but are not limited to, invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), engaging in voyeurism, knowingly transmitting an STI or HIV to another individual, exposing one's genitals in non-consensual circumstances, inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Sexual Imposition:** Deliberate assaults or molestation, or unwanted physical contact such as patting, pinching, "friendly" arms around the shoulder or intentionally brushing against another person's body.

**Other** conduct or behavior of a sexual nature deemed inappropriate by College employee and/or student.

**Sexual Violence** is prohibited and as specifically addressed in the Violence Against Women Reauthorization Act of 2013, Section 304, Campus Sexual Violence Act provisions amending Section 485(f) of the Higher Education Act of 1965 (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). Sexual violence refers to physical sexual acts perpetrated against a person's consent or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, as well as aiding acts of sexual violence.

- **Consent:** Clear, knowing and voluntary participation in sexual conduct by person of the age and intellectual capacity to give lawful consent, and may be given by words or actions, as long as words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) the sexual activity. Silence in and of itself, cannot be interpreted as consent.
- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Kansas.
- **Dating Violence:** Violence committed by a person:
  - A. who is or has been in a social relationship of a romantic or intimate nature with the victim;
  - B. where the existence of such a relationship is determined based on a consideration of the following factors:
    - i. the length of the relationship,
    - ii. the type of relationship.
    - iii. the frequency of interaction between the persons involved in the relationship; and
    - iv. may occur any time even if first and only date.
    - v. Sexual Assault: Subjecting another person to sexual touching that is unwanted.
    - vi. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
      - A. fear for his or her safety or the safety of others; or
      - B. suffer substantial emotional distress.

**Racial, religious, national origin, age, and disability harassment** is physical or verbal conduct relating to an individual's race, color, religion, national origin, age, and/or disability when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

- Otherwise unlawfully and adversely effects an individual's employment or ability to participate in or benefit from College programs (classroom activities) and/or other College sponsored activity.

## **Procedure for Handling Complaint of Racial, Religious, National Origin, Age, and/or Disability**

### **Harassment**

1. Any person who believes he or she has been the victim of harassment by a student, faculty member, administrator, or other College personnel because of race, color, religion, national origin, age, and/or disability or any other status protected by federal, state, or local law (except as to complaints because of sex, sexual orientation, or gender identity addressed by separate procedure for handling complaint discussed later in this Policy) should report the conduct to the President of the College or to the Director of Human Resources.
2. Any person with knowledge or belief of conduct which may constitute harassment toward a student, faculty member, administrator, or other College personnel because of race, color, religion, national origin, age, and/or disability or any other status protected by federal, state, or local law (except as to complaints because of sex, sexual orientation, or gender identity addressed by separate procedure for handling complaint discussed later in this Policy) should report the alleged conduct immediately to his or her supervisor or to the Director of Human Resources.
3. Within two (2) calendar days (excluding weekends and College approved holidays and closings) of the initial complaint, the President or the Director of Human Resources shall designate an officer of the College who shall be responsible for investigating the complaint (such officer shall not be the party reported to have committed the alleged harassment).
4. A written statement from the reporting person (complainant) shall be obtained by the designated officer within two (2) calendar days (excluding weekends and College approved holidays and closings) of his/her designation and request that the complainant have no contact with accused individual pending the investigation. The officer will then immediately contact the person who allegedly engaged in the harassment (respondent), inform the respondent of the basis of the complaint, and provide the respondent an opportunity to respond. The investigator shall specifically request that respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and College approved holidays and closings) from the date of notification to make a written response to the designated officer. The complainant or respondent so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event may such election interfere with the interview or disrupt the complaint procedure process provided herein.
5. Upon receipt of the response, the designated officer shall report in writing to the Director of Human Resources the findings of the investigation, and shall notify the complainant and the respondent of said findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment. The Director of Human Resources shall review the written findings to determine if harassment in violation of this Policy has occurred.
6. Upon completion of the review and determination by the Director of Human Resources, both the complainant and the respondent shall be notified separately in person and in writing by the Director of Human Resources of his/her decision within seven (7) calendar days (excluding weekends and College approved holidays and closings) of receiving the report. The complainant and the respondent shall be notified if the Director of Human Resources is unable to meet with them in person within seven (7) calendar days (excluding weekends and College approved holidays and closings) and a meeting will be scheduled as soon as possible. The Director of Human Resources will meet separately with the individuals and will address any questions concerning the determination or resolution with the individuals during this meeting.
7. The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment by a student, faculty member, staff member, administrator, or other College employee. Such measures include as to employees discipline up to and including recommending termination of employment and as to students include, but are not limited to, modification of on-campus housing arrangements, probation, interim suspension from campus pending a decision, and expulsion. Not all forms of harassment will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.
8. The individual, in accordance with College policy or the Master Agreement, the Student Handbook, or the Employee Handbook whichever applies, may appeal any disciplinary actions resulting from this procedure.
9. In the event the complainant is dissatisfied with the Director of Human Resources' decision, the complainant may appeal in writing to the Board of Trustees within five (5) calendar days (excluding weekends, College approved holidays, and closings) of the receipt of the Director of Human Resources' decision.
10. As this procedure is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect the confidentiality of the complainant, the respondent, and all those involved in the investigation. The College will respect the privacy of the complainant, the respondent, and all those involved in the investigation as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.
11. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Director of Human Resources, and processing of any appeal within sixty (60) calendar days (excluding weekends and College approved holidays and closings) from its receipt of a complaint. The time periods specified in paragraphs numbered 3, 4, 5, 6, and 9 above are



institutional expectations. The Director of Human Resources will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

### **Procedure for Handling Complaint of Sexual Harassment and/or Sexual Violence**

The following procedure is established for investigating complaints of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, gender identity, including cases of alleged domestic violence, dating violence, sexual assault, or stalking and for determining appropriate disciplinary action. It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process and will be conducted by College officers who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation process that protects the safety of victims and promotes accountability. If the investigating officer determines to interview the complainant and/or of the accused individual, the person so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event may such election interfere with the interview or disrupt the complaint procedure process provided herein.

#### **Confidentiality**

As the College's procedure for handling complaints is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect, to the extent possible consistent with the College's legal obligations, the confidentiality of the complainant, the person accused, and all those involved in the investigation. Butler Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

**To Report Confidentially:** If one desires that details of an incident of sexual harassment or sexual violence be kept confidential, he or she should speak with the on-campus mental health counselor, campus health service provider or off-campus rape crisis resources who can maintain confidentiality. The College counselor is available to help you free of charge and can be seen on an emergency basis. In addition, you may speak off-campus with members of the clergy, who will also keep reports made to them confidential.

**Non-confidential reporting options:** You are encouraged to speak to officials of the College to make formal reports of sexual harassment and/or sexual violence. The College has defined all full-time faculty and professional staff as mandatory reporters. Notice to them is official notice to the college. You have the right and can expect to have incidents of sexual harassment and/or sexual violence to be taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Butler Community College will act to investigate all complaints, either formal or informal, to take appropriate action based on the weight of the totality of the evidence, against any student, faculty member, staff member, administrator, or other College employee when it is determined that it is more probably true than not that harassment or violence in violation of this Policy has occurred.

Certain College officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (such as pursuant to the Clery Act). All personally identifiable information is kept confidential, but statistical information must be reported to College law enforcement regarding the type of incident, date, and the location of the incident (using Clery location categories) and the Clery crime category.

Victims of sexual harassment and/or sexual violence should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

#### **Complaint Procedure**

It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process. The College recognizes that time is of the essence in the investigation, decision making, and appeal processes. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Title IX Coordinator, and processing of any appeal within sixty (60) calendar days (excluding weekends and College approved holidays and closings) from its receipt of a complaint. The time periods specified in paragraphs numbered 2, 3, and 4 below and in paragraph numbered 2 in the Appeal section are institutional expectations. The Title IX Coordinator will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

The College's Title IX Coordinator may appoint a Deputy Title IX Coordinator to act in his/her absence and/or to facilitate the timely resolution of a complaint.

1. Any person who believes he or she has been the victim of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, and/or gender identity, should report the conduct to the College Title IX Coordinator, Director of First year Experience, 316-218-6373, [sconard@buttrecc.edu](mailto:sconard@buttrecc.edu). Students are also encouraged to speak to any member of the College full-time faculty or professional staff as these individuals are mandatory reporters of student complaints. The College considers notice of a student complaint to a full-time

faculty member and /or professional staff member to be official notice to the College. The faculty member or professional staff member receiving the complaint is required to notify the Title IX Coordinator in writing immediately.

Any person with knowledge or belief of conduct which may constitute harassment or violence toward a student, faculty member, staff member administrator, or other College employee because of that person's sex, sexual orientation, and/or gender identity should report the alleged conduct immediately to his or her supervisor or to the College Title IX Coordinator.

2. Within two (2) calendar days (excluding weekends and College approved holidays and closings) of the receipt of the complaint, the Title IX Coordinator shall designate the incident investigating officer or officers who will investigate the complaint (such individual or individuals shall not be the party charged with having committed the alleged harassment and/or violence).
3. A written statement from the reporting person (complainant) shall be obtained by the designated officer(s) within two (2) calendar days (excluding weekends and college approved holidays and closings) of their designation and request complainant have no contact with the respondent pending the investigation. The investigating officer will then immediately contact the respondent, inform the person of the basis of the complaint and provide the person an opportunity to respond with a written statement. The investigating officer shall specifically request that the respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and College approved holidays and closings) from the date of notification to make a written response to the investigating officer.
4. Upon receipt of the response(s), the investigating officer shall report in writing to the Title IX Coordinator the fact findings of the investigation and shall notify the complainant and the respondent of said fact findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment of the investigating officer. The Title IX Coordinator shall review the written fact findings to determine, by the weight of the evidence, taking into account the totality of all reported evidence, if it is more probably true than not that harassment or violence in violation of this policy has occurred. Upon completion of the review and determination by the Title IX Coordinator, both the complainant and the respondent shall be notified separately in person and in writing by the Title IX Coordinator of his/her decision within seven (7) calendar days (excluding weekends and federal holidays) of receiving the investigating officer's report. The complainant and the respondent shall be notified if the Title IX Coordinator is unable to meet with them in person within seven (7) calendar days (excluding weekends and College approved holidays and closings) and a meeting will be scheduled as soon as possible. The Title IX Coordinator will meet separately with the complainant and with the respondent and will address any questions concerning the determination or resolution with each individual during the respective meeting.
5. If it is determined it is more probably true than not that a violation of College policy has occurred, the Title IX Coordinator will forward his/her written decision to the appropriate administrator who will take appropriate disciplinary action.

#### Disciplinary Action

The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, and/or gender identity. Such measures include as to employees discipline up to and including recommending termination of employment and as to students include, but are not limited to, modification of on-campus housing arrangements, probation, interim suspension from campus pending a decision, expulsion, and reporting the matter to the Department of Public Safety. Not all forms of sexual harassment and/or sexual violence will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.

Title IX requires notification be made to the College's Title IX Coordinator of the resolution of any potential sexual harassment and/or sexual violence issues.

#### Appeal

1. The individual, in accordance with the College policy, the Master Agreement, the Student Handbook, or the Employee Handbook whichever applies, may appeal any disciplinary action resulting from this procedure.
2. In the event the complainant and /or the respondent is dissatisfied with the Title IX Coordinator's decision, the individual may appeal in writing to the Title IX Appeal Team within five (5) calendar days (excluding weekends and college approved holidays and closings) of the receipt of Title IX Coordinator's decision. The Title IX Appeal Team will consider the appeal within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of its receipt of the written appeal. The Title IX Appeal Team's decision will be the College's final determination. Within five (5) calendar days (excluding weekends and College approved holidays and closings) of its determination, the Title IX Appeal Team will provide written notification of its decision to the complainant and to the individual who made the appeal and to other party (either the complaint or the respondent).

#### **Retaliation Prohibited**

Butler Community College will discipline or take appropriate action against any student, faculty member, staff member, administrator, or other College employee who retaliates against any person who reports harassment or violence under this policy.

Any student or employee of the College who retaliates against another for testifying, assisting, or participating in any investigation or proceeding relating to harassment and/or violence under this Policy will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **Education Programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking**

Butler Community College will conduct education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include:

- primary prevention and awareness programs for all incoming students and new employees, which will include:
  - A. a discussion of this Policy;
  - B. safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual;
  - C. information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
  - D. the procedures set forth in this Policy for handling a complaint;
  - E. possible sanctions or protective measures the College may impose following a final determination after a College investigation of reported incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;
  - F. procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:
    - i. the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
    - ii. to whom the alleged offense should be reported;
    - iii. options regarding law enforcement and campus authorities, including the victim's option to:
      - a. notify proper law enforcement authorities, including on-campus and local police;
      - b. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
      - c. decline to notify such authorities; and
    - iv. the rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal and/or civil court;
  - G. notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and
  - H. information concerning options victims have for available assistance, if applicable, in changing academic classes, on-campus living, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to campus police or to local law enforcement, and
- ongoing prevention and awareness campaigns for students and faculty that will include the above information. (Revised 7/15)

## **Student Records**

The Registrar's Office provides services to students and academic departments related to the processes of registration, veteran's educational benefits, withdrawal and graduation. The office also maintains students' academic records and issues transcripts. Staff members are available to students for consultation. For detailed information about registration procedures, student records, and academic regulations, please contact the Registrar's Office at (316)-322-3123, or 733-3123 from the Wichita/metro area or registrar@butlercc.edu.

## **FERPA and Directory Information**

FERPA (Family Educational Rights and Privacy Act, sometimes called the Buckley Amendment), passed by Congress in 1974, grants four specific rights to the adult student: the right to see the information that the institution is keeping on the student, the right to seek amendment to those records and in certain cases append a statement to record, the right to consent to disclosure of his/her records, and the right to file a complaint with the FERPA Office in Washington.

A student educational record includes just about any information provided by a student to the college for use in the educational process including: personal information, enrollment records, grades, and schedules.

Some information is considered public, or "Directory Information." This information can be released without the student's written permission. Directory Information includes: name, date and place of birth, addresses (both local and permanent), e-mail addresses, phone, dates of attendance, year in school, awards and academic honors, degrees received and dates awarded, major program, activity participation, and enrollment status full-time, part-time, or not enrolled.

In compliance with FERPA, non-directory information will not be released for students by the college unless students give written permission. A student may have a confidentiality flag placed on their directory information as well, by contacting the Registrar's or Admission's Office, which would prevent any information from being released, even in the case of a verification for employment or insurance purposes. The confidentiality flag remains until the student requests its removal. Release of Information permission forms are available in the Registrar's Office which students may sign giving access to their records to parents or other designated individuals.

## **Information/Personal Data**

It is the responsibility of the student to keep their personal data up to date. Any changes in name, address, phone, major or degree-seeking status must be submitted to the Registrar's Office or registration personnel at one of the other campus locations as soon as possible. Name changes must be accompanied by legal documentation, i.e., copy of driver's license, social security card, or court order.

## **Transcript Request**

To have an official transcript sent, the Registrar's Office must receive a written request with the student's name, date of birth, dates of attendance, address, signature, social security number or Butler ID number, and appropriate transcript fee, or simply go to [www.getmytranscript.com](http://www.getmytranscript.com) to order and pay for the transcript online. A hold is placed on transcripts of students with outstanding financial obligations to the college. Request forms are available on the Butler website, Registrar pages.

### **Changing Your Major**

Students who wish to change their degree/certificate major must contact an advisor either in person or from their Butler Pipeline account.

To better assist students in meeting their academic goals, a periodic review of students' academic progress may take place to determine placement in the appropriate declared major. In the event that a student's classes and declared major do not align, the major will be updated to the major most closely aligning with the student's completed courses. Students will be notified of this change via email and by U.S. Mail. Students should contact advising if the major does not reflect their actual intent.

### **Expectation of Financial Responsibility**

It is the expectation of Butler Community College that every student enrolled in classes meet the financial obligation associated with their enrollment. Academic records and transcripts will not be released for student who have a remaining account balance.

**Tuition and fees are to be paid to Accounts Receivable by the payment due date each term.** This includes payment in full or setting up a payment plan with an initial payment made. Due dates for each term are posted on the Butler website.

For students enrolling after the payment due date, tuition and fees payment in full or payment plans are due at the time of enrollment.

**Payments may be made online, in person or over the phone.** Online payments and payment plans can be set up in the Student Payment Center by going to your Pipeline account and clicking on the Pay My Bill option.

Payments may be made in person at the Accounts Receivable offices or over the phone by calling 316-218-6102 or 316-322-3181.

**Students Receiving Financial Aid and/or Scholarships must** pay any charges, not covered by aid, in accordance with the payment policies stated above. To check the amount of your charges and aid, visit your student account in Pipeline.

**Student accounts not meeting the payment requirements** above will be subject to a LATE FEE up to \$100 assessed after the payment due date. These accounts are also subject to a mandatory payment plan and additional late fees. Additional charges may be incurred if collection activities are required.

Any exceptions to the above policies must be coordinated with Accounts Receivable management and may require a Financial Responsibility Statement to be on file.

NOTE: BUTLER IS REQUIRED, BY STATUTE, TO PROVIDE THE IRS AND QUALIFYING STUDENT FORM 1098T. THE STUDENT SOCIAL SECURITY NUMBER IS REQUIRED FOR THIS FORM AND MUST BE SUBMITTED BY THE STUDENT TO THE INSTITUTION TO ADEQUATELY COMPLETE THE FORM.

### **Student Tuition and Fee Refund Policy**

Written notification required. Any student enrolled in a class must provide written notification of withdrawal by using a course scheduling form drop slip. The form must be completed by the student and signed by an advisor and turned into the Registrar's Office or an advisor at a community location. For most classes, students may withdraw themselves on the Web via [pipeline@butler](mailto:pipeline@butler) on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).

**\*\*\*FAILURE TO ATTEND OR CEASING TO ATTEND A CLASS DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.\*\*\***

The above is applicable regardless of the number of hours dropped, simultaneous hours added, or the time period of the drop.

Failure to make a formal request in writing or via [pipeline@butler](mailto:pipeline@butler) on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu) to drop a class or classes will result in full assessment of charges whether any sessions are attended or not.

A refund will be considered only if the student complies with the policy above and if the drop is requested or processed prior to the end of the refund period applicable to the class or classes dropped.

#### **100 Percent Refund Period**

Students are entitled to a 100 percent refund of tuition and fees for classes formally dropped within the refund period as posted on the Butler Web site or available from registration personnel at any Butler site

**The above does not apply to Business Education and Training Analysis (BETA) classes. Call for a current course schedule and related refund policy, 316.218.6118.**

**Cooperative Education and Internship Courses: No refund after the training plan has been signed.**

#### **100 Percent Refund Period For Books**

Students are entitled to a 100 percent refund for books returned to the bookstore within the refund period as posted on the Butler Bookstore web site or available from the Andover or El Dorado bookstores.

**Cash register receipt is required and books must be in purchased condition. If books are not in purchased condition a partial refund may be possible.**

**The above does not apply to Business Education and Training Analysis (BETA) classes.**

### **Schedule of Refund Dates**

A schedule of refund dates will be available on the Butler website calendar at [www.butlercc.edu/calendar](http://www.butlercc.edu/calendar). The schedule of refund dates for books may be found on the refund policy given to each student at time of purchase or on the Butler Bookstore webpage.

### **Tuition Appeal Procedures**

Tuition refunds may be granted in documented situations beyond the student's control.

Students wishing to appeal their tuition and fee charges should do the following:

1. Complete a tuition appeal request form and return it with appropriate documentation to the Registrar's Office. It is the student's responsibility to withdraw from classes if they choose to do so.
2. Ruling on appeal will be determined by a team consisting of Registrar, Academic Advising, Accounts Receivable management, and the appropriate department Dean if appeal includes instructor or classroom issues.
3. Action will be taken and the student will be notified by letter from the Registrar. If the appeal is approved, the courses will be removed from the student record.

Should the student wish to appeal this decision, he or she may do so by submitting a second appeal **within 10 days of receipt of the committee decision**. The decision by the second appeal committee is final.

### **Refunds For Canceled Classes**

Students enrolled in classes canceled by the school will receive a full refund of tuition and fees with no service fee regardless of date. To facilitate refunds on such classes, students should contact the Advising Center for other course options or other appropriate community site personnel. Books must be returned to the bookstore within one week of class cancellation for a refund.

### **Simultaneous Drop/Add**

If a student withdraws from a course after the refund period and simultaneously adds a course, no refund will be given for the withdrawn course. Full tuition and fees will be charged for the added course.

## **Tobacco Free Campus Policy**

### **I. Definitions**

#### **For the purpose of this policy**

- **Smoking** is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- **Tobacco** includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

### **II. Background and Rationale**

Because 1) Butler Community College supports the health, safety, and well-being of students, faculty, staff, and visitors and 2) the Surgeon General has determined that the use of tobacco and exposure to second hand smoke cause preventable disease, Butler campuses must be free of tobacco and second hand smoke. Each year, more than 440,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC 2010). In addition to creating health hazards, tobacco and smoke increase institutional costs, including the costs of paying for fire damage, cleaning and maintenance, property and health insurance, and absenteeism.

### **III. Policy**

- A. Effective August 1, 2013, Butler Community College prohibits the use of tobacco by students, faculty, staff and visitors on its campuses.
- B. This policy applies to all previously mentioned tobacco products and all visitors, including vendors and contractors.
- C. The use of tobacco products is prohibited
  - a. In all interior spaces on Butler Community College campuses;
  - b. On all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways.
  - c. In Butler Community College vehicles, including buses, vans, and all other College vehicles;
  - d. In all indoor and outdoor athletic facilities associated with Butler Community College.
- D. Organizers and attendees at public events held in or at Butler facilities are required to abide by the tobacco free policy. The organizers of these events, which include conferences, meetings, and lectures and social, cultural, and sporting events, are responsible for both communicating the policy to attendees and enforcing it.
- E. The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
- F. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

### **IV. Compliance**

Butler Community College expects all students, faculty, staff, and visitors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance.

An individual who notes a violation of this policy should

- A. Informally attempt to resolve the problem by requesting that the violator comply with the policy.

B. If the informal attempt fails, contact the Office of Human Resources or Office of the Vice President of Student Services for referral to the appropriate administrative official.

Repeat violations shall be dealt with according to established student, faculty, and staff codes of conduct, policy, and procedures.

## **Administration, Faculty & Staff**

### **Jordan Abbott**

Assistant Football Coach  
A.A., Tallahassee Community College  
B.S., Florida State University  
M.S., Valdosta State University

### **Donna Adams-Zimmerman**

Professor, Nursing  
B.S.N., Wichita State University  
B.A. Ed., Wichita State University  
M.S.N., Wichita State University

### **Janice Akao**

Professor, Administration/Accounting  
B.S., University of Arizona  
M.B.A., Grand Canyon University

### **Elena Allen**

Assistant Professor, Reading  
B.A., Krasnoyarsk State Pedagogical  
University  
M.S., Capella University  
Ph.D., Capella University

### **Kirsten Allen**

Director of Admissions  
A.S., Pratt Community College  
B.A., Washburn University  
M.S., Southwestern College

### **Crystal Aluko**

Academic Success Coach/Coordinator of Tutoring  
A.A., Butler Community College  
B.S., Kansas State University  
M.S., University of Central Missouri

### **Danille Anthony**

Professor, Chemistry  
A.S., Cowley County Community College  
B.S., Friends University  
M.S., University of North Texas

### **Susan Cheree Anthony-Encapera**

Professor, Behavioral Science  
B.A., St. Ambrose University  
M.S., Emporia State University

### **Mel Arnold**

Assistant Director, Accounts Receivable  
A.S., Independence Community College  
B.A., Wichita State University

### **Richard Arthur**

Professor, English/Literature  
B.A., University of California  
M.A., John Hopkins University

### **Micaela Ayers**

Director, Library and Archives  
B.A., University of Albany  
M.L.S., University of Kentucky

### **H. Grayson Barnes**

Professor, Art/Humanities  
B.F.A., Wichita State University  
M.A., Wichita State University

### **Sue Barrientos**

Professor, Early Childhood Education  
EduCare Center Administrator  
B.A., Southwestern College  
M.S., Emporia State University

### **Judy Bastin**

Reference and Instruction Librarian  
B.S., Emporia State University  
M.L.S., Emporia State University

### **Bradley Beachy**

Professor, English/Literature  
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M.A., Purdue University  
M.A., University of Illinois

Butler Community College

### **Connie Belden**

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M.S., Wichita State University

### **Monica Boknecht**

Assistant Professor, Behavioral Science  
B.S., Friends University  
M.S., Friends University

### **Judith Bohrer**

Professor, Behavioral Science  
B.S.W., Wichita State University  
M.S.W., Wichita State University

### **Mike Bohrer**

Associate Professor, Computer Information Technology  
B.A., Friends University  
M.S., Fort Hays State University

### **Cindy Bond**

Professor, Mathematics  
B.A., Mid-America Nazarene College  
M.E., Wichita State University

### **Susan Bradley**

Dean, Humanities and Social Sciences  
B.A., University of Kansas  
M.A., Wichita State University  
Ph.D., University of Kansas

### **Steve Braet**

Assistant Coach, Football  
B.S., Friends University

### **Tracy Bray**

IS Project Manager  
B.A., University of Phoenix

### **Connor Brewer**

Chief Information Security Officer  
A.A.S., Butler Community College

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