

Page	<div>Notification of Changes</div> <div>(Catalog changes made following initial publication date of 3/31/2017.)</div>																							
BUSINESS AND INDUSTRY																								
	<p>The following program was added <i>after</i> the 2017-18 catalog final edits were made and published.</p> <p><b><u>Plumber and Pipefitter (AAS)</u></b></p> <p>This program is a partnership between the UA Local441Plumbers 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.</p> <p>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.</p> <table><tr><th>First Term</th><th>Credit Hours</th><th>Required Course</th></tr><tr><td>1</td><td>3</td><td>BE 120 Bus English</td></tr><tr><td>2</td><td>3</td><td>BE 130 Bus Communications</td></tr><tr><td>3</td><td>3</td><td>BA 104 Information Processing Systems</td></tr><tr><td>4</td><td>3</td><td>BA 109 Entrepreneurship</td></tr><tr><td>5</td><td>3</td><td>PO 142 State and Local Gov't</td></tr><tr><td>6</td><td>47*</td><td>Plumber and Pipefitter Apprenticeship Training of Kansas Transcript Credit</td></tr></table> <p><b>Total Degree Pathway Credit Hours: 62</b> <b>(*Upon completion of this program, the student will be awarded 3 credit hours for MA114 Technical Math and 44 credit hours for PPATKS standards.)</b></p>			First Term	Credit Hours	Required Course	1	3	BE 120 Bus English	2	3	BE 130 Bus Communications	3	3	BA 104 Information Processing Systems	4	3	BA 109 Entrepreneurship	5	3	PO 142 State and Local Gov't	6	47*	Plumber and Pipefitter Apprenticeship Training of Kansas Transcript Credit
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SCIENCE, ENGINEERING, AND MATHEMATICS																								
105	<p>- Biotechnology (AS) course/credit hour requirements. Updated July 2017</p> <p>This addendum reflects the addition of BY290 Biomanufacturing Internship-5 credit hours that is required for this degree. The addition of this course changes the required hours to 69.</p>																							
	<p>The following course number change was made after the 2017-18 catalog final edits were made and published.</p> <ul style="list-style-type: none"><li>Beginning Spring 2018, the course number for MA123 Quantitative Reasoning will be MA130 to better align with the sequence of math courses. No other information contained in the course outline was modified.</li></ul>																							
GI BILL TRADEMARK – Updated July 2017																								
154	<p>(Addition of trademark to reference(s) of the GI Bill.)</p> <p>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.</p>																							
CLEP and AP PLACEMENT SCORE UPDATES – Updated July 2017																								
162-63	<p>(Edited version of CLEP and Advanced Placement (AP) Credit)</p> <p>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. <b>A maximum of 30 hours of CLEP may be applied toward graduation.</b></p> <p>Any student wishing to take a CLEP Subject Examination should contact the Butler Community College Advising Offices.</p> <p><b>Note: Important Information and Exclusions</b></p> <p>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 II or Speech.</p> <p>Any questions regarding credit by examination should be addressed to the Registrar or the Advising Offices.</p> <p>CLEP test are given by computer only.</p> <p><b>For the English Department</b> Testing for Credit in English Composition I The requirements can be satisfied in these ways:</p> <table><tr><td>TEST</td><td>SCORE</td><td>CREDIT</td></tr></table>			TEST	SCORE	CREDIT																		
TEST	SCORE	CREDIT																						

\*College Composition ..... 50 ..... 3  
 \*College Composition Modular..... 50 ..... 3  
 #ACT English..... 31 ..... 3

#Same grade awarded at completion of Composition II

\*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 I for any of the above tests.

**\*\*Students cannot test for English Composition II 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 II and one year of high school geometry with at least a “B” average.

\*\*Students must also have completed the equivalent of algebra II, 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	BA126 Accounting I and BA127 Accounting II
Information Systems	50	3	IN105 Information Technology Concepts
Introduction Business Law	50	3	BA115 Business Law I
Principles of Management	50	3	BA210 Principles of Management
Principles of Marketing	50	3	BA140 Introduction to Marketing
<b>Humanities/Social Sciences</b>			
American Government	50	3	PO141 American Federal Government
American Literature	50	3	LT215 American Lit (Col-1865) or LT216 American Lit (1865-Present)
English Literature	50	3	LT211 British Lit (Origins to 1784) or LT212 British Lit (1784-Present)
French I	50	6	FL118 Beg. French I
French II	59	9	FL119 Beg. French II
German I	50	6	FL109 Beg. German I
German II	60	9	FL110 Beg. German II
History of U.S. I Early Colonization to 1877	50	3	HS131 US History I
History of U.S II 1865 to Present	50	3	HS132 US History II
Humanities	50	3	HU100 Ancient to Medieval or HU101 Renaissance to Modern
<b>TEST</b>	<b>SCORE</b>	<b>CREDITS</b>	<b>BUTLER COURSE</b>
Principles of Macroeconomics	50	3	EC201 Principles of Macroeconomics
Principles of Microeconomics	50	3	EC200 principles of Microeconomics

Spanish I	50	6	FL107 Beg. Spanish I
Spanish II	63	9	FL108 Beg. Spanish II
Western Civilization I: Ancient Near East to 1648	50	3	HS121 History of Western Civ I
Western Civilization II: 1648 to Present	50	3	HS122 History of Western Civ II
<b>Math/Science/Education</b>			
Biology	50	5	BI110 General Biology
Calculus w/Elementary Functions	50	4	MA151 Calc I w/Analytical Geometry
Chemistry	50	6	CH106 Introductory Chemistry
General Biology	50	6	BI110 General Biology
Human Growth & Development	50	3	BS260 Developmental Psychology
Introductory Psychology	50	3	BS160 General Psychology
Introductory Sociology	50	3	BS105 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.

	BUTLER SCORE	COURSE CREDIT	HOURS	GRADE
<b>Humanities/Social Sciences</b>				
Macroeconomics	5	EC201 Macroeconomics	3	A
	4	EC201 Macroeconomics	3	B
	3	EC201 Macroeconomics	3	CR
Microeconomics	5	EC200 Microeconomics	3	A
	4	EC200 Microeconomics	3	B
	3	EC200 Microeconomics	3	CR
*English– Language & Composition or Lit & Comp.	5	EG101 Eng Comp I and	3	CR
		EG102 Eng Comp II	3	CR
	4	EG101 Eng Comp I and	3	CR
		EG102 Eng Comp II	3	CR
	3	EG101 Eng Comp I	3	CR
French– Language	5	FL118 Beg French I	5	A
	4-3	FL118 Beg French I	5	B

German-Language	5	FL109 Intro to German I	5	A
	4-3	FL109 Intro German I	5	B
Geography	5-3	SC120 Prin of Geography	3	CR
Govt. & Politics-US	5-3	PO141 American Fed Govt	3	CR
History-European	5-4	HS121 Western Civ I and HS122 Western Civ II	6	CR
	3	HS121 Western Civ I or HS122 Western Civ II	3	CR
History-United States	5-4	HS131 US History I and HS132 US History II	6	CR
	3	HS131 US History I or HS132 US History II	3	CR
Spanish-Language	5	FL107 Beg Spanish I	5	A
	4-3	FL107 Beg Spanish I	5	B
Spanish-Literature	5	FL202 Spanish Readings	3	A
	4-3	FL202 Spanish Readings	3	B

Math/Science/Education				
Biology	5	BI110 General Biology	5	A
	4	BI110 General Biology	5	CR
Calculus AB	4-5	MA151 Calc I w/Analytic Geo	5	A
	3	MA151 Calc I w/Analytic Geo	5	B
Calculus BC	4-5	MA151 Calc I w/Analytic Geo	5	A
	4-5	MA152 Calc II w/Analytic Geo	5	A
	3	MA151 Calc I w/Analytic Geo	5	A
	3	MA152 Calc II w/Analytic Geo	5	B
Chemistry	5	CH110 Chemistry I and CH115 Chemistry II	5	A
	4	CH110 Chemistry I and CH115 Chemistry II	5	A
	3	CH110 Chemistry I	5	B
	3	CH110 Chemistry I	5	CR
Physics 1	4	PH143 Gen Physics I	3	CR
Physics 2	4	PH146 Gen Physics II	3	CR
Physics C-Elec & Mag	5	Physics Gen Ed	5	CR
Psychology	5	BS160 Gen Psychology	3	A
	4-3	BS160 Gen Psychology	3	CR
Statistics	5	MA210 Applied Statistics	3	A
	4	MA210 Applied Statistics	3	B
	3	MA210 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.

### EXPECTATION OF STUDENT CONDUCT – Updated June 27, 2017

168 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.

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## **ACADEMIC INTEGRITY**

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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 four-step 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.

#### **Step 4: VICE PRESIDENT OF ACADEMICS**

If the student is not satisfied with the decision of the Student Review and Appeals Committee, the student may appeal this decision within 10 days with the Vice President of Academics. The appeal must be made in writing. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; indicate the decision by the Student Review and Appeals Committee; and explain why these decisions are not satisfactory. The Vice President of Academics may request additional information from the Student Review and Appeals Committee, instructor, academic dean, associate dean, site director, or others. Once all documents are received, the Vice President of Academics will review the information and notify the student of the decision in writing. The decision by the Vice President of Academics is final.

### **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.

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### **FORMAL COMPLAINT PROCESS**

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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  
316-322-3101  
[trustees@butlercc.edu](mailto:trustees@butlercc.edu)

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/HLC-Institutions/complaints.html>.

### ATTENDANCE POLICY – Updated June 6, 2017

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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. 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 will 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 course and who are not passing will be withdrawn by the instructor.
- Simply logging in to the online course does not meet the requirement for active participation.

For students only in online courses:

- |  |                                                                                                                                                                                                                                                      |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• 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.</li></ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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.



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.butlerccc.edu](http://www.butlerccc.edu), use this 2017-2018 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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# BUTLER COMMUNITY COLLEGE



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## LEARNING COLLEGE OF CHOICE

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### INTRODUCTION

Butler has embarked on a journey that places learning at the heart of our institution. This is the journey of the Learning College, an institution driven by quality and dedicated to engaging its students in learning experiences that expand their minds and spirit.

When students and stakeholders choose Butler, we choose them. We are dedicated to their success. We are driven by the desire to bring out the best in those we serve. When they succeed, so do we. We are a Learning College. Learning is at the heart of what we do.

### OUR MISSION

Butler Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves.

### OUR VISION

Butler will be the Learning College of Choice for the region, engaging students and other stakeholders in exceptional instructional programs and services that directly relate to their needs and prepare them for success.

### OUR STRATEGIC PRIORITIES

- Ensure student success.
- Contribute to our communities.
- Invest in our employees' success.
- Advance institutional effectiveness.

### TIMELESS INSTITUTIONAL VALUES

- Quality
- Integrity
- Service
- Caring

### BUTLER'S PURPOSES

Butler is a publicly supported, comprehensive community college that continually identifies and addresses the changing learning needs of the individuals and communities it serves. The college enhances the social and economic well-being of the region by offering

- Associate degree programs/transfer curricula that prepare learners for success in 4-year college/university settings.
- Associate degree programs, certificates and courses that prepare learners for success in entering and progressing in the workforce.
- Customized training, workshops, and seminars that meet the needs of area business and industry.
- Basic skills curricula, including adult education and developmental coursework that prepare learners for success in the college setting.
- Comprehensive and coherent support services that aid learners in achieving their goals.
- Programs, courses, and cultural and sports activities that provide recreational and personal enrichment opportunities for learners and college constituents.
- Facilities, services, resources and partnerships that facilitate the success of external stakeholder groups.

### STUDENT HONOR CODE

As a student of Butler Community College, I pledge – to exercise academic integrity through personal responsibility and honesty, to strive for a better future by building a solid education, and to build an inclusive atmosphere of respect towards faculty, staff, and students. Through these I will uphold the Butler Community College Honor Code and Student Code of Conduct not only to better the institution, but also to better the future of Butler students.

*Adopted by SGA January 2013*

## BUTLER LEARNING COLLEGE PRINCIPLES

As a dynamic, responsible Learning College, Butler faculty, staff and administration

### FOCUS ON LEARNING

We seek student and stakeholder feedback and use that feedback to shape programs and services that are directly related to their learning needs. We rely upon documented evidence to determine that improved and expanded learning takes place.

### ASSUME PERSONAL RESPONSIBILITY

We assume responsibility and ownership in helping to achieve and maintain performance standards that contribute to the college's mission and key performance indicators.

### ADVANCE ACTIVE ENGAGEMENT IN LEARNING

We act as learning facilitators, engaging students and co-workers in a variety of learning experiences inside and outside the classroom setting.

### PROVIDE MULTIPLE LEARNING OPPORTUNITIES

We sustain safe, functional and inviting learning environments to offer a variety of programming and services options that meet the learning needs of students and other stakeholders.

### VALUE OUR HUMAN RESOURCES

Through our active engagement in systematic institutional and personal growth and development, we foster a climate of excellence in which all employees are empowered to contribute to the advancement of the college's mission, vision and learning college principles.

### MAKE DECISIONS BASED ON FACTS

We use the best available integrated data, information and performance measures to facilitate student learning, to guide our continuous improvement efforts at the department, division and college-wide levels, and to guide our daily planning and decision-making.

### PLAN STRATEGICALLY FOR THE FUTURE

We plan with the future in mind, using a strategic planning model that allocates limited resources for optimum effectiveness, productivity and efficiency in meeting student and other stakeholder needs.

### RESPOND WITH AGILITY

We effectively respond to opportunities, changes and threats in our environment, continually seeking new or adapted ways to respond to the learning needs of our students and other stakeholders.

### LINK WITH EXTERNAL COMMUNITIES

We foster mission-related linkages and partnerships to address student and stakeholder needs and to contribute to the economic and social well-being of our region.

### MODEL OUR PRINCIPLES AND TIMELESS VALUES

Administration inspires faculty, staff and students also to model the Learning College Principles and the college's timeless institutional values of Quality, Integrity, Service and Caring.

## BUTLER'S LEARNING PACT WITH STUDENTS

As a Learning College, Butler prepares students to be principled, productive individuals who are responsible, involved lifelong learners.

Through the college's Learning PACT, Butler intends to impart knowledge and intellectual concepts to students that Butler's faculty believes every educated person should possess to function successfully in life.

The Butler Learning PACT consists of:

P = Personal Development Skills

A = Analytical Thinking Skills

C = Communication Skills

T = Technological Skills

### *Students' Work Shall Demonstrate:*

#### 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

## LEARNING OUTCOMES ASSESSMENT

The assessment of student learning begins with a commitment to our vision and mission statements and works through the Learning PACT. The Butler Learning PACT lists skills critical to the 21st century workplace. These skills are used in the college's institution-wide assessment of student achievement of General Education learning outcomes. Learning is a complex, integrated and ongoing process. And, our faculty, staff and administration participate in an ongoing learning assessment program to continually improve teaching and learning.

The assessment of the general education components of a student's coursework is handled through the use of both direct and indirect indicators. Individual departments also conduct learning outcomes assessment on an annual basis. Learning assessment leads to improvement in student learning in that it affects the decisions of the entire educational community.

The Curriculum Team working with the Deans Council and the faculty integrate the PACT outcomes into all the courses offered by the college. All courses accepted for General Education degree requirements will develop and document one of the two Analytical Thinking outcomes and two of the following: one of the Personal Development outcomes, one of the Communication outcomes, and/or one of the Technology outcomes. All other courses will develop and document at least one of the PACT outcomes. Faculty assess these outcomes on an annual college wide basis by sampling student work taken from across the college's curriculum.

The complete Butler learning outcomes assessment program is available for perusal in the office of the Dean of Academic Support and Effectiveness. For more information contact Dr. Phil Speary at [pspeary@butlercc.edu](mailto:pspeary@butlercc.edu).

# Degree and 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](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 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 Make smart personal life choices</li> <li>Interpersonal interaction 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	<i>3 credit hours</i>
Behavioral Science	<i>3 credit hours</i>
One additional course from either: Social or Behavioral Science	<i>3 credit hours</i>
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 Make informed decisions for challenging situations</li> </ul>	
<b>Required courses:</b>	
Humanities and Fine Arts	<b>9 credit hours</b>
Humanities	<i>3 credit hours</i>
Fine Arts	<i>3 credit hours</i>
One additional course from either Humanities or Fine Arts	<i>3 credit hours</i>
<ul style="list-style-type: none"> <li>Problem solving 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 one laboratory science course	
<b>C = Communication Skills</b>	<b>9 credit hours</b>
<ul style="list-style-type: none"> <li>Creation and delivery of messages Write and speak effectively</li> <li>Reception and interpretation of messages Observe, listen and read effectively</li> </ul>	
<b>Required courses all grades must be C or better:</b>	
English Comp I	<i>3 credit hours</i>
English Comp II	<i>3 credit hours</i>
Public Speaking or Interpersonal Communication	<i>3 credit hours</i>
<b>T = Technology Skills</b>	
<ul style="list-style-type: none"> <li>General computer use Use computers and the internet proficiently</li> <li>Discipline-specific technology Use specialized technology effectively</li> </ul>	
<i>These outcomes are integrated throughout the above required courses</i>	
<b>Required Gen Ed courses</b>	<b>35 credit hours</b>
<b>Additional courses necessary to complete Program of Study</b>	<b>27 credit hours</b>
<b>Minimum Graduation Requirement</b>	<b>62 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 Make smart personal life choices</li> <li>Interpersonal interaction 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	<i>3 credit hours</i>
Behavioral Science	<i>3 credit hours</i>
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 Make informed decisions for challenging situations</li> </ul>	
<b>Required courses:</b>	
Humanities and Fine Arts	<b>6 credit hours</b>
Humanities	<i>3 credit hours</i>
Fine Arts	<i>3 credit hours</i>
<ul style="list-style-type: none"> <li>Problem solving 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 Write and speak effectively</li> <li>Reception and interpretation of messages Observe, listen and read effectively</li> </ul>	
<b>Required courses all grades must be C or better:</b>	
English Comp I	<i>3 credit hours</i>
English Comp II	<i>3 credit hours</i>
Public Speaking or Interpersonal Communication	<i>3 credit hours</i>
<b>T = Technology Skills</b>	
<ul style="list-style-type: none"> <li>General computer use Use computers and the internet proficiently</li> <li>Discipline-specific technology Use specialized technology effectively</li> </ul>	
<i>These outcomes are integrated throughout the above required courses</i>	
<b>Required Gen Ed courses</b>	<b>32 credit hours</b>
<b>Additional courses necessary to complete Program of Study</b>	<b>30 credit hours</b>
<b>Minimum Graduation Requirement</b>	<b>62 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.

**P = Personal Development Skills** \*\*

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

**Required Courses:**

Social and Behavioral Science  
One activity course may be required in Fitness and Wellness or Dance. See specific program of study.

**A = Analytical Thinking Skills** \*\*

- Critical thinking  
Make informed decisions for challenging situations

**Required Courses:**

Humanities and Fine Arts  
• Problem solving  
Find workable solutions for real life problems

**Required Course:** 3 credit hours  
*Must include one math course MA 114 or above as identified in the specific Program requirements.*

**C = Communication Skills** \*\*

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

**Required course:** grade must be C or better  
English Comp I 3 credit hours

**T = Technology Skills** \*\*

- General computer use  
Use computers and the internet proficiently
- Discipline-specific technology  
Use specialized technology effectively  
*These outcomes are integrated throughout the above courses*

**Required Gen Ed courses**

\*\*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.

**Required Technical Specialty/Related courses** 15 credit hours  
45 credit hours (minimum)  
**Minimum Graduation Requirement** 60 credit hours

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."

**P = Personal Development Skills**

7 credit hours

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

**Required courses:**

Social and Behavioral Science 6 credit hours  
Social Science 3 credit hours  
Behavioral Science 3 credit hours  
One activity course in Fitness and Wellness or Dance 1 credit hour

**A = Analytical Thinking Skills**

12 credit hours

- Critical thinking  
Make informed decisions for challenging situations

**Required Courses:**

Humanities and Fine Arts 6 credit hours  
Humanities 3 credit hours  
Fine Arts 3 credit hours

• Problem solving  
Find workable solutions for real life problems  
Science and Math 6 credit hours

**Required Courses:**

*Must include one math course MA 120 or above and one science course numbered 100 or above*

**C = Communication Skills**

6 credit hours

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

**Required Courses:** all grades must be C or better  
English Comp I and 3 credit hours  
one of the following:  
English Comp II,  
Public Speaking or  
Interpersonal Communication

3 credit hours

**T = Technology Skills**

- General computer use  
Use computers and the internet proficiently
- Discipline-specific technology  
Use specialized technology effectively  
*These outcomes are integrated throughout the above required courses*

**Required Gen Ed courses** 25 credit hours  
**Additional courses to complete** 37 credit hours  
**Program of Study** (minimum)  
**Minimum Graduation Requirement** 62 credit hours



**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 and pay the appropriate fees by the designated due date for the additional degree.

**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.

**1. COMMUNICATION**

The following list of courses must be C or better:

- EG 101 English Composition I (ENG1010)
- EG 102 English Composition II (ENG1020)
- SP 100 Public Speaking (COM1010)
- SP 102 Interpersonal Communication (COM1020)

The following courses are accepted for the A.A.S. degree only.

See specific programs of study.

- EG 112 Technical Writing
- BE 120 Business English
- BE 130 Business Communication

**2. MATH**

For the A.A. and A.S. degrees: MA 131 College Algebra w/Review or above

For the A.A.S. degree: See specific programs of study

For A.G.S. degree: MA 120 or above

**3. LABORATORY SCIENCE**

- AG 220 Crop Science (For Agricultural program students only)
- BI 110 General Biology (BIO1010)
- BI215 Majors Biology I (Cell) (BIO1020)
- BI 220 Majors Biology II (Organisms)
- BI 226 Anatomy and Physiology I (BIO2020)
- BI 227 Anatomy and Physiology II (BIO2020)
- BI 240 Anatomy and Physiology (BIO2020)
- BI 250 Microbiology
- CH 106 Introductory Chemistry: General, Organic, Biochemistry
- CH 110 College Chemistry I (CHM1010)
- CH 115 College Chemistry II (CHM1020)
- PH 103 Descriptive Astronomy (PHY1020)
- PH 111 Introduction to Meteorology
- PH 130 Basic Physics I
- PH 143 General Physics I (PHY1010)
- PH 146 General Physics II (PHY2020)
- PH 251 Physics IPH 252 Physics II
- PS 100 General Physical Science (PSI1010)
- PS 102 Physical Geology

**COMPUTER LITERACY**

- AG 107 Microcomputers in Agriculture  
(For Agricultural program students only)
- BA 104 Information Processing Systems
- BA 245 Advanced Computer Applications
- BE 165 Microcomputer Applications I, Word Processing
- BE 170 Microcomputer Applications I, Spreadsheet
- BE 175 Microcomputer Applications I, Presentation Graphics
- BE 180 Microcomputer Applications I, Database

**4. SOCIAL SCIENCE**

- AG 120 Agricultural Economics  
(For Agricultural program students only)
- EC 200 Principles of Microeconomics (ECO1010)
- EC 201 Principles of Macroeconomics (ECO1020)
- EC 250 Engineering Concepts
- HS 121 History of Western Civ. I
- HS 122 History of Western Civ. II
- HS 131 U.S. History I (HIS1010)
- HS 132 U.S. History II (HIS1020)
- HS 201 History of World Civilization I (HIS1030)
- HS 202 History of World Civilization II (HIS1040)
- PO 141 American Federal Government (POL1020)
- PO 142 State and Local Government
- PO 201 International Relations (POL1030)
- SC 120 Principles of Geography (GEO1010)

**5. BEHAVIORAL SCIENCE**

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

**6. 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
- RG 191 Old Testament
- RG 210 Comparative Religions (REL1010)
- PL 101 Introduction to Logic (PHL1030)
- PL 290 Philosophy I (PHL1010)
- PL 291 Ethics (PHL1020)
- HU 100 Humanities - Ancient to Medieval
- HU 101 Humanities - Renaissance to Modern

**7. FINE ARTS****Art**

- AR 100 Art Appreciation (ART1010)

**Music**

- MU 100 Music Appreciation (MUS1010)

**Theatre**

- TA 206 Introduction to Theatre Art (THT1010)

**8. FITNESS AND WELLNESS**

Any fitness activity course (FW)

Any dance course (DN)

FW 190 – Fitness for Life

**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. A student 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 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, [hinkenb@butlercc.edu](mailto:hinkenb@butlercc.edu).

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

**EARLY COLLEGE ACADEMY PROGRAMS****EARLY COLLEGE BUSINESS AND ENTREPRENEURSHIP ACADEMY**

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 students 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:

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.

**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, Composition I, 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) earn credit 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 Science
MA 020	Fractions, Decimals and Percents
MA 040	Basic Algebra Concepts
MA 050	Pre-Algebra
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 & Vocabulary Skills
RD 014	ELL Basic Reading and Vocabulary
RD 015	ELL Reading Fundamentals
RD 012	Reading Fundamentals
RD 051	Spelling Fundamentals
RD 052	Vocabulary 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.

# Instructional Divisions

The curriculum is organized around six instructional divisions. These divisions contain both academic and career/technical programs and departments. The following descriptions identify the major purposes and programs contained within each division.

## DIVISION OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM)

The STEM Division provides the necessary general education requirements to graduate from Butler with an Associate in Arts, Associate in Science, Associate in Applied Science and Associate in General Studies degrees. The following departments are represented within the division. For more information call 316 322-6302 or direct 733-6302 from the Wichita/metro area.

The STEM Division provides state-of-the-art curriculum for high-demand and high-wage technical programs, facilitates collaborative partnerships with business and industry and area school districts, and assists in addressing the demand among Butler CC's service area employers for a well-trained and educated workforce. The following programs are offered in the division.

- AGRICULTURE-Agribusiness, Agriculture, Livestock Management & Merchandising, Farm and Ranch Management, Food Science and Safety, and Pre-Veterinarian.
- AUTOMOTIVE-Auto Collision Repair and Auto Technology.
- BUSINESS & PROFESSIONAL-Accounting, Accounting Assistant, Advertising, Business Administration, Hotel Management, Marketing & Management, Culinary Arts, Restaurant Management, and Entrepreneurship.
- BUSINESS SYSTEMS TECHNOLOGY- Business Administrative Technology, Business Medical Specialist, and Physician's Coding
- COMPUTER INFORMATION TECHNOLOGY-Database Administration, Digital Media, Digital Media Specialist, Cyber Security, Interactive, Digital, and 3D Technology, Internetworking Management, Software Development, Web Development, Web Development Specialist, and Windows Administration.
- MANUFACTURING ENGINEERING TECHNOLOGY - Engineering Graphics Technology, Pre-Engineering, Manufacturing Engineering, and Welding Technology.
- MATH and SCIENCES – Biological Science, Biotechnology, Chemistry, Physics, and Mathematics
- WORKFORCE DEVELOPMENT services are offered through the BETA division: For more information call 316.218.6118 or direct 733-6118 from the Wichita/metro area.

### Algebra Module Program

Butler Community College now offers a **modular** approach to increase student success in completing the sequence of mathematics courses required for graduation, potentially saving students time and money. Grouping the subject matter into five-week modules encourages students to focus on short term, achievable goals. Students who are unable to complete a module will no longer have to wait an entire semester to repeat a course. Students who are able to dedicate more time to their math requirements are able, in some circumstances, to take more than one module simultaneously.

The material in the following courses is offered as twelve one-credit, five-week algebra modules: College Algebra; Intermediate Algebra; Fundamentals of Algebra; Prealgebra; Basic Algebra Concepts; and Fractions, Decimals, and Percents. A diagnostic test determines which modules a student needs to complete, allowing them to customize their individual learning plans by taking only those modules covering material they have not yet mastered. Instead of taking one three-credit hour class in a semester, some students will take three or more one-credit hour classes in a semester. The modular classes use the Hawkes Learning System. Most of the classes take place in an instructor-led, face-to-face setting with instructional technology available. Modular classes are also offered online, as well as in a math lab setting with an assigned faculty member instructing a smaller number of students. A combination of diagnostic testing, modularized courses, and a variety of delivery methods provides an individualized path for each student.

### EQUIVALENCY SCALE

(Credit (CRE) can be earned by demonstration of competency on Butler Community College's math diagnostic test or completion of the modular course with a C or better.)

MA051, MA052, and MA053 = MA050

MA064, MA065, and MA066 = MA060

MA127, MA128, and MA129 = MA125

MA132, MA133, and MA134 = MA135

## DIVISION OF FINE ARTS AND COMMUNICATION

The Division of Fine Arts and Communication provides general education courses to all students and freshman/sophomore degree requirements for those students majoring in Art, Dance, Mass Communications, Music, Speech, and Theatre.

Courses in Fine Arts and Communication enable students to create, to communicate their individual ideas and talents, to interpret the ideas and creativity of others, to develop critical-thinking skills, and to appreciate the arts and communication.

For more information call 316 322-3328 or direct 733-3328 from the Wichita/metro area.

## DIVISION OF HUMANITIES AND SOCIAL SCIENCES

The Division of Humanities and Social Sciences provides general education courses to all students and freshman/sophomore degree requirements for those students majoring in Behavioral Science, Economics, English/Literature, Foreign Language, History, Humanities, Liberal Arts, Philosophy/Religion, Political Science, Pre-Law, Social Work, Sociology, and Speech. This division includes the Reading Department.

Courses in the Humanities and Social Sciences enable students to create, to communicate their individual ideas and talents, to interpret the ideas and creativity of others, to develop critical-thinking skills, to gain and apply knowledge of individual and group behavior and to appreciate the humanities and social sciences. For more information call 316 323-6725 or direct 733-6725 from the Wichita/metro area.

**DIVISION OF ACADEMIC SUPPORT AND EFFECTIVENESS**

The division provides a variety of programs and services to help meet the diverse needs of Butler's students. These include Adult Education, AVID (Advancement Via Individual Determination), Development Ed and College Readiness programs, Leadership Studies, Personal Development courses, Phi Theta Kappa, Testing Centers, and Tutoring programs. Courses offered by these departments are both developmental and college credit courses that support the educational pursuits of all students.

The Division of Academic Support and Effectiveness is responsible for the development, implementation and supervision of all academic assessment and academic continuous quality improvement (CQI) (Institutional General Education Assessment, departmental academic assessment, Learning PACT individual student assessment, and academic unit performance management) throughout the institution. Additionally, the Division is responsible for coordinating efforts with the Office of Institutional Research and Effectiveness relative to Butler's Institutional Effectiveness Planning and accreditation reports.

For more information call 316-322-3226 or direct from the Wichita/metro area 316-733-3226.

**DIVISION OF HEALTH, EDUCATION, and PUBLIC SERVICES**

The Division of Health, Education, and Public Services provides general education courses to all students and freshman/sophomore degree requirements for those students majoring in Allied Health, Criminal Justice, Early Childhood, Education, Fire Science, Nursing, and Fitness and Wellness. This division is included the Early College Academies.

For more information call 316 322-3140 or direct 733-3140 from the Wichita/metro area.

**NURSING**

Butler Community College offers an Associate in Applied Science Nursing Degree. The faculty is committed to providing a program of study which prepares the associate degree nurse for licensure and practice. The associate degree nurse is prepared for practice in a variety of care settings.

The course of study which prepares students for the Registered Nurse licensure examination can be accomplished in five semesters of full-time study. Students are provided the opportunity to take the vocational/practical nurse licensure examination after completing NR 105, NR 106, and NR 104.

Along with college accreditation, Butler's nursing program is approved by the Kansas State Board of Nursing and Accreditation Commission for Education in Nursing. The nursing program is college controlled and includes both general education and nursing courses.

**ALLIED HEALTH AND CONTINUING NURSING EDUCATION**  
Butler is approved by the Kansas State Board of Nursing as a provider of continuing nursing education. Approval for selected programs is provided for nursing home administrators and social workers. Other courses prepare certified personnel for positions in health care agencies. The Emergency Medical Training EMT program prepares students to take both state and national certification exams. Butler is a Community Training Center for the American Heart Association, and provides classes in Basic Life Support and Advanced Cardiac Life Support. For more information call 316-323-6070.

**EARLY CHILDHOOD EDUCATION**

The Associate in Applied Science Degree is designed for students planning to seek employment in a child care field following completion of their two-year degree. The one-year Certificate Program is for those not wishing to include the total general education requirements. The programs will qualify the graduate to direct a center of up to 100 children as well as teach and/or administrate in child care centers.

Many early childhood students do practicum work in the state-of-the-art EduCare Center Learning Lab. It serves as a lab site for the program as well as a service for children of students, faculty, staff and the community. It is licensed for 121 children ages two weeks to 12 years old. For more information, call 316-323-6845 or direct 218-6845 from the Wichita/metro area.

**FIRE SCIENCE**

Fire Science Associate in Applied Science degree and certificate programs provide students with the opportunity to prepare for a professional career in Firefighting.

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# Programs of Study

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## SUGGESTED PROGRAMS OF STUDY

The programs of study are intended to be used as a guide for students choosing program, course, and degree options at Butler Community College. To acquire a “major” designation on the transcript for Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Applied Science (A.A.S.) degrees, the student must successfully complete the courses as outlined in the program of study.

Students planning to transfer should work with an advisor to make sure courses will meet the requirements of the four-year college/university to which they plan to transfer.

More information concerning enrollment in courses and transfer to specific colleges is available at the College Advising Centers.

## DEGREES

A.A. Associate in Arts  
A.S. Associate in Science  
A.A.S. Associate in Applied Science  
A.G.S. Associate in General Studies  
CERT Certificate

### College Orientation Requirement

All first-time, full-time freshmen students are required to enroll in Student Connect, OR 102-0. To successfully complete this course, students must attend a non-credit class. For more information, contact the Director of First Year Experience at 316.218.6373.

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Elementary Education A.A. and A.S.	58
Elementary Education/BEST A.S.	59
Secondary Education A.A. and A.S.	60
Physical Education K-12 A.A. and A.S.	61

### ENGINEERING/MANUFACTURING TECH DEGREE PROGRAMS

Engineering Graphics Technology A.A.S.	62
Engineering Graphics Technology Certificate	63
Manufacturing Engineering Technology A.A.S.	64
Manufacturing Engineering Technology Certificate	65
Pre-Engineering A.S.	66
Welding Technology A.A.S.	67
Welding Technology Certificate	68

### FINE ARTS AND COMMUNICATION DEGREE PROGRAMS

Art A.A. and A.S.	69
Dance A.A. and A.S.	70
Mass Communications - Radio, Television, Film and Print Journalism A.A. and A.S.	71
Music-Instrumental/Vocal A.A.	72
Speech Communication A.A. and A.S.	73
Theatre A.A. and A.S.	74

### HUMANITIES AND SOCIAL SCIENCES DEGREE PROGRAMS

English/Literature A.A. and A.S.	75
Foreign Language A.A. and A.S.	76
History A.A. and A.S.	77
Liberal Arts A.A., A.S., and A.G.S.	78-79
Philosophy and Religion A.A. and A.S.	80
Political Science A.A. and A.S.	81
Pre-Law A.A. and A.S.	82

### HEALTH SERVICES DEGREE PROGRAMS

Nursing A.A.S.	83-84
Pre-Nursing/Health Science A.S.	85
Pre-Medicine A.S.	85
Athletic Training A.S.	86
Exercise Science A.S.	87
Business Medical Specialist A.A.S.	92
Business Medical Specialist Certificate	93
Physician Coding A.A.S.	94
Physician Coding Certificate	95

### CERTIFICATION COURSES IN HEALTH CARE

Nurse Aide	88
Medication Aide	88
Acute Care Nurse Aide	88
Patient Care Pathways	89
Emergency Medical Technician	89
Butler/Cowley Partnership Paramedic	89
Home-Health Aide	90
Operator Training for Asst. Living	90
Restorative Aide	91

### HUMAN SERVICES AND PUBLIC SERVICES DEGREE PROGRAMS

Criminal Justice A.S.	96
Criminal Justice A.A.	97
Homeland Security A.A.	98
Homeland Security A.S.	99
Fire Science A.A.S.	100
Fire Science Certificate	101
Psychology A.A. and A.S.	102
Sociology/Social Work A.A. and A.S.	103

### MATH AND SCIENCES DEGREE PROGRAMS

Biological Science A.S.	104
Biotechnology A.S.	105
Chemistry A.S.	106
Physics A.S.	107
Mathematics A.A. and A.S.	108

**AGRIBUSINESS****ASSOCIATE IN SCIENCE**

MAJOR CODE: AGBU

Your Butler experience will prepare you to perform specialized support functions related to agricultural business operations. This program includes learning in basic agricultural business principles, production agriculture, and management.

MINIMUM GENERAL EDUCATION HOURS REQUIRED		32
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3
<b>Science, Math, and Computer Science*</b>		
<input type="checkbox"/> Microcomputers in Agriculture	AG 107	3
<input type="checkbox"/> Crop Science or College Chemistry	AG 220 CH 110	4-5
<input type="checkbox"/> College Algebra	MA 135 or above	3-5
<b>Social/Behavioral Science Requirement</b>		
<input type="checkbox"/> Social Science Course	EC 201 (recommended)	3
<input type="checkbox"/> Behavioral Science Course		3
<b>Humanities/Fine Arts</b>		
<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<b>Fitness and Wellness</b>		
<input type="checkbox"/> One fitness activity or dance course		1
<b>Required Courses</b>		<b>23</b>
<input type="checkbox"/> Principles of Animal Science	AG 102	3
<input type="checkbox"/> Agriculture in Society	AG 111	2
<input type="checkbox"/> Agricultural Economics	AG 120	3
<input type="checkbox"/> Fund. of Livestock Nutrition	AG 211	3
<input type="checkbox"/> Farm Management and Finance	AG 215	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<b>Related Electives</b>		<b>7</b>
<input type="checkbox"/> Livestock Selection I •	AG 133	3
<input type="checkbox"/> Livestock Selection II •	AG 134	3
<input type="checkbox"/> Livestock Judging Lab I •	AG 136	2
<input type="checkbox"/> Livestock Judging Lab II •	AG 137	2
<input type="checkbox"/> Meat Science Fundamentals	AG 212	2
<input type="checkbox"/> Introduction to Food Science	AG 213	3
<input type="checkbox"/> Livestock Health and Disease	AG 216	3
<input type="checkbox"/> Marketing Agriculture Products	AG 217	3
<input type="checkbox"/> Principles of Future Markets	AG 218	3
<input type="checkbox"/> Beef Management	AG 221	3
<input type="checkbox"/> Range Management	AG 230	3
<input type="checkbox"/> Livestock Judging Lab III •	AG 236	2
<input type="checkbox"/> Livestock Judging Lab IV •	AG 237	2
<input type="checkbox"/> Livestock Rations	AG 240	3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275	3
<input type="checkbox"/> Livestock Business Management	AG 285	3
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>□</sup>	IP 293	2

• For Judging Team students only

□ Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required: 62**

**Contact:** Marcus Arnold  
316-323-6859  
[maarnold@butlercc.edu](mailto:maarnold@butlercc.edu)

In addition to the 32 credit hours of general education requirements and 11 credit hours of required courses, choose 11 or more credit hours from the list of related electives. The remaining 8 hours may be from the related elective list or any other courses that enhance transfer to the university of your choice.

**Program Information**

Transfer to a four-year institution, operate the family farm/ranch or enter a career in industry. More than 40 agriculture courses covering all disciplines allow students to focus on their area of interest. Butler has a state-of-the-art Agricultural Department complete with modern classroom technology, working labs and hands on learning. Butler's Agriculture instructors are nationally recognized.

**Ag Ambassadors**

The Ag Ambassadors is an organization made up of students whose mission is to provide leadership in the field of agriculture to those within the school and the community. Members develop a broader understanding of current agricultural issues and career opportunities in both a social and educational atmosphere.

**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.

**Recommended Course Sequence**

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester*

AG102, AG111, BA126, EG101, MA135

*Second Semester*

AG211, AG107, AG elective (3 cr hrs), BA127, EG102, Fitness req

*Third Semester*

AG120, AG215, AG electives (3-7 cr hrs), Behavioral Sci req, Humanities req,

*Fourth Semester*

AG220 or CH110, AG electives (3-7 cr hrs), BA204, SP100 or SP102

**Related Programs**

Agriculture, Livestock Management and Merchandising, Farm and Ranch Management, Pre-Veterinarian, Food Science and Safety.

**After Butler**

Recent graduates hold positions as agricultural sales representatives, crop consultants, loan officers, real estate agents, commodity merchandisers and farm managers. Students have transferred to Kansas State, Oklahoma State, Texas A&M, Texas Tech, and many other universities.



## AGRICULTURE

### ASSOCIATE IN SCIENCE

MAJOR CODE: AGRI

Your Butler experience will prepare you to apply general principles of agricultural production and research to the solution of practical agricultural problems. This program includes learning in basic animal, plant, economic information used in farming, ranching and agricultural business. This program is designed for the student transferring to a four-year college or university.

MINIMUM GENERAL EDUCATION HOURS REQUIRED		32
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3
<b>Science, Math and Computer Science*</b>		
<input type="checkbox"/> Microcomputers in Agriculture	AG 107	3
<input type="checkbox"/> Crop Science or College Chemistry	AG 220 CH 110	4-5
<input type="checkbox"/> College Algebra	MA 135 or above	3-5
<b>Social/Behavioral Science</b>		
<input type="checkbox"/> Social Science Course	EC 201 (recommended)	3
<input type="checkbox"/> Behavioral Science Course		3
<b>Humanities/Fine Arts</b>		
<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<b>Fitness and Wellness</b>		
<input type="checkbox"/> One fitness activity or dance course		1
<b>Required Courses</b>		<b>22</b>
<input type="checkbox"/> Principles of Animal Science	AG 102	3
<input type="checkbox"/> Agriculture in Society	AG 111	2
<input type="checkbox"/> Agricultural Economics	AG 120	3
<input type="checkbox"/> Fund. of Livestock Nutrition	AG 211	3
<input type="checkbox"/> Farm Management and Finance	AG 215	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> General Biology	BI 110	5
<b>Related Electives</b>		<b>8</b>
<input type="checkbox"/> Breeding Livestock Prod Mgmt	AG 109	3
<input type="checkbox"/> Livestock Selection I •	AG 133	3
<input type="checkbox"/> Livestock Selection II •	AG 134	3
<input type="checkbox"/> Livestock Judging Lab I•	AG 136	2
<input type="checkbox"/> Livestock Judging Lab II•	AG 137	2
<input type="checkbox"/> Meat Science Fundamentals	AG 212	2
<input type="checkbox"/> Introduction to Food Science	AG 213	3
<input type="checkbox"/> Livestock Health and Disease	AG 216	3
<input type="checkbox"/> Marketing Agriculture Products	AG 217	3
<input type="checkbox"/> Principles of Future Markets	AG 218	5
<input type="checkbox"/> Beef Management	AG 221	3
<input type="checkbox"/> Range Management	AG 230	3
<input type="checkbox"/> Livestock Judging Lab III•	AG 236	2
<input type="checkbox"/> Livestock Judging Lab IV•	AG 237	2
<input type="checkbox"/> Livestock Rations	AG 240	3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275	3
<input type="checkbox"/> Livestock Business Management	AG 285	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>□</sup>	IP 293	2

• For Judging Team students only

□ Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Marcus Arnold  
316-323-6859  
[maarnold@butlercc.edu](mailto:maarnold@butlercc.edu)

#### 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 on the south end of the El Dorado campus complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors are nationally recognized.

#### Ag Ambassadors

The Ag Ambassadors is an organization made up of students whose mission is to provide leadership in the field of agriculture to those within the school and the community. Members develop a broader understanding of current agricultural issues and career opportunities in both a social and educational atmosphere.

#### 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.

#### Related Programs

Agribusiness, Livestock Management and Merchandising, Farm and Ranch Management, Pre-Veterinarian

#### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

AG102, AG111, BA126, EG101, MA135

##### Second Semester

AG211, AG107, AG elective (3 cr hrs), BA127, EG102, Fitness req

##### Third Semester

AG120, AG215, AG electives (3-7 cr hrs), Behavioral Sci req, Humanities req,

##### Fourth Semester

AG220 or CH110, AG electives (3-7 cr hrs), SP100 or SP102

#### After Butler

Recent graduates hold positions as commodity merchandisers, agricultural educators, 4-H and youth extension agents, and realtors. Students have transferred to Kansas State, Oklahoma State, Texas A&M, and many other universities.

## LIVESTOCK MANAGEMENT AND MERCHANDISING

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: LVMG

Your Butler experience will prepare you to select, breed, care for, process, and market livestock. This program includes learning in basic animal science, animal nutrition, and animal health as applied to various species and breeds. Design and operation of housing, feeding, processing facilities, related issues of safety, applicable regulations, logistics, and marketing management are included.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			19
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> One other course	EG 102, EG 112, SP 100, SP 102		3
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Microcomputer in Agriculture	AG 107		3
<input type="checkbox"/> Crop Science <i>or</i> College Chemistry	AG 220 CH 110		4-5
<input type="checkbox"/> Technical Mathematics I	MA 114 or above		3-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Agricultural Economics	AG 120		3
<b>Required Courses</b>			17
<input type="checkbox"/> Principles of Animal Science	AG 102		3
<input type="checkbox"/> Breeding Livestock Prod. Mgmt.	AG 109		3
<input type="checkbox"/> Agriculture in Society	AG 111		2
<input type="checkbox"/> Fund. of Livestock Nutrition	AG 211		3
<input type="checkbox"/> Farm Mgmt and Finance	AG 215		3
<input type="checkbox"/> Accounting I	BA 126		3
<b>Related Electives</b>			26
<input type="checkbox"/> Livestock Selection I •	AG 133		3
<input type="checkbox"/> Livestock Selection II •	AG 134		3
<input type="checkbox"/> Livestock Judging Lab I•	AG 136		2
<input type="checkbox"/> Livestock Judging Lab II•	AG 137		2
<input type="checkbox"/> Meat Science Fundamentals	AG 212		2
<input type="checkbox"/> Introduction to Food Science	AG 213		3
<input type="checkbox"/> Livestock Health and Disease	AG 216		3
<input type="checkbox"/> Marketing Agriculture Products	AG 217		3
<input type="checkbox"/> Principles of Futures Markets	AG 218		3
<input type="checkbox"/> Beef Management	AG 221		3
<input type="checkbox"/> Range Management	AG 230		3
<input type="checkbox"/> Livestock Judging Lab III•	AG 236		2
<input type="checkbox"/> Livestock Judging Lab IV•	AG 237		2
<input type="checkbox"/> Livestock Rations	AG 240		3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275		3
<input type="checkbox"/> Livestock Business Management	AG 285		3
<input type="checkbox"/> General Biology	BI 110		5
<input type="checkbox"/> College Chemistry I	CH 110		5

• For Judging Team students only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credit Required:**

62

**Contact:**

Marcus Arnold  
316-323-6859  
[maarnold@butlercc.edu](mailto:maarnold@butlercc.edu)

#### 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 on the south end of the El Dorado campus complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors are nationally recognized.

#### Ag Ambassadors

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#### 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.

#### Related Programs

Agribusiness, Agriculture, Farm and Ranch Management, Pre-Veterinarian

#### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

AG102, AG111, BA126, EG101, MA135

##### Second Semester

AG211, AG107, AG elective (3 cr hrs), BA127, EG102, Fitness req

##### Third Semester

AG120, AG215, AG electives (3-7 cr hrs), Behavioral Sci req, Humanities req,

##### Fourth Semester

AG220 or CH110, AG electives (3-7 cr hrs), SP100 or SP102

#### After Butler

Recent graduates hold positions in farm and ranch management, agricultural sales and teaching. Students have transferred to Kansas State, Oklahoma State, Texas A&M, Texas Tech, and many other universities.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## LIVESTOCK MANAGEMENT AND MERCHANDISING

### CERTIFICATE B

MAJOR CODE: LVMG

Your Butler experience will prepare you to apply general principles of agricultural production and management to the solution of practical agricultural problems. This program includes learning in basic animal, plant, and management of agricultural operations such as farming, ranching and agricultural business.

Required Courses		22
<input type="checkbox"/> Principles of Animal Science	AG 102	3
<input type="checkbox"/> Microcomputers in Agriculture	AG 107	3
<input type="checkbox"/> Agricultural Economics	AG 120	3
<input type="checkbox"/> Fund. of Livestock Nutrition	AG 211	3
<input type="checkbox"/> Farm Mgmt and Finance	AG 215	3
<input type="checkbox"/> Crop Science	AG 220	4
<input type="checkbox"/> Accounting I	BA 126	3
Related Electives		9
<input type="checkbox"/> Breeding Livestock Prod. Mgmt.	AG 109	3
<input type="checkbox"/> Agriculture in Society	AG 111	2
<input type="checkbox"/> Livestock Selection I•	AG 133	3
<input type="checkbox"/> Livestock Selection II•	AG 134	3
<input type="checkbox"/> Livestock Judging Lab I•	AG 136	2
<input type="checkbox"/> Livestock Judging Lab II•	AG 137	2
<input type="checkbox"/> Meat Science Fundamentals	AG 212	2
<input type="checkbox"/> Introduction to Food Science	AG 213	3
<input type="checkbox"/> Livestock Health and Disease	AG 216	3
<input type="checkbox"/> Marketing Agriculture Products	AG 217	3
<input type="checkbox"/> Principles of Future Markets	AG 218	3
<input type="checkbox"/> Beef Management	AG 221	3
<input type="checkbox"/> Range Management	AG 230	3
<input type="checkbox"/> Livestock Judging Lab III•	AG 236	2
<input type="checkbox"/> Livestock Judging Lab IV•	AG 237	2
<input type="checkbox"/> Livestock Rations	AG 240	3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275	3
<input type="checkbox"/> Livestock Business Management	AG 285	3
<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>□</sup>	IP 293	2

• For Judging Team students only

□ Online only

**Credits Required:** 31

**Contact:** Marcus Arnold  
316-323-6859  
[maarnold@butlercc](mailto:maarnold@butlercc)

### 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 on the south end of the El Dorado campus complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors are nationally recognized.

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### Recommendations

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

### Related Programs

Agribusiness, Agriculture, Farm and Ranch Management, Livestock Management, and Merchandising, and Food Science and Safety.

### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

#### First Semester

AG102, AG120, AG211, BA126, AG107

#### Second Semester

AG215, AG220, and AG electives (9 cr hrs)

### After Butler

Recent certificate graduates hold positions as farm and ranch managers and numerous agriculture related occupations. Students have transferred to Kansas State, Oklahoma State, Texas A&M, Texas Tech, and many other universities.

### Wages

Salary/hourly rates are dependent on skill level, experience and location.

### Career Coach

<https://butlercc.emsicareercoach.com/>

### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Livestock-Mgmt/Gedt.html>

## FARM AND RANCH MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: FRMG

Your Butler experience will prepare you to manage farms, ranches, and similar agri-business enterprises. This program includes learning in applicable agricultural specialization, business management, and production.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 19

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> One other course	EG 102, EG 112, SP 100, SP 102	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> Microcomputer in Agriculture	AG 107	3
<input type="checkbox"/> Crop Science or College Chemistry	AG 220 CH 110	4-5
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5

##### Social/Behavioral Science

<input type="checkbox"/> Agricultural Economics	AG 120	3
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#### Required Courses 20

<input type="checkbox"/> Principles of Animal Science	AG 102	3
<input type="checkbox"/> Breeding Livestock Prod. Mgmt.	AG 109	3
<input type="checkbox"/> Agriculture in Society	AG 111	2
<input type="checkbox"/> Fund. of Livestock Nutrition	AG 211	3
<input type="checkbox"/> Farm Mgmt and Finance	AG 215	3
<input type="checkbox"/> Range Management	AG 230	3
<input type="checkbox"/> Accounting I	BA 126	3

#### Related Electives 23

<input type="checkbox"/> Livestock Selection I•	AG 133	3
<input type="checkbox"/> Livestock Selection II•	AG 134	3
<input type="checkbox"/> Livestock Judging Lab I•	AG 136	2
<input type="checkbox"/> Livestock Judging Lab II•	AG 137	2
<input type="checkbox"/> Meat Science Fundamentals	AG 212	2
<input type="checkbox"/> Introduction to Food Science	AG 213	3
<input type="checkbox"/> Livestock Health and Disease	AG 216	3
<input type="checkbox"/> Marketing Agriculture Products	AG 217	3
<input type="checkbox"/> Principles of Futures Markets	AG 218	3
<input type="checkbox"/> Beef Management	AG 221	3
<input type="checkbox"/> Livestock Judging Lab III•	AG 236	2
<input type="checkbox"/> Livestock Judging Lab IV•	AG 237	2
<input type="checkbox"/> Livestock Rations	AG 240	3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275	3
<input type="checkbox"/> General Biology	BI 110	5

• For Judging Team students only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Marcus Arnold  
316-323-6859  
[maarnold@butlercc](mailto:maarnold@butlercc)

If Required Courses are used to fulfill General Education Requirements, Related Electives must be used to fulfill equivalent number of hours.

#### 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 on the south end of the El Dorado campus complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors are nationally recognized.

#### Ag Ambassadors

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#### Recommendations

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

#### Related Programs

Agribusiness, Agriculture, Livestock Management and Merchandising Pre-Veterinarian, and Food Science and Safety.

#### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

AG102, AG120, AG111, AG107

##### Second Semester

AG211, AG220, AG109, BA126, and AG electives (3 cr hrs)

##### Third Semester

AG230, AG215, AG electives (9 cr hrs)

##### Fourth Semester

AG electives (8 cr hrs)

#### After Butler

Recent graduates hold positions as farm and ranch managers, crop consultants, soil conservationists, and in agri-business. Students have transferred to Kansas State, Oklahoma State, Texas A&M, Texas Tech, and many other universities.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## PRE-VETERINARIAN

### ASSOCIATE IN SCIENCE

MAJOR CODE: VETR

Your Butler experience will prepare you to have the background in required courses to transfer into a university program in veterinary medicine. See Agriculture Lead Instructor for veterinary school requirements.

MINIMUM GENERAL EDUCATION REQUIREMENTS			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking <i>or</i>	SP 100	3	
Interpersonal Communication	SP 102		
<b>Science, Math and Computer Science*</b>			
<input type="checkbox"/> Microcomputers in Agriculture	AG 107	3	
<input type="checkbox"/> College Chemistry I	CH 110	5	
<input type="checkbox"/> College Algebra	MA 135 or above	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course (EC 201 recommended)		3	
<input type="checkbox"/> Behavioral Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> Humanities Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			30
<input type="checkbox"/> Principles of Animal Science	AG 102	3	
<input type="checkbox"/> Agriculture in Society	AG 111	2	
<input type="checkbox"/> Agricultural Economics	AG 120	3	
<input type="checkbox"/> Crop Science	AG 220	4	
<input type="checkbox"/> Fund. of Livestock Nutrition	AG 211	3	
<input type="checkbox"/> General Biology	BI 110	5	
<input type="checkbox"/> Chemistry II	CH 115	5	
<input type="checkbox"/> General Physics I	PH 143	5	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Marcus Arnold  
316-323-6859  
[maarnold@butlercc](mailto:maarnold@butlercc)

#### 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 on the south end of the El Dorado campus complete with modern classrooms, computer lab, activity space, and learning labs. Butler's Agriculture instructors are nationally recognized.

#### Ag Ambassadors

The Ag Ambassadors is an organization made up of students whose mission is to provide leadership in the field of agriculture to those within the school and the community. Members develop a broader understanding of current agricultural issues and career opportunities in both a social and educational atmosphere.

#### 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.

#### Related Programs

Agribusiness, Agriculture, Farm and Ranch Management, Pre-Veterinarian, and Food Science and Safety.

#### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

##### *First Semester*

AG102, AG111, CH110, AG120

##### *Second Semester*

AG211, CH115, AG107, AG220

##### *Third Semester*

BI110

##### *Fourth Semester*

PH143

#### After Butler

Pre-Veterinarian program students transfer to universities with Pre-vet options in Animal Science, Agronomy, or Agricultural Economics. The student makes application to veterinarian school on October 1st of Junior year.

Recent graduates hold positions as managers, sales representatives, in research and development, bio-security, bio technology, food safety, operations analysts, plant supervisors and marketing specialists. Students have transferred to Kansas State, Oklahoma State, Texas A&M, Texas Tech, and many other universities.

## FOOD SCIENCE AND SAFETY

### ASSOCIATE IN SCIENCE

*MAJOR CODE: AGFS*

Your Butler experience will provide you with the basic general education requirements and background work necessary to transfer to a four-year college. Work closely with your advisor since specific requirements differ with each institution.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp	EG 101		3
<input type="checkbox"/> English Comp II	EG 102		3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100		3
	SP 102		
<b>Science and Math*</b>			
<input type="checkbox"/> General Biology	BI 110		5
<input type="checkbox"/> College Chemistry I	CH 110		5
<input type="checkbox"/> College Algebra	MA 135 or above		3-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Agricultural Economics	AG 120		3
<input type="checkbox"/> Behavioral Science Course			3
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course			3
<input type="checkbox"/> Fine Arts Course			3
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course			1
<b>Required Courses</b>			<b>30</b>
<input type="checkbox"/> Meat Science Fundamentals	AG 212		2
<input type="checkbox"/> Introduction to Food Science	AG 213		3
<input type="checkbox"/> Microbiology	BI 250		5
<input type="checkbox"/> College Chemistry II	CH 115		5
<input type="checkbox"/> Organic Chemistry I	CH 240		5
<input type="checkbox"/> Organic Chemistry II	CH 245		5
<input type="checkbox"/> Physics 1	PH 251		5

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Marcus Arnold  
316-323-6859  
[maarnold@butlerccc](mailto:maarnold@butlerccc)

#### Program Information

The Associate in Science in Food Science and Safety is designed for students planning to seek to transfer to a four-year college. Food science 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.

#### Ag Ambassadors

The Ag Ambassadors is an organization made up of students whose mission is to provide leadership in the field of agriculture to those within the school and the community. Members develop a broader understanding of current agricultural issues and career opportunities in both a social and educational atmosphere.

#### Related Programs

Biology, Agribusiness, Farm and Ranch Management, Pre-Veterinarian

#### Recommended Course Sequence

Some courses are offered only once annually. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester*  
*MA135, CH110*

*Second Semester*  
*CH115, AG213, BI110*

*Third Semester*  
*CH240, BI250*

*Fourth Semester*  
*CH245, PH251, AG212*

#### After Butler

Career opportunities include Research Scientist for the FDA and USDA, Food Quality Controller, Food Inspector, Flavor Chemist, Public Health Official, Meat Scientist, Dairy Scientist, Cereal Scientist, Food Microbiologist, Food Toxicologist and Product Development Specialist.

Students have transferred to Kansas State, Oklahoma State, Texas A&M, Texas Tech, and many other universities.

## AUTOMOTIVE COLLISION REPAIR

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: AUBO

Your Butler experience will prepare you to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program includes training in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. Near completion of the program, you will be given the opportunity to take I-CAR exams to become I-CAR Pro-Level 1 certified in Non-Structural and Paint & Refinish. These classes are in high demand and fill quickly.

**Credits Required:** 64

This is a one-year degree program - no exceptions will be made to shorten the time.

**Contact:**

Donnie Smith  
316-323-6890  
[asmith73@butlercc.edu](mailto:asmith73@butlercc.edu)

**Prior to Admission**

Appropriate placement scores, and consultation with lead instructor before enrollment is required. See an advisor for details.

**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.

**Recommended Course Sequence**

Classes must be taken in the following sequence. This is a two year program.

*First Semester (Fall)*

AB137, AB138, AB104, AB105, AB204, AB205, AB139

*Second Semester (Spring)*

AB243, AB237, AB140, AB239, AB240, AB238 AB241

**After Butler**

Recent graduates hold positions as Collision Repair Technicians, Automotive Refinish Technicians.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

MINIMUM GENERAL EDUCATION HOURS REQUIRED 15		
<b>Communication</b>		
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Public Speaking	SP 100	3
<b>Math and Computer Science*</b>		
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
<input type="checkbox"/> Information Processing Systems	BA 104	3
<b>Social/Behavioral Science</b>		
<input type="checkbox"/> Sociology or General Psychology	BS 105 BS 160	3
<b>Required Courses 46</b>		
<input type="checkbox"/> Paint & Refinishing I	AB 104	3
<input type="checkbox"/> Paint & Refinishing II	AB 105	3
<input type="checkbox"/> Non-Structural A & D Repair I	AB 137	4
<input type="checkbox"/> Non-Structural A & D Repair II	AB 138	4
<input type="checkbox"/> Structural A & D Repair I	AB 139	2
<input type="checkbox"/> Structural A & D Repair II	AB 140	2
<input type="checkbox"/> Paint & Refinishing III	AB 204	3
<input type="checkbox"/> Paint & Refinishing IV	AB 205	4
<input type="checkbox"/> Non-Structural A & D Repair III	AB 237	4
<input type="checkbox"/> Non-Structural A & D Repair IV	AB 238	5
<input type="checkbox"/> Structural A & D Repair III	AB 239	3
<input type="checkbox"/> Structural A & D Repair IV	AB 240	3
<input type="checkbox"/> Mechanical & Electrical	AB 241	3
<input type="checkbox"/> Auto Estimating	AB 243	3
<b>Related Electives 3</b>		
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Personal Selling	BA 215	3

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.



## AUTOMOTIVE COLLISION REPAIR

### CERTIFICATE C

MAJOR CODE: AUBO

Your Butler experience will prepare you to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program includes training in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques and damage analysis and estimating. Near completion of the program, you will be given the opportunity to take I-CAR exams to become I-CAR Pro-Level 1 certified in Non-Structural and Paint & Refinish. These classes are in high demand and fill quickly.

CERTIFICATE HOURS REQUIRED	46
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<input type="checkbox"/> Paint & Refinishing I	AB 104	3
<input type="checkbox"/> Paint & Refinishing II	AB 105	3
<input type="checkbox"/> Non-Structural A & D Repair I	AB 137	4
<input type="checkbox"/> Non-Structural A & D Repair II	AB 138	4
<input type="checkbox"/> Structural A & D Repair I	AB 139	2
<input type="checkbox"/> Structural A & D Repair II	AB 140	2
<input type="checkbox"/> Paint & Refinishing III	AB 204	3
<input type="checkbox"/> Paint & Refinishing IV	AB 205	4
<input type="checkbox"/> Non-Structural A & D Repair III	AB 237	4
<input type="checkbox"/> Non-Structural A & D Repair IV	AB 238	5
<input type="checkbox"/> Structural A & D Repair III	AB 239	3
<input type="checkbox"/> Structural A & D Repair IV	AB 240	3
<input type="checkbox"/> Mechanical & Electrical	AB 241	3
<input type="checkbox"/> Auto Estimating	AB 243	3

**Credits Required:** 46

**Contact:** Donnie Smith  
316-323-6890  
[asmith73@butlercc.edu](mailto:asmith73@butlercc.edu)

#### Prior to Admission

Appropriate placement scores, and consultation with lead instructor before enrollment is required. See an advisor for details.

#### 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.

#### Recommended Course Sequence

Classes must be taken in the following sequence. This is a one year certificate program

*First Semester (Fall)*

AB137, AB138, AB104, AB105, AB204, AB205, AB139

*Second Semester (Spring)*

AB243, AB237, AB140, AB239, AB240, AB238 AB241

#### After Butler

Recent graduates hold positions as Collision Repair Technicians, Automotive Refinish Technicians.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:  
<http://documents.butlercc.edu/gainful-employment/Auto-Collision/Gedt.html>



## AUTOMOTIVE TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: AUTE

Your Butler experience will prepare you to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Skills included are brake systems, electrical systems, engine performance, engine repair, and suspension and steering. National companies offer discounts at the beginning of training. These classes prepare students for the Automotive Service Excellence (ASE) certification test. These classes are in high demand and fill quickly. The Automotive Technology program is ASE certified.

**Credits Required:** 66

**Contact:** Mark Jaye  
316-322-3257  
[mjaye1@butlercc.edu](mailto:mjaye1@butlercc.edu)

#### Prior to Admission

Appropriate placement scores, and consultation with lead instructor before enrollment is required. See an advisor for details.

#### 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.

#### Recommended Course Sequence

Classes must be taken in the following sequence. This is a two-year associate degree program that has a fall start only.

##### First Semester

AT115, AT116, AT117, AT118, AT119, AT120, WE110

##### Second Semester

AT216, AT217, AT218, AT207, AT220

#### After Butler

Recent graduates hold positions as Automotive Dealership Technicians, Automotive Dealership Service Writers, and Independent Automotive Technicians.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> Interpersonal Communication	SP 102		3
<b>Math and Computer Science*</b>			
<input type="checkbox"/> Information Processing Systems	BA 104		3
<input type="checkbox"/> Technical Mathematics I	MA 114 or above		3-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Sociology <i>or</i>	BS 105		3
General Psychology	BS 160		
<b>Required Courses</b>			<b>39</b>
<input type="checkbox"/> Electrical I	AT 115		3
<input type="checkbox"/> Electrical II	AT 116		2
<input type="checkbox"/> Brakes I	AT 117		3
<input type="checkbox"/> Brakes II	AT 118		2
<input type="checkbox"/> Engine Repairs	AT 119		5
<input type="checkbox"/> Engine Performance I	AT 120		3
<input type="checkbox"/> Manual Drive Trains and Axles	AT 207		4
<input type="checkbox"/> Electrical III	AT 216		5
<input type="checkbox"/> Suspension and Steering I	AT 217		3
<input type="checkbox"/> Suspension and Steering II	AT 218		1
<input type="checkbox"/> Engine Performance II	AT 220		7
<input type="checkbox"/> OSHA 10	WE 110		1
<b>Related Electives</b>			<b>12</b>
<input type="checkbox"/> Principles of Advertising	BA 103		3
<input type="checkbox"/> Entrepreneurship	BA 109		3
<input type="checkbox"/> Personal Finance	BA 112		3
<input type="checkbox"/> Introduction to Marketing	BA 140		3
<input type="checkbox"/> Principle of Management	BA 210		3
<input type="checkbox"/> Personal Selling	BA 215		3

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

## AUTOMOTIVE TECHNOLOGY

### CERTIFICATE B

MAJOR CODE: AUTE

Your Butler experience will prepare you to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Skills include brake systems, electrical systems, engine performance, engine repair and suspension and steering. National companies offer discounts at the beginning of training. These classes prepare students for the Automotive Service Excellence (ASE) certification test. These classes are in high demand and fill quickly. The Automotive Technology program is ASE certified.

CERTIFICATE HOURS REQUIRED	39
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<input type="checkbox"/> Electrical I	AT 115	3
<input type="checkbox"/> Electrical II	AT 116	2
<input type="checkbox"/> Brakes I	AT 117	3
<input type="checkbox"/> Brakes II	AT 118	2
<input type="checkbox"/> Engine Repair	AT 119	5
<input type="checkbox"/> Engine Performance I	AT 120	3
<input type="checkbox"/> Manual Drive Trains and Axles	AT 207	4
<input type="checkbox"/> Electrical III	AT 216	5
<input type="checkbox"/> Suspension and Steering I	AT 217	3
<input type="checkbox"/> Suspension and Steering II	AT 218	1
<input type="checkbox"/> Engine Performance II	AT 220	7
<input type="checkbox"/> OSHA 10	WE 110	1

**Credits Required:** 39

**Contact:** Mark Jaye  
316-322-3257  
[mjaye1@butlercc.edu](mailto:mjaye1@butlercc.edu)

#### Prior to Admission

Appropriate placement scores, and consultation with lead instructor before enrollment is required. See an advisor for details.

#### 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.

#### Recommended Course Sequence

Classes must be taken in the following sequence. This is a one year certificate program that has a fall start only.

##### *First Semester*

*AT115, AT116, AT117, AT118, AT119, AT120, WE110*

##### *Second Semester*

*AT207, AT216, AT217, AT218, AT220*

#### After Butler

Recent graduates hold positions as Automotive Dealership Technicians, Automotive Dealership Service Writers, and Independent Automotive Technicians.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Auto-Technology/Gedt.html>

## ACCOUNTING

### ASSOCIATE IN SCIENCE

MAJOR CODE: ACCT

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

**Credits Required:** 62

**Contact:** Janice Akao  
316-322- 3186  
[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Lab Science Course	BI 110 (suggested)	4-5	
<input type="checkbox"/> Information Processing Systems	BA 104	3	
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Principles of Microeconomics	EC 200	3	
<input type="checkbox"/> Behavioral Science		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			20
<input type="checkbox"/> Accounting I	BA 126	3	
<input type="checkbox"/> Accounting II	BA 127	3	
<input type="checkbox"/> Managerial Accounting	BA 204	3	
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3	
<input type="checkbox"/> Calculus with Applications	MA 148	3	
<input type="checkbox"/> Statistics for Mgmt, Life and Social Sciences	MA 220	5	
<b>Related Electives</b>			10
<input type="checkbox"/> Entrepreneurship	BA 109	3	
<input type="checkbox"/> Introduction to Business	BA 110	3	
<input type="checkbox"/> Personal Finance	BA 112	3	
<input type="checkbox"/> Business Law I	BA 115	3	
<input type="checkbox"/> Business Law II	BA 116	3	
<input type="checkbox"/> Income Tax Fundamentals	BA 117	3	
<input type="checkbox"/> Introduction to Marketing	BA 140	3	
<input type="checkbox"/> Introduction to Fraud Examination	BA 148	3	
<input type="checkbox"/> Payroll Accounting	BA 178	3	
<input type="checkbox"/> Human Resource Management	BA 184	3	
<input type="checkbox"/> Principles of Management	BA 210	3	
<input type="checkbox"/> Computerized Accounting <sup>□</sup>	BA 211	3	
<input type="checkbox"/> Business Ethics	BA 220	3	
<input type="checkbox"/> Business Communications	BE 130	3	
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3	
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3	
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3	
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3	
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3	
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3	
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3	
<input type="checkbox"/> Exploring Leadership	LS 150	3	
<input type="checkbox"/> The Emerging Leader	LS 160	3	
<input type="checkbox"/> Leadership Development Capstone	LS 230	3	
<input type="checkbox"/> Introduction to Logic	PL 101	3	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

#### 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.

#### Recommended Course Sequence

These selected classes are recommended to be taken in the following sequence. This is a two-year associate degree program.

##### First Semester

BA126, BA104

##### Second Semester (Spring)

BA127

##### Third Semester

MA148, BA204

##### Fourth Semester

MA220, EC201

#### Student Organization

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

#### After Butler

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

**ACCOUNTING ASSISTANT****ASSOCIATE IN APPLIED SCIENCE**

MAJOR CODE: BAAC

Your Butler experience will prepare you for a career as an Accounting Assistant or bookkeeper. Accounting Assistants held approximately 2 million jobs in every industry in 2010. They are the company record keepers responsible for updating and maintaining financial records.

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

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Information Processing Systems	BA 104	3	
<b>Social/Behavioral Science Requirement</b>			
<input type="checkbox"/> Sociology or	BS 105	3	
General Psychology	BS 160		
<b>Required Courses</b>			<b>33</b>
<input type="checkbox"/> Introduction to Business	BA 110	3	
<input type="checkbox"/> Accounting I	BA 126	3	
<input type="checkbox"/> Accounting II	BA 127	3	
<input type="checkbox"/> Payroll Accounting	BA 178	3	
<input type="checkbox"/> Managerial Accounting	BA 204	3	
<input type="checkbox"/> Computerized Accounting <sup>□</sup>	BA 211	3	
<input type="checkbox"/> Business Ethics	BA 220	3	
<input type="checkbox"/> Advanced Computer Apps	BA 245	3	
<input type="checkbox"/> Business English	BE 120	3	
<input type="checkbox"/> Business Math/10 Key	BE 121	3	
<input type="checkbox"/> Business Communications	BE 130	3	
<b>Related Electives</b>			<b>12</b>
<input type="checkbox"/> Entrepreneurship	BA 109	3	
<input type="checkbox"/> Personal Finance	BA 112	3	
<input type="checkbox"/> Business Law I	BA 115	3	
<input type="checkbox"/> Business Law II	BA 116	3	
<input type="checkbox"/> Human Resource Management	BA 184	3	
<input type="checkbox"/> Principles of Management	BA 210	3	
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3	
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3	
<input type="checkbox"/> Business Comm Work'g Adult <sup>□</sup>	CE 197	3	
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3	
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3	
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3	
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3	
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 60

Contact: Janice Akao  
316-322-3186  
[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

**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.

**Student Organization**

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

**Recommended Course Sequence**

These classes should be taken in the following sequence. This is a two-year associate degree program.

*First Semester*

BA126, BE121, BA104, EG101, BS105, BS160

*Second Semester*

BA127, BA245, BE120, MA131 or above, one related elective

*Third Semester*

BA110, BA178, BA220, SP100, one related elective

*Fourth Semester*

BA211, BE130, BA204, two related electives

**After Butler**

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

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## ACCOUNTING ASSISTANT

### CERTIFICATE B

MAJOR CODE: BAAC

Your Butler experience will prepare you for a career as an Accounting Assistant or bookkeeper. Accounting Assistants held approximately 2 million jobs in every industry in 2010. They are the company record keepers responsible for updating and maintaining financial records. Demand for this occupation will hold steady with job duties becoming more specialized as computerized accounting is used more widely in the workplace.

CERTIFICATE HOURS REQUIRED	30
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<input type="checkbox"/> Information Processing Systems	BA 104	3
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Payroll Accounting	BA 178	3
<input type="checkbox"/> Computerized Accounting <sup>o</sup>	BA 211	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Advanced Computer Apps	BA 245	3
<input type="checkbox"/> Business Math/10 Key	BE 121	3
<input type="checkbox"/> Business Communications	BE 130	3

<sup>o</sup> Online only

**Credits Required:** 30

**Contact:** Janice Akao  
316-322-3186  
[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

#### 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.

#### Recommended Course Sequence

These classes should be taken in the following sequence.

##### *First Semester*

BA126, BE121, BA104, BA110, BE130

##### *Second Semester*

BA127, BA245, BA178, BA211, BA220

#### After Butler

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

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Accounting-Assistant/Gedt.html>

## ADVERTISING

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: ADVR

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

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 23

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> One other course	EG 102, EG 112, SP 100, SP 102	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> Computer Science Course		3

##### Social/Behavioral Science Requirement

<input type="checkbox"/> Social Science Course or Behavioral Science Course		3
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##### Humanities/Fine Arts

<input type="checkbox"/> Humanities Course or Fine Arts Course		3
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##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### Required Courses 21

<input type="checkbox"/> Two-Dimensional Design	AR 121	3
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Intro to Marketing	BA 140	3
<input type="checkbox"/> Personal Selling	BA 215	3
<input type="checkbox"/> Computer Advertising Design	BA 225	3
<input type="checkbox"/> Digital Illustration and Layout	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3

#### Related Electives 18

<input type="checkbox"/> Digital Practices in Art	AR 185	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Writing a Business Plan	BA 129	2
<input type="checkbox"/> Retail Management	BA 203	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<input type="checkbox"/> Intro to Sports Management	BA 231	3
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3
<input type="checkbox"/> Bus Communication Work'g Adult <sup>□</sup>	CE 197	3
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3
<input type="checkbox"/> Video and Audio Editing	IN 117	3
<input type="checkbox"/> Digital Drawing and Painting	IN 165	3
<input type="checkbox"/> Digital Photography I	IN 122	3
<input type="checkbox"/> Exploring Leadership	LS 150	3
<input type="checkbox"/> The Emerging Leader	LS 160	3
<input type="checkbox"/> Photography I	MC 100	3

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Jared McGinley  
316-322-3240  
[jmcginley@butlercc.edu](mailto:jmcginley@butlercc.edu)

#### Program Information

This program prepares students for a variety of entry level positions within the advertising industry, including design work, account management, and production.

#### Student Organization

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

#### 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.

#### Related Programs

Management and Marketing, Entrepreneurship

#### Requirements

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

#### Recommended Course Sequence

This is a two year associate degree program. Regarding required course, it is suggested that classes be taken in the following sequence:

*First Semester*

BA140, AR121

*Second Semester*

BA103, IN158

*Third Semester*

BA215, IN239

*Fourth Semester*

BA225

#### After Butler

Students can obtain an entry level position in the field of marketing. Students can transfer to a university or college to pursue a bachelor's degree.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## BUSINESS ADMINISTRATION

### ASSOCIATE IN SCIENCE

MAJOR CODE: BUAD

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

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
Communication			9
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> English Comp II	EG 102		3
<input type="checkbox"/> Public Speaking <i>or</i>	SP 100		3
Interpersonal Communication	SP 102		
Science, Math, and Computer Requirement*			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<input type="checkbox"/> Information Processing Systems	BA 104 (suggested)	3	
Social/Behavioral Science Requirement			
<input type="checkbox"/> Principles of Microeconomics	EC 200	3	
<input type="checkbox"/> Behavioral Science Course		3	
Humanities/Fine Arts			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
Fitness and Wellness			
<input type="checkbox"/> One fitness activity or dance course		1	
Required Courses			20
<input type="checkbox"/> Introduction to Business	BA 110	3	
<input type="checkbox"/> Accounting I	BA 126	3	
<input type="checkbox"/> Accounting II	BA 127	3	
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3	
<input type="checkbox"/> Calculus with Applications	MA 148	3	
<input type="checkbox"/> Statistics for Management, Life and Social Sciences	MA 220	5	
Related Electives			10
<input type="checkbox"/> Entrepreneurship	BA 109	3	
<input type="checkbox"/> Personal Finance	BA 112	3	
<input type="checkbox"/> Business Law I	BA 115	3	
<input type="checkbox"/> Business Law II	BA 116	3	
<input type="checkbox"/> Writing a Business Plan	BA 129	2	
<input type="checkbox"/> Introduction to Marketing	BA 140	3	
<input type="checkbox"/> Human Resource Management	BA 184	3	
<input type="checkbox"/> Retail Management	BA 203	3	
<input type="checkbox"/> Managerial Accounting**	BA 204	3	
<input type="checkbox"/> Principles of Management	BA 210	3	
<input type="checkbox"/> Computerized Accounting <sup>□</sup>	BA 211	3	
<input type="checkbox"/> Personal Selling	BA 215	3	
<input type="checkbox"/> Internet Marketing	BA 219	3	
<input type="checkbox"/> Business Ethics	BA 220	3	
<input type="checkbox"/> Business Communications	BE 130	3	
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3	
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3	
<input type="checkbox"/> Bus Communication Working Adult	CE 197	3	
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3	
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3	
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3	
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3	
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3	
<input type="checkbox"/> Exploring Leadership	LS 150	3	
<input type="checkbox"/> The Emerging Leader	LS 160	3	
<input type="checkbox"/> Leadership Development Capstone	LS 230	3	
<input type="checkbox"/> Introduction to Logic	PL 101	3	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

\*\* Recommended for students planning to transfer to a four year university.

#### Contact:

Janice Akao  
316-322-3186  
[jakao@butlercc.edu](mailto:jakao@butlercc.edu)

#### 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.

#### Recommended Course Sequence

These selected classes are recommended to be taken in the following sequence. This is a two-year associate degree program.

##### First Semester

BA110, BA126, BA104

##### Second Semester

BA127

##### Third Semester

MA148, EC200

##### Fourth Semester

MA220, EC201

#### Student Organization

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

#### After Butler

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

**Credits Required:** 62

**ECONOMICS****ASSOCIATE IN ARTS**

MAJOR CODE: ECON

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Course 3**

<input type="checkbox"/> Calculus with Applications	MA 148	3
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**Related Electives 24**

<input type="checkbox"/> AG 120	<input type="checkbox"/> BA 204	<input type="checkbox"/> CE 297 <sup>□</sup>	<input type="checkbox"/> HS 202
<input type="checkbox"/> BA 110	<input type="checkbox"/> BS 105	<input type="checkbox"/> CE 298 <sup>□</sup>	<input type="checkbox"/> IP193/293 <sup>□</sup>
<input type="checkbox"/> BA 112	<input type="checkbox"/> CE 195 <sup>□</sup>	<input type="checkbox"/> EC 250	<input type="checkbox"/> MA 220
<input type="checkbox"/> BA 115	<input type="checkbox"/> CE 196 <sup>□</sup>	<input type="checkbox"/> HS 121	<input type="checkbox"/> PO 141
<input type="checkbox"/> BA 116	<input type="checkbox"/> CE 197 <sup>□</sup>	<input type="checkbox"/> HS 122	<input type="checkbox"/> PO 142
<input type="checkbox"/> BA 126	<input type="checkbox"/> CE 198 <sup>□</sup>	<input type="checkbox"/> HS 131	<input type="checkbox"/> PO 201
<input type="checkbox"/> BA 127	<input type="checkbox"/> CE 295 <sup>□</sup>	<input type="checkbox"/> HS 132	
<input type="checkbox"/> BA 140	<input type="checkbox"/> CE 296 <sup>□</sup>	<input type="checkbox"/> HS 201	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Noreen Templin  
316-322-3165  
[ntemplin@butlercc.edu](mailto:ntemplin@butlercc.edu)

**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 focus on the small economy of individuals and businesses and Macroeconomics which focus on the large economy of the government and the Federal Reserve.

**Recommended Course Sequence**

Microeconomics and Macroeconomics courses are structured so that either course may be taken first.

**First Semester:**

EG101, SP100, Fitness and Wellness Activity or Dance Course, Behavioral Science Course, Humanities Course, Related Elective

**Second Semester:**

EG102, MA131 or above, Fine Arts Course, Related Electives

**Third Semester:**

EC200, Lab Science Course, Related Electives

**Fourth Semester:**

MA148, EC201, Humanities or Fine Arts Course, Related Electives

**After Butler**

The Associate in Arts degree is designed for students planning to transfer to a four-year college. Career opportunities include economist, financial manager, loan officer or business analyst.

**ASSOCIATE IN SCIENCE**

MAJOR CODE: ECON

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> Calculus with Applications	MA 148	3

**Social/Behavioral Science**

<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Course 3**

<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
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**Related Electives (see electives under A.A.) 27**

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.



## HOTEL MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: HOMG

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

**Credits Required:** 63

**Contact:** Tiffani Price  
316-218-6236  
[tprice@butlercc.edu](mailto:tprice@butlercc.edu)

#### Program Information

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

#### After Butler

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

#### Recommended Course Sequence

##### First Semester:

HM101, HM180, HM116, HM256, EG101, MA114

##### Second Semester:

HM260, CA120, HM203, HM215, BA104

##### Third Semester:

HM195, HM255, HM228, HM217, SP100 or SP102

##### Fourth Semester

HM115, HM258, IP193, HM202, HM216, BS105 or BS160

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102		3
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5	
<input type="checkbox"/> Computer Science Course	BA 104		3
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Sociology <i>or</i> General Psychology	BS 105 BS 160		3
<b>Required Hospitality Courses</b>			27
<input type="checkbox"/> Sanitation Management	HM 101		1
<input type="checkbox"/> Hospitality Human Resources	HM 115		3
<input type="checkbox"/> Event Planning I	HM 116		3
<input type="checkbox"/> Intro. to Hospitality and Tourism	HM 180		3
<input type="checkbox"/> Quality Mgmt/Customer Service	HM 202		3
<input type="checkbox"/> Introduction to Catering	HM 215		3
<input type="checkbox"/> Facilities & Design Mgmt	HM 228		3
<input type="checkbox"/> Hospitality Law	HM 255		3
<input type="checkbox"/> Hospitality Marketing	HM 258		3
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193		2
<b>Required Hotel Courses</b>			21
<input type="checkbox"/> Professional Culinary Skills I**	CA 120		3
<input type="checkbox"/> Beverage Control	HM 195		3
<input type="checkbox"/> Rooms Management	HM 203		3
<input type="checkbox"/> Event Planning II	HM 216		3
<input type="checkbox"/> Convention Management	HM 217		3
<input type="checkbox"/> Hotel / Motel Operations	HM 256		3
<input type="checkbox"/> Hospitality Financial Management	HM 260		3

<sup>a</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable

\*\* HM 101 is a co-requisite of CA 120

## HOTEL MANAGEMENT

### CERTIFICATE B

MAJOR CODE: HOMG

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

<b>CERTIFICATE HOURS REQUIRED</b>	<b>33</b>
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<b>Required Courses</b>	<b>15</b>
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<input type="checkbox"/> Sanitation Management	HM 101	1
<input type="checkbox"/> Rooms Management	HM 203	3
<input type="checkbox"/> Convention Management	HM 217	3
<input type="checkbox"/> Hotel Motel Operations	HM 256	3
<input type="checkbox"/> Hospitality Financial Management	HM 260	3
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2

<b>Related Electives</b>	<b>18</b>
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<input type="checkbox"/> Professional Culinary Skills I**	CA 120	3
<input type="checkbox"/> Event Planning II	HM 116	3
<input type="checkbox"/> Facilities & Design Mgmt	HM 228	3
<input type="checkbox"/> Quality Mgmt /Customer Service	HM 202	3
<input type="checkbox"/> Hospitality Law	HM 255	3
<input type="checkbox"/> Hospitality Marketing	HM 258	3

<sup>□</sup> Online only

\*\* HM 101 is a co-requisite of CA 120

**Credits Required:** 33

**Contact:** Tiffani Price  
316-218-6236  
[tprice@butlercc.edu](mailto:tprice@butlercc.edu)

#### After Butler

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

#### Recommended Course Sequence

*First Semester:*

HM101, CA120, HM116, HM256, HM202

*Second Semester*

IP193, HM203, HM228, HM255 or HM258

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Hotel-Management/Gedt.html>

## MARKETING AND MANAGEMENT

### ASSOCIATE IN SCIENCE

MAJOR CODE: MRMG

Your Butler experience will prepare you to manage the process of developing consumer audiences and moving products from producers to consumers. This A.S. degree is designed for those who plan on transferring to a four-year institution.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> Computer Science Course	BA 104 (suggested)	3

##### Social/Behavioral Science

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> One Behavioral Science Course	BS 160 (suggested)	3

##### Humanities/Fine Arts

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### Required Courses 26

<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Intro to Marketing	BA 140	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Calculations with Applications	MA 148	3
<input type="checkbox"/> Stats for Mgmt, Life and Social Sci	MA 220	5

#### Related Electives 3

<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Business Law II	BA 116	3
<input type="checkbox"/> Writing a Business Plan	BA 129	2
<input type="checkbox"/> Human Resource Management	BA 184	3
<input type="checkbox"/> Retail Management	BA 203	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<input type="checkbox"/> Personal Selling	BA 215	3
<input type="checkbox"/> Internet Marketing	BA 219	3
<input type="checkbox"/> Computer Advertising Design	BA 225	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Intro to Sport Management	BA 231	3
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>□</sup>	IP 293	2

<input type="checkbox"/> Exploring Leadership	LS 150	3
<input type="checkbox"/> The Emerging Leader	LS 160	3
<input type="checkbox"/> Leadership Dev. Capstone	LS 230	3
<input type="checkbox"/> Introduction to Logic	PL 101	3

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 61

**Contact:** Jared McGinley  
316-322-3240  
[jmcginley@butlercc.edu](mailto:jmcginley@butlercc.edu)

#### Program Information

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

#### Student Organization

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

#### 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.

#### Recommended Course Sequence

This is a two-year associate degree program. Regarding required courses, it is suggested classes are taken in the following sequence:

*First Semester*

*MA148*

*Second Semester*

*BA126*

*Third Semester*

*BA127, EC200*

*Fourth Semester*

*EC201, MA220*

#### Related Programs

Management and Marketing, Entrepreneurship, Advertising

#### After Butler

Students can gain employment in advertising, retail management, wholesale management, merchandising management, or they may become employed as a marketing director or entrepreneur.

Students may transfer to a four-year university to obtain a career in marketing management.

## MARKETING AND MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: MRMG

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

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 19

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> One other course	EG 102, EG 112, SP 100, SP 102	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-4
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> Computer Science Course	BA 104 (suggested)	3

##### Social/Behavioral Science

<input type="checkbox"/> One Social or Behavioral Science	EC 200 (suggested)	3
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#### Required Courses 30

<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Retail Management	BA 203	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Personal Selling	BA 215	3

#### Students are to take 2 of the following Cooperative Ed courses

<input type="checkbox"/> Keys to Success in the Workplace	CE 195	3
<input type="checkbox"/> Career Development <sup>a</sup>	CE 196	3
<input type="checkbox"/> Bus Communication Work'g Adult <sup>a</sup>	CE 197	3
<input type="checkbox"/> Critical Thinking Skills <sup>a</sup>	CE 198	3
<input type="checkbox"/> The Changing Workplace <sup>a</sup>	CE 295	3
<input type="checkbox"/> Emotional Intelligence <sup>a</sup>	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>a</sup>	CE 297	3
<input type="checkbox"/> Leadership at Work <sup>a</sup>	CE 298	3

#### Related Electives 11

<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Business Law II	BA 116	3
<input type="checkbox"/> Writing a Business Plan	BA 129	2
<input type="checkbox"/> Human Resource Management	BA 184	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<input type="checkbox"/> Internet Marketing	BA 219	3
<input type="checkbox"/> Computer Advertising Design	BA 225	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Intro to Sport Management	BA 231	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Exploring Leadership	LS 150	3
<input type="checkbox"/> The Emerging Leader	LS 160	3
<input type="checkbox"/> Leadership Dev. Capstone	LS 230	3
<input type="checkbox"/> Calculations with Applications	MA 148	3
<input type="checkbox"/> Statistics for Mgmt, Life and Social Sciences	MA 220	5

<sup>a</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 60

**Contact:** Jared McGinley  
316-322-3240  
[jmcginley@butlercc.edu](mailto:jmcginley@butlercc.edu)

#### Program Information

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

#### Student Organization

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

#### Related Programs

Management and Marketing, Entrepreneurship, Advertising

#### 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.

#### Recommended Course Sequence

This is a two-year associate degree program. Regarding required courses, it is suggested that classes are taken in the following sequence:

*First Semester*

BA140, BA126

*Second Semester*

BA103, BA127, BA115

*Third Semester*

BA215, CE course

*Fourth Semester*

BA203, BA210, CE course

#### 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.

#### After Butler

Students can gain employment in advertising, retail management, wholesale management, merchandising management, or they may become employed as a marketing director or entrepreneur.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## CULINARY ARTS

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: CLAR

A Culinary Arts two-year degree program will prepare students for entry and employment in a variety of culinary venues. It enhances a foundation of strong hospitality management knowledge with the diverse cooking skills the industry demands. The curriculum focuses on Classical culinary skills while also incorporating knowledge from a variety of cooking schools. Students will have the opportunity to demonstrate their skills through hands-on and experiential learning methodologies. A Culinary Arts degree will provide students with the knowledge, skills, and current industry techniques to enhance their employment opportunities in the culinary industry.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
<input type="checkbox"/> Computer Science Requirement	BA 104	3

##### Social/Behavioral Science

<input type="checkbox"/> Sociology or General Psychology	BS 105 BS 160	3
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#### Required Courses 47

<input type="checkbox"/> Culinary Nutrition	CA 109	2
<input type="checkbox"/> Professional Culinary Skills I**	CA 120	3
<input type="checkbox"/> Professional Baking Skills	CA 130	3
<input type="checkbox"/> Kitchen Essentials/Culinary Math•	CA 151	3
<input type="checkbox"/> Menu Development•	CA 152	3
<input type="checkbox"/> Essentials of Purchasing•	CA 153	3
<input type="checkbox"/> Professional Culinary Skills II**	CA 220	3
<input type="checkbox"/> Garde Manger•	CA 231	3
<input type="checkbox"/> Cuisines of Asia•	CA 232	3
<input type="checkbox"/> Cuisines of Northern Europe•	CA 233	3
<input type="checkbox"/> Cuisines of Southern Europe•	CA 234	3
<input type="checkbox"/> Cuisines of America•	CA 235	3
<input type="checkbox"/> Survival Spanish for Restaurant/Hospitality Staff	FL 130	3
<input type="checkbox"/> Sanitation Management**	HM 101	1
<input type="checkbox"/> Intro to Hospitality and Tourism•	HM 180	3
<input type="checkbox"/> Food and Beverage Management	HM 190	3
<input type="checkbox"/> Internship I•	IP 193	2

☐ Offered online

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

\*\*HM 101 is a co-requisite of CA 120 and is a prerequisite for all further culinary lab classes. For any student who has passed their ServSafe Manager Certification within the last two years, HM 101 is not required.

**Credits Required:** 62

**Contact:** John Michael  
316-218-6256  
[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

#### 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.

#### Recommended Course Sequence

##### First Semester

HM101, HM180, CA109, CA120, EG101, MA114

##### Second Semester

CA130, FL130, CA151, CA220, BA104

##### Summer

IP193

##### Third Semester

HM190, CA235, CA232, BS160, SP100

##### Fourth Semester

CA152, CA153, CA231, CA233, CA234

#### Additional Cost Requirements

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

#### After Butler

The Associates of Culinary Arts is designed to prepare students for a multitude of opportunities in the restaurant and hotel industry including: Short Order Cooks, Chefs and Cooks, Bakers, Caterers, Restaurant Managers, Food Preparation Workers, Culinary Manager or Trainer, Food Stylist, Food Critic and Food Writer.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

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**CULINARY ARTS**


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**CERTIFICATE B**

MAJOR CODE: CLAR

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.

CERTIFICATE HOURS REQUIRED		30
<input type="checkbox"/> Culinary Nutrition	CA 109	2
<input type="checkbox"/> Professional Culinary Skills I	CA 120	3
<input type="checkbox"/> Professional Baking Skills	CA 130	3
<input type="checkbox"/> Kitchen Essentials/Culinary Math	CA 151	3
<input type="checkbox"/> Menu Development	CA 152	3
<input type="checkbox"/> Essentials of Purchasing	CA 153	3
<input type="checkbox"/> Professional Culinary Skills II	CA 220	3
<input type="checkbox"/> Hospitality/Culinary Spanish	FL 130	3
<input type="checkbox"/> Sanitation Management	HM 101	1
<input type="checkbox"/> Introduction to Hospitality	HM 180	3
<input type="checkbox"/> Food and Beverage Cost Mgmt	HM 190	3

**Credits Required:** 30

**Contact:** John Michael  
316-218-6256  
[jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)

**Additional Costs**

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

**Recommended Course Sequence**

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester*

CA 120, CA 151, HM 101, HM 180, CA 109, CA 152

*Second Semester*

CA 130, CA 220, HM 190, CA 153, FL 130

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com>

**Gainful Employment**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Culinary-Arts/Gedt.html>

## RESTAURANT MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCE

*MAJOR CODE: HORM*

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

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> Public Speaking <i>or</i>	SP 100	3	
Interpersonal Communication	SP 102	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Computer Science Course	BA 104	3	
<input type="checkbox"/> Technical Mathematics I	MA 114 <i>or above</i>	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Sociology <i>or</i>	BS 105	3	
General Psychology	BS 160		
<b>Required Hospitality Courses</b>			27
<input type="checkbox"/> Sanitation Management**	HM 101	1	
<input type="checkbox"/> Hospitality Human Resources	HM 115	3	
<input type="checkbox"/> Event Planning I	HM 116	3	
<input type="checkbox"/> Intro to Hospitality Mgmt and Tourism	HM 180	3	
<input type="checkbox"/> Quality Mgmt/Customer Service	HM 202	3	
<input type="checkbox"/> Introduction to Catering	HM 215	3	
<input type="checkbox"/> Facilities & Design Mgmt•	HM 228	3	
<input type="checkbox"/> Hospitality Law	HM 255	3	
<input type="checkbox"/> Hospitality Marketing	HM 258	3	
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2	
<b>Required Restaurant Courses</b>			21
<input type="checkbox"/> Professional Culinary Skills I**	CA 120	3	
<input type="checkbox"/> Menu Development•	CA 152	3	
<input type="checkbox"/> Essentials of Purchasing•	CA 153	3	
<input type="checkbox"/> Survival Spanish Rest/Hospitality Staff	FL 130	3	
<input type="checkbox"/> Food & Beverage Management	HM 190	3	
<input type="checkbox"/> Beverage Control	HM 195	3	
<input type="checkbox"/> Hospitality Financial Management	HM 260	3	

<sup>a</sup> Online only

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

\*\*HM 101 is a co-requisite of CA 120 and is a prerequisite for all further culinary lab classes. For any student who has passed their ServSafe Manager Certification within the last two years, HM 101 is not required.

**Credits Required:** 63

**Contact:** Tiffani Price  
316-218-6236  
[tprice@butlercc.edu](mailto:tprice@butlercc.edu)

#### 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.

#### Recommended Course Sequence

##### *First Semester*

HM101, HM180, HM190, CA120, EG101, MA114

##### *Second Semester*

HM260, FL130, HM116, HM215, BA104

##### *Third Semester*

HM195, HM255, HM258, CA152, SP100 or SP102

##### *Fourth Semester*

HM115, HM258, IP193, HM202, CA153, BS105 or BS160

#### After Butler

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

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>



## RESTAURANT MANAGEMENT

### CERTIFICATE B

MAJOR CODE: HORM

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

<b>CERTIFICATE HOURS REQUIRED</b>	<b>30</b>
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<b>Required Courses</b>	<b>24</b>
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<input type="checkbox"/> Professional Culinary Skills I**	CA 120	3
<input type="checkbox"/> Professional Baking Skills	CA 130	3
<input type="checkbox"/> Menu Development	CA 152	3
<input type="checkbox"/> Sanitation Management	HM 101	1
<input type="checkbox"/> Food & Beverage Management	HM 190	3
<input type="checkbox"/> Beverage Control	HM 195	3
<input type="checkbox"/> Catering Management	HM 215	3
<input type="checkbox"/> Hospitality Financial Management	HM 260	3
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2

<b>Related Electives</b>	<b>6</b>
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<input type="checkbox"/> Hospitality Human Resources	HM 115	3
<input type="checkbox"/> Intro to Hospitality Mgmt and Tourism	HM 180	3
<input type="checkbox"/> Quality Mat/Customer Service	HM 202	3
<input type="checkbox"/> Facilities and Design Management	HM 228	3
<input type="checkbox"/> Hospitality Law	HM 255	3
<input type="checkbox"/> Hospitality Marketing	HM 258	3

☐ Online only

\*\* HM 101 is a co-requisite of CA 120 and is a prerequisite for all further culinary lab classes. For any student who has passed their ServSafe Manager Certification within the last two years, HM 101 is not required.

**Credits Required:** 30

**Contact:** Tiffani Price  
316-218-6236  
[tprice@butlercc.edu](mailto:tprice@butlercc.edu)

#### After Butler

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

#### Recommended Course Sequence

##### First Semester

HM101, CA120, HM190

Choose one of the following: HM180, HM202, HM228, HM255, HM258, HM115

##### Second Semester

CA152, IP193, HM195, HM215, CA130, HM260

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Restaurant-Mgmt/Gedt.html>



## ENTREPRENEURSHIP

### CERTIFICATE B

MAJOR CODE: STRB

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

CERTIFICATE HOURS REQUIRED		30
Required Courses		24
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Retail Management	BA 203	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Personal Selling	BA 215	3
Related Electives		6
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Personal Finance	BA 112	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Writing a Business Plan	BA 129	2
<input type="checkbox"/> Computerized Accounting	BA 211	3
<input type="checkbox"/> Internet Marketing	BA 219	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> MicroApp I Word Pro	BE 165	1
<input type="checkbox"/> MicroApp I Spreadsheet	BE 170	1
<input type="checkbox"/> MicroApp I Presentation Graphics	BE 175	3
<input type="checkbox"/> MicroApp I Database	BE 180	1

**Credits Required:** 30

**Contact:** Jared McGinley  
316-322-3240  
[jmcginley@butlercc.edu](mailto:jmcginley@butlercc.edu)

#### Program Information

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

#### Student Organization

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

#### 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.

#### Recommended Course Sequence

This is a one-year certificate program. Regarding required courses, it is suggested that classes are taken in the following sequence:

##### *First Semester*

*BA109, BA110, BA115, BA126, BA140*

##### *Second Semester*

*BA203, BA210, BA215, Elective(s)*

#### After Butler

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

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Entrepreneurship/Gedt.html>

## BUSINESS ADMINISTRATIVE TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

*MAJOR CODE: BUOM*

Your Butler experience 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.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

##### Communication

<input type="checkbox"/> Business English	BE 120	3
<input type="checkbox"/> English Comp I	EG 101	3

##### Math and Computer Science\*

<input type="checkbox"/> MAP 1: Word Processing	BE 165	1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170	1
<input type="checkbox"/> MAP 1: Database	BE 180	1
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
<input type="checkbox"/> General Education Elective		3

##### Required Courses

<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Advanced Computer Apps	BA 245	3
<input type="checkbox"/> Inter. Document Processing	BE 102	3
<input type="checkbox"/> Keyboard Skillbuilding	BE 103	3
<input type="checkbox"/> Records Management <sup>a</sup>	BE 108	3
<input type="checkbox"/> Human Relations <sup>a</sup>	BE 109	3
<input type="checkbox"/> Digital Office Technology	BE 112	3
<input type="checkbox"/> Microsoft Outlook Level I	BE 115	1
<input type="checkbox"/> Microsoft Outlook Level II	BE 116	1
<input type="checkbox"/> Business Math/10-Key	BE 121	3
<input type="checkbox"/> Business Communications	BE 130	3
<input type="checkbox"/> MAP 1: Presentation Graphics*	BE 175	3
<input type="checkbox"/> Business Procedures*	BE 202	3
<input type="checkbox"/> Desktop Publishing*	BE 275	3
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2

##### Related Electives

<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> MAP I: Introduction to Internet	BE 176	1
<input type="checkbox"/> Internship II <sup>a</sup>	IP 293	2

\* Spring only

<sup>a</sup> Offered online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Karen Wright  
316-218-6212  
kwright6@butlercc.edu

#### Program Information

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.

#### Phi Beta Lambda

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

#### Accreditation

This program is accredited by the 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 semester of Internship.

#### Related Programs

Business Medical Specialist

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

BE102, BE109, BE115, BE120, BE165, BE170, BE180

##### Second Semester

BA126, BA245, BE112, EG101, BE116, MA114 or above

##### Third Semester

BA220, BE103, BE108, BE121, BE130, IP193

##### Fourth Semester

BE175, BE202, BE275, three hours gen ed courses, four hours of electives (relative)

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Office Team

<http://www.officeteam.com/Administrative-Salaries>

## BUSINESS ADMINISTRATIVE TECHNOLOGY

### CERTIFICATE B

MAJOR CODE: BUOM

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

#### CERTIFICATE HOURS REQUIRED

36

<input type="checkbox"/> Advanced Computer Apps	BA 245	3
<input type="checkbox"/> Inter. Document Processing	BE 102	3
<input type="checkbox"/> Records Management <sup>a</sup>	BE 108	3
<input type="checkbox"/> Human Relations <sup>a</sup>	BE 109	3
<input type="checkbox"/> Microsoft Outlook Level I	BE 115	1
<input type="checkbox"/> Business English	BE 120	3
<input type="checkbox"/> Business Math/10-Key	BE 121	3
<input type="checkbox"/> Business Communications <sup>a</sup>	BE 130	3
<input type="checkbox"/> MAP 1: Word Processing	BE 165	1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170	1
<input type="checkbox"/> MAP 1: Presentation Graphics*	BE 175	3
<input type="checkbox"/> MAP 1: Database	BE 180	1
<input type="checkbox"/> Business Procedures*	BE 202	3
<input type="checkbox"/> Desktop Publishing*	BE 275	3
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2

\* Spring only

<sup>a</sup> Offered Online

**Credits Required:** 36

**Contact:** Karen Wright  
316-218-6212  
kwright6@butlercc.edu

#### Completion Requirements

To receive this degree or certificate, a student must:

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

#### Related Programs

Business Medical Specialist

#### 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.

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

BE102, BE109, BE120, BE121, BE130, BE165, BE170, BE180

##### Second Semester

BA245, BE108, BE115, BE175, BE202, BE275, IP193

#### After Butler

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

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Office Team

<http://www.officeteam.com/Administrative-Salaries>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Bus-Admin-Tech/Gedt.html>

**DATABASE ADMINISTRATION****ASSOCIATE IN APPLIED SCIENCE**

MAJOR CODE: CEDA

Your Butler experience will prepare you to design and manage the construction of databases and related software programs and applications, including the linking of individual data sets to create complex searchable databases warehousing and the use of analytical search tools mining. This program provides training for the following certifications: CompTIA's A+, Network+, Project Management+, Microsoft's MCTS Windows 8, and MCSA SQL Server 2012, Testout Certificates in A+, Security+, and Network+.

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 15****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

**Science, Math, and Computer Science\***

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
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**Social/Behavioral Science**

<input type="checkbox"/> Sociology <i>or</i>	BS 105	3
General Psychology	BS 160	

**Required Courses 48**

<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> CompTIA A+ Essentials	IN 106	3
<input type="checkbox"/> Network Clients	IN 130	3
<input type="checkbox"/> Network Servers	IN 131	3
<input type="checkbox"/> Supporting Networked Comp.	IN 133	3
<input type="checkbox"/> Administering Windows Server	IN 155	3
<input type="checkbox"/> Information Tech Project Mgmt	IN 159	3
<input type="checkbox"/> CompTIA A+ Practical Applications	IN 168	3
<input type="checkbox"/> C#	IN 201	3
<input type="checkbox"/> Introduction to SQL Language	IN 228	3
<input type="checkbox"/> Managing and Maint Windows 8•	IN 237	3
<input type="checkbox"/> Querying MS SQL Server•	IN 271	3
<input type="checkbox"/> Admin MS SQL Server Database	IN 272	3
<input type="checkbox"/> Implement a Data Warehouse w/SQL	IN 273	3
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3
<input type="checkbox"/> Enterprise Security Management•	IN 2003	3

- This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits 63

Required:

Contact:

Brett Eisenman

316-218-6141

[beisenman@butlercc.edu](mailto:beisenman@butlercc.edu)**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 computer applications.

**Additional Costs**

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

**Recommended Course Sequence**

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

**\*First Semester**

IN106, IN168, IN133, IN159

(\*It is highly recommended that IN106 and IN168 be taken concurrently.)

**Second Semester**

IN131, IN271, IN228, IN2001

**Third Semester**

IN272, IN130, IN237, IN201

**Fourth Semester**

IN273, BA109, IN155, IN2003

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## DIGITAL MEDIA

### ASSOCIATE IN APPLIED SCIENCE

*MAJOR CODE: MULT*

Your Butler experience 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.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
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##### Social/Behavioral Science/Fine Arts

<input type="checkbox"/> Art Appreciation <i>or</i>	AR 100	3
<input type="checkbox"/> Sociology <i>or</i>	BS 105	
<input type="checkbox"/> General Psychology	BS 160	

#### Required Courses 45

<input type="checkbox"/> Introduction to Marketing	BA140	3
<input type="checkbox"/> Digital Photography I•	IN 122	3
<input type="checkbox"/> Digital Illustration and Layout•	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3
<input type="checkbox"/> 3D Animation I	IN 158	3
<input type="checkbox"/> Game Storyline & Character Devel	IN 162	3
<input type="checkbox"/> Digital Drawing and Painting	IN 165	3
<input type="checkbox"/> Introduction to Graphics	IN 166	3
<input type="checkbox"/> Stop Motion Animation•	IN 174	3
<input type="checkbox"/> Digital Video Production	IN 183	3
<input type="checkbox"/> Interactive Digital Signage•	IN 208	3
<input type="checkbox"/> 2D Animation and Cartooning•	IN 217	3
<input type="checkbox"/> Digital Photography II•	IN 259	3
<input type="checkbox"/> Information Technology Ethics•	IN 275	3
<input type="checkbox"/> Interactive, Digital, and 3D Capstone•	IN 292	3

#### Related Electives 3

☐ Any IN course *not listed* as a Required course for Digital Media.

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Darryl Runyan  
316-218-6132  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### 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 computer applications.

#### 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.

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

IN166, IN162, IN183

##### Second Semester

IN124, IN122, IN165, IN217

##### Third Semester

IN158, IN275, IN123, IN259

##### Fourth Semester

IN292, IN208, IN Elective

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

**DIGITAL MEDIA SPECIALIST****CERTIFICATE B***MAJOR CODE: MULT*

Your Butler experience will prepare you to use graphics, sound, and video software to manipulate images and information originating from film, video, still photographs, digital copy, soundtracks, and physical objects. Students create multimedia projects designed to inform, educate and entertain.

**CERTIFICATE HOURS REQUIRED 33**

<input type="checkbox"/> Digital Photography I•	IN 122	3
<input type="checkbox"/> Digital Illustration and Layout•	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3
<input type="checkbox"/> Digital Drawing and Painting	IN 165	3
<input type="checkbox"/> Introduction to Graphics	IN 166	3
<input type="checkbox"/> Digital Video Production I	IN 183	3
<input type="checkbox"/> Interactive Digital Signage•	IN 208	3
<input type="checkbox"/> 2D Animation and Cartooning•	IN 217	3
<input type="checkbox"/> Digital Photography II•	IN 259	3
<input type="checkbox"/> Information Technology Ethics•	IN 275	3
<input type="checkbox"/> Interactive, Digital, and 3D Capstone•	IN 292	3

- This course has pre-required course(s).

**Credits Required:** 33

**Contact:** Darryl Runyan  
316-218-6132  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

**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 computer applications.

**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.

**Recommended Course Sequence**

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester*

IN166, IN183, IN122, IN124

*Second Semester*

IN123, IN165, IN217, IN259

*Third Semester*

IN208, IN275, IN292

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**Gainful Employment**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Digital-Media/Gedt.html>



## CYBER SECURITY

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: IADF

Your Butler experience will prepare you to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTIA's A+, Network+, Security+, Project Management+, Microsoft's MCSA Windows 8, MCSA Windows Server 2012, CISCO's CCNA and Testout Certificates in A+, Security+, and Network+.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Sociology or General Psychology	BS 105 BS 160	3	
<b>Required Courses</b>			<b>48</b>
<input type="checkbox"/> Entrepreneurship	BA 109	3	
<input type="checkbox"/> CompTIA A+ Essentials	IN 106	3	
<input type="checkbox"/> Network Clients•	IN 130	3	
<input type="checkbox"/> Network Servers•	IN 131	3	
<input type="checkbox"/> Supporting Networked Comp	IN 133	3	
<input type="checkbox"/> Administering Windows Server	IN 155	3	
<input type="checkbox"/> Information Tech Project Mgmt	IN 159	3	
<input type="checkbox"/> CompTIA A+ Practical Apps	IN 168	3	
<input type="checkbox"/> C#•	IN 201	3	
<input type="checkbox"/> Managing and Maint Windows	IN 237	3	
8•			
<input type="checkbox"/> Advanced Security Practitioner	IN 279	3	
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3	
<input type="checkbox"/> Network Security•	IN 2002	3	
<input type="checkbox"/> Enterprise Security Mgt•	IN 2003	3	
<input type="checkbox"/> Digital Forensics•	IN 2005	3	
<input type="checkbox"/> Advanced Digital Forensics•	IN 2007	3	

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Brett Eisenman  
316-218-6141  
[beisenman@butlercc.edu](mailto:beisenman@butlercc.edu)

#### 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 computer applications.

#### Additional Costs

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

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

IN106, IN168, IN133, IN159

(It is highly recommended that IN106 and IN168 be taken concurrently.)

##### Second Semester

IN131, IN130, IN2001, IN155

##### Third Semester

IN237, IN201, IN2002, IN2005

##### Fourth Semester

IN2003, IN2007, IN279, BA 109

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

**CYBER SECURITY****CERTIFICATE B**

MAJOR CODE: IADF

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's A+, Network+, Security+, Project Management+, Microsoft's MCSA Windows 8, MCSA Windows Server 2012, CISCO's CCNA and Testout Certificates in A+, Security+, and Network+.

**CERTIFICATE HOURS REQUIRED 33**

<input type="checkbox"/> CompTIA A+ Essentials	IN 106	3
<input type="checkbox"/> Network Clients	IN 130	3
<input type="checkbox"/> Network Servers•	IN 131	3
<input type="checkbox"/> Supporting Networked Computers	IN 133	3
<input type="checkbox"/> CompTIA A+ Practical Applications	IN 168	3
<input type="checkbox"/> Advanced Security Practitioner	IN 279	3
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3
<input type="checkbox"/> Network Security•	IN 2002	3
<input type="checkbox"/> Enterprise Security Mgmt•	IN 2003	3
<input type="checkbox"/> Digital Forensics•	IN 2005	3
<input type="checkbox"/> Advanced Digital Forensics•	IN 2007	3

• This course has pre-required course(s).

Credits Required: 33

**Contact:** Brett Eisenman  
316-218-6141  
[beisenman@butlercc.edu](mailto:beisenman@butlercc.edu)

**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 computer applications.

**Additional Costs**

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

**Recommended Course Sequence**

*First Semester:*

IN106, IN168, IN2001, IN133

*(It is highly recommended that IN106 and IN168 be taken concurrently.)*

*Second Semester:*

IN131, IN2002, IN2005, IN130

*Third Semester:*

IN2003, IN2007, IN279

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**Gainful Employment**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Cyber-Security/Gedt.html>



## INTERACTIVE, DIGITAL, AND 3D TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

*MAJOR CODE: IN3D*

Your Butler experience 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.

<b>MINIMUM GENERAL EDUCATION HOURS</b>	<b>1</b>
<b>REQUIRED</b>	<b>5</b>

**Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

**Science, Math, and Computer Science\***

<input type="checkbox"/> Technical Mathematics	MA 114 or above	3-5
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**Fine Arts/Social/Behavioral Science**

<input type="checkbox"/> Art Appreciation <i>or</i>	AR 100	3
<input type="checkbox"/> Sociology <i>or</i>	BS 105	
<input type="checkbox"/> General Psychology	BS 160	

<b>Required Courses</b>	<b>48</b>
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<input type="checkbox"/> Game Graphics & Interface Design	IN 147	3
<input type="checkbox"/> 3D Virtual Environments	IN 148	3
<input type="checkbox"/> Interactive Scripting•	IN 149	3
<input type="checkbox"/> Game Design I	IN 157	3
<input type="checkbox"/> 3D Animation I	IN 158	3
<input type="checkbox"/> Game Storyline & Character Devel	IN 162	3
<input type="checkbox"/> Cinematics and Audio	IN 164	3
<input type="checkbox"/> Introduction to Graphics	IN 166	3
<input type="checkbox"/> Stop Motion Animation•	IN 174	3
<input type="checkbox"/> Digital Video Production I	IN 183	3
<input type="checkbox"/> Beg C++ with Game Programming	IN 200	3
<input type="checkbox"/> Interactive Digital Signage•	IN 208	3
<input type="checkbox"/> Game Design II•	IN 215	3
<input type="checkbox"/> 3D Animation II•	IN 239	3
<input type="checkbox"/> Motion Capture and Virtual Reality•	IN 291	3
<input type="checkbox"/> Interactive, Digital, and 3D	IN 292	3
Capstone•		

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Darryl Runyan  
316-218-6132  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### 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 computer applications.

#### 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.

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### *First Semester*

*IN166, IN162, IN174, IN183*

##### *Second Semester*

*IN158, IN147, IN157, IN148*

##### *Third Semester*

*IN239, IN149, IN215, IN291, IN164*

##### *Fourth Semester*

*IN208, IN200, IN292*

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

**INTERACTIVE, DIGITAL, AND 3D TECHNOLOGY****CERTIFICATE B**

MAJOR CODE: IN3D

Your Butler experience 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.

**CERTIFICATE HOURS REQUIRED****33**

<input type="checkbox"/> Game Graphics and Interface Design	IN 147	3
<input type="checkbox"/> 3D Virtual Environments	IN 148	3
<input type="checkbox"/> Interactive Scripting•	IN 149	3
<input type="checkbox"/> Game Design I	IN 157	3
<input type="checkbox"/> 3D Animation I	IN 158	3
<input type="checkbox"/> Game Storyline & Character Devel	IN 162	3
<input type="checkbox"/> Introduction to Graphics	IN 166	3
<input type="checkbox"/> Game Design II•	IN 215	3
<input type="checkbox"/> 3D Animation II•	IN 239	3
<input type="checkbox"/> Motion Capture and Virtual Reality•	IN 291	3
<input type="checkbox"/> Interactive, Digital, and 3D Capstone•	IN 292	3

• This course has pre-required course(s).

Credits Required: 33

Contact: Darryl Runyan  
316-218-6132  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

**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 computer applications.

**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.

**Recommended Course Sequence**

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester*

IN166, IN162, IN157, IN158

*Second Semester*

IN239, IN149, IN291, IN215

*Third Semester*

IN208, IN174, IN292

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**Gainful Employment**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Interactive-3D/Gedt.html>

## INTERNETWORKING MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: INTW

Your Butler experience will prepare you to oversee and regulate the computer 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. Third party certificates: CompTIA's A+, Network+, Security+, Project Management+, Microsoft's MCSA Windows 8, MCSA Windows Server 2012, CISCO's CCNA and Testout Certificates in A+, Security+, and Network+.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Sociology or	BS 105	3	
General Psychology	BS 160		
<b>Required Courses</b>			<b>48</b>
<input type="checkbox"/> Entrepreneurship	BA 109	3	
<input type="checkbox"/> CompTIA A+ Essentials	IN 106	3	
<input type="checkbox"/> Network Clients	IN 130	3	
<input type="checkbox"/> Network Servers•	IN 131	3	
<input type="checkbox"/> Supporting Networked Comp	IN 133	3	
<input type="checkbox"/> Administering Windows Server	IN 155	3	
<input type="checkbox"/> Config Adv Windows Server Svcs	IN 156	3	
<input type="checkbox"/> Information Tech Project Management	IN 159	3	
<input type="checkbox"/> CompTIA A+ Practical Applications	IN 168	3	
<input type="checkbox"/> C#•	IN 201	3	
<input type="checkbox"/> Managing and Maint Windows 8•	IN 237	3	
<input type="checkbox"/> CCNA 1 Internetworking Fund•	IN 245	3	
<input type="checkbox"/> Design/Empl a Server Infrastructure	IN 277	3	
<input type="checkbox"/> Impl an Adv'd Server Infrastructure•	IN 278	3	
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3	
<input type="checkbox"/> Network Security•	IN 2002	3	

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Brett Eisenman  
316-218-6141  
[beisenman@butlercc.edu](mailto:beisenman@butlercc.edu)

#### 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 computer applications.

#### Additional Costs

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

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

IN106, IN168, IN133, IN159

(It is highly recommended that IN106 and IN168 be taken concurrently.)

##### Second Semester

IN130, IN131, IN155, IN2001

##### Third Semester

IN237, IN156, IN277, IN2002

##### Fourth Semester

BA109, IN278, IN245, IN201

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

**SOFTWARE DEVELOPMENT****ASSOCIATE IN APPLIED SCIENCE***MAJOR CODE: CPRG*

Your Butler experience will prepare you to focus on the general writing and implementation of generic and customized programs to drive operating systems including applying the methods and procedures of software design and programming to software installation and maintenance.

**MINIMUM GENERAL EDUCATION HOUR REQUIRED 15****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

**Science, Math, and Computer Science\***

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
--------------------------------------------------	-----------------	-----

**Social/Behavioral Science**

<input type="checkbox"/> Sociology or	BS 105	3
General Psychology	BS 160	

**Required Courses 36**

<input type="checkbox"/> Introduction to Visual Basic.NET	IN 108	3
<input type="checkbox"/> HTML and CSS	IN 112	3
<input type="checkbox"/> PHP and Databases	IN 118	3
<input type="checkbox"/> 3D Virtual Environments	IN 148	3
<input type="checkbox"/> Interactive Scripting*	IN 149	3
<input type="checkbox"/> Info Technology Project Mgmt	IN 159	3
<input type="checkbox"/> Beg C++/Game Programming	IN 200	3
<input type="checkbox"/> C#	IN 201	3
<input type="checkbox"/> Java Programming	IN 211	3
<input type="checkbox"/> Logic Design for Programmers	IN 213	3
<input type="checkbox"/> Intro to Programming	IN 252	3
<input type="checkbox"/> Advanced C#	IN 2017	3

**Related Electives 12**

<input type="checkbox"/> Intro to Graphics	IN 166	3
<input type="checkbox"/> Survey of Operating Systems	IN 167	3
<input type="checkbox"/> Introduction to SQL	IN 228	3
<input type="checkbox"/> Cross-Platform Mobile Devel	IN 261	3
<input type="checkbox"/> Querying Microsoft SQL Server	IN 271	3
<input type="checkbox"/> Admin MS SQL Server Dbase	IN272	3
<input type="checkbox"/> Implement Data Warehouse/SQL	IN273	3
<input type="checkbox"/> Information Technology Ethics	IN 275	3
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3
<input type="checkbox"/> Calculus I	MA 151	5

\* This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Brett Eisenman  
316-218-6141  
[beisenman@butlercc.edu](mailto:beisenman@butlercc.edu)

**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 computer applications.

**Additional Costs**

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

**Recommended Course Sequence**

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester*

IN112, IN108, IN159, IN200

*Second Semester*

IN167, IN211, IN201, IN252

*Third Semester*

IN 118, IN261, IN213, IN 2017

*Fourth Semester*

Choose from related electives

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## WEB DEVELOPMENT

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: WEDV

Your Butler experience will prepare you to develop and maintain Web servers and their hosted Web pages and to function as designated Webmaster. These skills are foundational for jobs such as Web designer, Internet developer, interface designer, HTML scripter, and Web site coordinator. Web development skills are used in a variety of jobs, including corporate communications, education, architecture, and advertising.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Technical Writing	EG 112	3
<input type="checkbox"/> Public Speaking	SP 100	3

##### Science, Math, and Computer Science\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
--------------------------------------------------	-----------------	-----

##### Behavioral Science/Fine Arts

<input type="checkbox"/> Art Appreciation or	AR 100	3
<input type="checkbox"/> Sociology or	BS 105	
<input type="checkbox"/> General Psychology	BS 160	

#### Required Courses 39

<input type="checkbox"/> HTML and CSS	IN 112	3
<input type="checkbox"/> PHP and Databases•	IN 118	3
<input type="checkbox"/> Game Storyline & Character Devel	IN 162	3
<input type="checkbox"/> Introduction to Graphics	IN 166	3
<input type="checkbox"/> Stop Motion Animation•	IN 174	3
<input type="checkbox"/> Digital Video Production I	IN 183	3
<input type="checkbox"/> Interactive Digital Signage•	IN 208	3
<input type="checkbox"/> Web Scripting•	IN 216	3
<input type="checkbox"/> 2D Animation and Cartooning•	IN 217	3
<input type="checkbox"/> CMS for Web Development•	IN 234	3
<input type="checkbox"/> Advanced HTML and CSS•	IN 243	3
<input type="checkbox"/> Cross-Platform Mobile Devel	IN 261	3
<input type="checkbox"/> Interactive, Digital, and 3D Capstone•	IN 292	3

#### Related Electives 9

- ☐ Any IN course that is not listed as a Required course for Web Development.

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 63

Contact: Darryl Runyan  
316-218-6132  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### 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 computer applications.

#### Additional Costs

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

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

##### First Semester

IN166, IN162, IN174, IN183

##### Second Semester

IN112, IN118, IN217, Elective

##### Third Semester

IN243, IN234, IN216, Elective

##### Fourth Semester

IN208, IN261, IN296, Elective

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## WEB DEVELOPMENT

### CERTIFICATE B

MAJOR CODE: WEDV

Your Butler experience will prepare you to develop and maintain Web servers and their hosted Web pages and to function as designated Webmaster. These skills are foundational for jobs such as Web designer, Internet developer, interface designer, HTML scripter, and Web site coordinator. Web development skills are used in a variety of jobs, including corporate communications, education, architecture, and advertising.

#### CERTIFICATE HOURS REQUIRED 33

<input type="checkbox"/> HTML and CSS	IN 112	3
<input type="checkbox"/> PHP and Databases•	IN 118	3
<input type="checkbox"/> Digital Illustration and Layout•	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3
<input type="checkbox"/> Introduction to Graphics	IN 166	3
<input type="checkbox"/> Web Scripting•	IN 216	3
<input type="checkbox"/> 2D Animation and Cartooning •	IN 217	3
<input type="checkbox"/> CMS for Web Development•	IN 234	3
<input type="checkbox"/> Advanced HTML & CSS•	IN 243	3
<input type="checkbox"/> Cross-Platform Mobile Devel	IN 261	3
<input type="checkbox"/> Interactive, Digital, and 3D Capstone •	IN 292	3

- This course has pre-required course(s).

**Credits Required:** 33

**Contact:** Darryl Runyan  
316-218-6132  
[drunyan@butlercc.edu](mailto:drunyan@butlercc.edu)

#### 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.

#### Recommended Course Sequence

Some courses are offered only in the spring or fall semesters. Ask your advisor or instructor for details as you plan your class schedule.

*First Semester (Fall)*

IN112, IN124, IN123, IN166

*Second Semester (Spring)*

IN261, IN243, IN118, IN217

*Third Semester (Summer or Fall)*

IN217, IN296, IN234

#### Wages

Salary/hourly rates are dependent on skill level, experience, and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Web-Development/Gedt.html>

## WINDOWS ADMINISTRATION

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: COIS

Your Butler experience will prepare you to manage the computer operations and networks based on Windows software. Includes instruction in computer hardware and software applications; local and wide area networking; network security; disc space and traffic load monitoring; data backup; resource allocation; and setup and take down procedures. Third party certificates mapped to: CompTIA's A+, Project Management+, Microsoft's MCSA Windows 8, Windows Server 2012, MCSE Server Infrastructure, and Testout Certificates in A+, Security+, and Network+.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG102	3
<input type="checkbox"/> Public Speaking	SP 100	3

##### Science, Math and Computer Science\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
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##### Social/Behavioral Science

<input type="checkbox"/> Sociology or	BS 105	3
General Psychology	BS 160	

#### Required Courses 48

<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> CompTIA A+ Essentials	IN 106	3
<input type="checkbox"/> Network Clients	IN 130	3
<input type="checkbox"/> Network Servers•	IN 131	3
<input type="checkbox"/> Supporting Networked Comp.	IN 133	3
<input type="checkbox"/> Administering Windows Server	IN 155	3
<input type="checkbox"/> Config Adv Windows Server Svcs	IN 156	3
<input type="checkbox"/> Information Tech Project Mgmt	IN 159	3
<input type="checkbox"/> CompTIA A+ Practical Applications	IN 168	3
<input type="checkbox"/> C#•	IN 201	3
<input type="checkbox"/> Introduction to SQL Language	IN 228	3
<input type="checkbox"/> Managing and Maint Windows 8	IN 237	3
<input type="checkbox"/> Design/Impl a Server Infrastructure•	IN 277	3
<input type="checkbox"/> Implement an Adv Server Infrastructure•	IN 278	3
<input type="checkbox"/> Principles of Information Assurance	IN 2001	3
<input type="checkbox"/> Network Security•	IN 2002	3

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Brett Eisenman  
316-218-6141  
beisenman@butlercc.edu

#### Prior to Admission

Students enrolling in Computer Information Technology programs are recommended to be able to read/write at the Fundamentals of English level, able to perform math operations at the Fundamentals of Algebra level, be computer literate, and able to manipulate basic computer applications.

#### Additional Costs

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

#### Recommended Course Sequence

##### First Semester

IN106, IN133, IN168, IN130

##### Second Semester

IN131, IN155, IN228, IN2001

##### Third Semester

IN156, IN237, IN277, IN159

##### Fourth Semester

IN201, BA109, IN278, IN2002

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>



## CORPORATE STUDIES

To meet the educational and training needs of business and industry, Butler Community College has taken the lead in the state to develop an Associate of Applied Science in Corporate Studies degree to address the issues of a career path and lifelong learning for today's workers. This AAS degree is unique in that it can be customized to any industry.

The objective of the Associate of Applied Science in Corporate Studies degree is to be responsive to their industry while maintaining the quality and integrity of Butler Community College.

The Associate of Applied Science in Corporate Studies degree is intended to be marketed through the Center for Business Education and Training Analysis (BETA) division and will be delivered in coordination with the appropriate academic division within Butler Community College. Designated faculty members from the appropriate academic division will serve as division subject matter expert (SME) between the academic division and corporate services division. Additionally, it is anticipated that articulation/transfer agreements will be developed with four-year universities.

### ASSOCIATE IN APPLIED SCIENCE

*MAJOR CODE: CORP*

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.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> Communication Course	EG 101 or above	3	
<b>Science, Math and Computer Science</b>			
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5	
<input type="checkbox"/> Any other Gen Ed Course		9	
<b>Required Courses</b>			<b>47</b>
<input type="checkbox"/> Electrical JATC Apprenticeship Transcript			47

**Credits Required:** 62  
15 hours BCC Residency

### ASSOCIATE IN APPLIED SCIENCE

*MAJOR CODE: SHMT*

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.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> Business English	BE 120	3	
<input type="checkbox"/> Business Communications	BE 130	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> Information Processing Systems	BA 104	3	
<input type="checkbox"/> Technical Mathematics	MA 114 or above	3-5	
<input type="checkbox"/> State and Local Government	PO 142	3	
<b>Required Courses</b>			<b>47</b>
<input type="checkbox"/> Sheet Metal JATC Apprenticeship Transcript			47

**Credits Required:** 62  
15 hours BCC Residency

#### **Wages**

Salary/hourly rates are dependent on skill level, experience and location.

#### **Career Coach**

<https://butlercc.emsicareercoach.com/>



## EARLY CHILDHOOD EDUCATION

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: EACH

Your Butler experience 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.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 22

##### Communication

<input type="checkbox"/> English Composition I (Electives - one of the following)	EG 101	3
<input type="checkbox"/> Business Communications	BE 130	3
<input type="checkbox"/> English Composition II	EG 102	
<input type="checkbox"/> Technical Writing	EG 112	
<input type="checkbox"/> Public Speaking	SP 100	
<input type="checkbox"/> Interpersonal Communication	SP 102	

##### Science and Math\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
<input type="checkbox"/> Laboratory Science Course		4
<input type="checkbox"/> Computer Science Course		3

##### Social/Behavioral Science

<input type="checkbox"/> General Psychology	BS 160	3
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##### Humanities/Fine Arts

<input type="checkbox"/> One course from either Humanities or Fine Arts		3
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#### Required Courses 39

<input type="checkbox"/> Developmental Psych or Child Psychology	BS 260 BS 270	3
<input type="checkbox"/> Creative Exper for Young Children	CD 115	3
<input type="checkbox"/> Prin. of Early Childhood Ed. I	CD 122	3
<input type="checkbox"/> Prin. of Early Childhood Ed. II	CD 123	3
<input type="checkbox"/> Infant and Toddler Development	CD 124	3
<input type="checkbox"/> Child Nutrition, Health & Safety	CD 125	3
<input type="checkbox"/> Special Needs in Early Childhood	CD 135	3
<input type="checkbox"/> Early Childhood Program Curriculum Planning	CD 220	3
<input type="checkbox"/> Child Care Administration	CD 222	3
<input type="checkbox"/> Child Care Practicum I or Lic Home Daycare Practicum I	CD 223 CD 213	3
<input type="checkbox"/> Child Care Practicum II or Lic Home Daycare Practicum II	CD 224 CD 214	3
<input type="checkbox"/> Interaction Tech with Young Children	CD 225	3
<input type="checkbox"/> Leadership in Early Childhood	CD 295	3

#### Related Electives 3

<input type="checkbox"/> Parenting	CD 219	3
<input type="checkbox"/> Early Childhood Program and Curriculum Planning Lab	CD 221	1
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3

(Work experience must be with infant/toddler or preschool-age children in a licensed center, maximum 3 credit hours.)

<input type="checkbox"/> Survival Spanish for Early Childhood Staff	FL 140	3
<input type="checkbox"/> Children's Literature	LT 260	3

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 64

#### Contact:

Teresa Thompson  
316-323-6883  
[tthompson@butlercc.edu](mailto:tthompson@butlercc.edu) or  
Sue Barrientos  
316-323-6845  
[ssommers@butlercc.edu](mailto:ssommers@butlercc.edu) or  
Academic Advising  
316.322.3163 El Dorado  
316-218-6259 Andover

#### 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 are required to have taken Pediatric First Aid and Pediatric CPR; 2 clock hours of training in recognizing the signs of child abuse or neglect that includes prevention of abusive head trauma, and the reporting of suspected child abuse and neglect; and 2 clock hours of training on safe sleep practices and sudden infant death syndrome to graduate. 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). All students must achieve grades of C or better in all subjects courses with a CD indicator.

#### Recommended Course Sequence

Early Childhood Education students must have 6 hours of required courses with CD indicator before enrolling in practicum courses, CD 223 or CD 224. First semester program students with previous childcare experience may enroll in CD 223 or CD 213 with instructor permission. CD 123, Principles of Early Childhood II may be completed before CD 122, Principles of Early Childhood I. CD 295 Leadership in Early Childhood and CD 222 Childcare Administration should be taken in the last year of the program.

#### After Butler

Upon completion, any of our programs in Early Childhood Education will qualify you to direct a center of up to 100 children as well as teach and/or administrate in childcare centers. With a certificate or an associate's degree in Early Childhood Education you can start a career as a: child care director, child care teacher, special education paraprofessional, Head Start teacher or Early Head Start teacher, among other early childhood positions.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## EARLY CHILDHOOD EDUCATION

### CERTIFICATE B

MAJOR CODE: EACH

Certificate recipients are trained to assist, teach or manage in day care and preschool or licensed home day care facilities. The certificate is also helpful for those interested in becoming a nanny.

**Credits Required:** 30

**Contact:** Teresa Thompson  
316-323-6883  
[tthompson@butlercc.edu](mailto:tthompson@butlercc.edu) or  
Sue Barrientos  
316-323-6845  
  
[ssommers@butlercc.edu](mailto:ssommers@butlercc.edu) or  
Academic Advising  
316.322.3163 El Dorado  
316-218-6259 Andover  
[ssommers@butlercc.edu](mailto:ssommers@butlercc.edu) or  
Academic Advising  
316.322.3163 El Dorado  
316-218-6259 Andover

#### CERTIFICATE HOURS REQUIRED 30

<input type="checkbox"/> Princ. of Early Childhood I	CD 122	3
<input type="checkbox"/> Princ. of Early Childhood II	CD 123	3
<input type="checkbox"/> Infant & Toddler Dev.	CD 124	3
<input type="checkbox"/> Special Needs in Early Childhood	CD 135	3
<input type="checkbox"/> Early Childhood Prog/Curriculum Planning	CD 220	3
<input type="checkbox"/> Child Care Administration	CD 222	3
<input type="checkbox"/> Child Care Practicum I or Lic. Home Day Care Practicum I	CD 223 CD 213	3
<input type="checkbox"/> Child Care Practicum II or Lic. Home Day Care Practicum II	CD 224 CD 214	3
<input type="checkbox"/> Interaction Techniques with Young Children	CD 225	3
<input type="checkbox"/> Leadership in Early Childhood	CD 295	3

#### Wages

Salary/hourly rates are dependent on skill level, experience and location

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Early-Childhood/Gedt.html>

#### Program Information

This is a vocationally oriented program and includes 27 hours of Early Childhood Education courses as well as basic skill areas in spelling, vocabulary, math, writing and interpersonal communications. 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 Lead faculty of Early Childhood Education.

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 are required to have taken Pediatric First Aid and Pediatric CPR; 2 clock hours of training in recognizing the signs of child abuse or neglect that includes prevention of abusive head trauma, and the reporting of suspected child abuse and neglect; and 2 clock hours of training on safe sleep practices and sudden infant death syndrome to graduate. 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). All students must achieve grades of C or better in all subjects courses with a CD indicator.

#### After Butler

Upon completion, any of our programs in Early Childhood Education will qualify you to direct a center of up to 100 children as well as teach and/or administrate in childcare centers. With a certificate or an associate's degree in Early Childhood Education you can start a career as a: Child care director, Child care teacher, Special education paraprofessional, Head Start teacher or Early Head Start teacher among other early childhood positions.

## EARLY CHILDHOOD EDUCATION

### CHILD DEVELOPMENT ASSOCIATE (CDA) COURSEWORK

CDA requirements. Coursework combines 480 hours of experience working with preschool or toddler children with a minimum of 120 clock hours of formal childcare education included in the following classes:

Program Requirements		10
<input type="checkbox"/> Early Childhood Prog/Curriculum Planning	CD 220	3
<input type="checkbox"/> Early Childhood Prog/Curriculum Planning Lab	CD 221	1
One of the Following		
<input type="checkbox"/> Prin. of Early Childhood Ed. I or	CD 122	3
<input type="checkbox"/> Prin. of Early Childhood Ed. II	CD 123	
One of the Following		
<input type="checkbox"/> Parenting or	CD 219	3
<input type="checkbox"/> Interaction Techniques with Young Children	CD 225	

#### 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)

### Credit Granted for Child Development Associate (CDA) Certificate

*Please note: A copy of the student's completion certificate from the CDA Council of Washington DC, training hours, and curriculum from the agency attended, must accompany all requests for college credit.*

Students who have completed their CDA within 5 years, or renewed within 3 years, may submit a copy of their CDA certificate (Infant/Toddler Center Based or Preschool Center Based) and a copy of in-service training hours from the agency attended, for credit toward the A.A.S. degree or Early Childhood Certificate to the Registrar's Office. After completing 6 additional early childhood credits (2 classes), the following courses will be reflected on their transcripts as the prior learning credit for the CDA:

- CD123 Principles II (3 credits),
- CD220 Program and Curriculum Planning (3 credits)
- CD221 Program and Curriculum Planning Lab (1 credit).

Students will not have to pay for the credits received for prior learning. Students will receive CP (Credit Pending) college credit for the approved CDA articulated course work until 6 credit hours have been earned at Butler Community College. After 6 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).

This policy of granting college credit was approved by the Butler Community College Early Childhood Education Advisory Committee, effective August 31st, 2016

**ELEMENTARY EDUCATION****ASSOCIATE IN SCIENCE**

MAJOR CODE: ELED

Your Butler experience will prepare you for a career in teaching. 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 answer transfer questions.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			9
<input type="checkbox"/> Intro to Teaching	ED 206	3	
<input type="checkbox"/> Intro to Special Education	ED 220	3	
<input type="checkbox"/> Technology in the Classroom	ED 222	3	
<b>Related Electives (see an advisor for transfer information)</b>			21
<input type="checkbox"/> Children's Literature	LT 260	3	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**ASSOCIATE IN ARTS**

MAJOR CODE: ELED

Your Butler experience will prepare you for a career in teaching. 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 answer transfer questions.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> General Psychology	BS 160	3	
<input type="checkbox"/> Social Science course		3	
<input type="checkbox"/> One additional course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities course		3	
<input type="checkbox"/> Fine Arts course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			9
<input type="checkbox"/> Intro to Teaching	ED 206	3	
<input type="checkbox"/> Intro to Special Education	ED 220	3	
<input type="checkbox"/> Technology in the Classroom	ED 222	3	
<b>Related Electives (see an advisor for transfer information)</b>			18
<input type="checkbox"/> Children's Literature	LT 260	3	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Shellie Gutierrez  
316-322-3291  
[sgutier@butlercc.edu](mailto:sgutier@butlercc.edu) or  
Academic Advising  
316-322-3163 El Dorado  
316-218-6259 Andover

**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.

**Recommended Course Sequence***First Semester:*

EG101, BS160, LT260, MA131 or MA135, Social Science Course, Fitness and Wellness Activity or Dance Course

*Second Semester:*

EG102, SP100, Behavioral Science Course, Humanities Course

*Third Semester:*

Lab Science Course, Fine Arts Course, Related Electives

*Fourth Semester:*

ED206, ED220, ED222, Humanities or Fine Arts Course, Related Elective

• **WSU/Butler-Preparing Educators Together-** Allows students to complete WSU Education courses in Elementary & Secondary Education at the Butler of Andover Campus.

**After Butler**

The Associate in Arts or Associate in Science degrees are designed for students planning to transfer to a four-year college.

**ELEMENTARY EDUCATION/BEST****ASSOCIATE IN SCIENCE***MAJOR CODE: BEST*

This Butler program provides a seamless transition into Emporia State University's (ESU) Bachelor of Science in Elementary Education program.

**Credits Required:** 63

**Contact:** Todd Roberts  
BEST Program Advisor  
Emporia State University  
[troberts@emporia.edu](mailto:troberts@emporia.edu) or 316-322-3375

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 36****Communication**

<input type="checkbox"/> English Comp	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

**Science and Math\***

<input type="checkbox"/> College Algebra	MA 131, MA 135 or MA 151	3-5
<input type="checkbox"/> General Biology	BI 110	5
<input type="checkbox"/> General Physical Science	PS 100	5

**Social/Behavioral Science**

<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> History Elective Course	HS 121, HS 201, HS 131, or HS 132	3

**Humanities/Fine Arts**

<input type="checkbox"/> Art Appreciation	AR 100	3
<input type="checkbox"/> Humanities Elective Course	LT 201, LT 211, LT 212, LT 215, or LT 216, PL 290, or PL 291	3

**Fitness and Wellness**

<input type="checkbox"/> Fitness for Life	FW 190	2
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**Required Courses 27**

<input type="checkbox"/> Intro to Cultural Anthropology <i>or</i> Women and Society	BS 106 BS 107	3
<input type="checkbox"/> Developmental Psychology	BS 260	3
<input type="checkbox"/> Intro to Teaching	ED206	3
<input type="checkbox"/> Intro to Special Education	ED220	3
<input type="checkbox"/> Technology in the Classroom	ED222	3
<input type="checkbox"/> Healthy Living	FW220	3
<input type="checkbox"/> Children's Literature	LT260	3
<input type="checkbox"/> Fundamentals of Music	MU105	3
<input type="checkbox"/> American Federal Government <i>or</i> State and Local Government	PO141 PO142	3

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Partnership with Emporia State University

**Program Information**

Students who complete this major will have the opportunity to stay on the Butler campus to complete their Bachelor of Science in Elementary Education from ESU. This program offers students maximum transfer credit into a four-year teacher preparation program saving them valuable time and money. The BEST program offers students dual advising and dual financial aid from Butler and ESU.

**Recommended Course Sequence***First Semester**EG101, MA135, BS160, PS 100**Second Semester**EG102, BI110, AR100, FW190, BS106,**Third Semester**FW220, LT201, MU105, HS 121, BS260**Fourth Semester**ED206, ED220, ED222, LT260, PO141***After Butler**

Students stay at one of the Butler campus locations to complete their Bachelor of Science in Elementary Education from ESU.

## SECONDARY EDUCATION

### ASSOCIATE IN SCIENCE

MAJOR CODE: SEED

Your Butler experience will prepare you for a career in teaching. 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 answer transfer questions.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			3
			2
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> English Comp II	EG 102		3
<input type="checkbox"/> Public Speaking	SP 100		3
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above		3-5
<input type="checkbox"/> Lab Science Course			4-5
<input type="checkbox"/> One additional Science, Math, or Computer Science Course			3-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course			3
<input type="checkbox"/> General Psychology	BS 160		3
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course			3
<input type="checkbox"/> Fine Arts Course			3
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course			1
<b>Required Courses</b>			9
<input type="checkbox"/> Intro to Teaching	ED 206		3
<input type="checkbox"/> Intro to Special Education	ED 220		3
<input type="checkbox"/> Technology in the Classroom	ED 222		3
<b>Related Electives (see an Advisor for transfer information)</b>			21

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

### ASSOCIATE IN ARTS

MAJOR CODE: SEED

Your Butler experience will prepare you for a career in teaching. 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 answer transfer questions.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> English Comp II	EG 102		3
<input type="checkbox"/> Public Speaking	SP 100		3
<b>Science and Math</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above		3-5
<input type="checkbox"/> Lab Science Course			4-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course			3
<input type="checkbox"/> General Psychology	BS 160		3
<input type="checkbox"/> One additional course			3
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course			3
<input type="checkbox"/> Fine Arts Course			3
<input type="checkbox"/> One additional course			3
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course			1
<b>Required Courses</b>			9
<input type="checkbox"/> Intro to Teaching	ED 206		3
<input type="checkbox"/> Intro to Special Education	ED 220		3
<input type="checkbox"/> Technology in the Classroom	ED 222		3
<b>Related Electives (see an Advisor for transfer information)</b>			18

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Shellie Gutierrez  
316-322-3291  
[sgutier@butlercc.edu](mailto:sgutier@butlercc.edu) or  
Academic Advising  
316-322-3163 El Dorado  
316-218-6259 Andover

#### 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.

#### Recommended Course Sequence

*First Semester:*

*EG101, BS160, LT260, MA131 or MA135, Social Science Course, Fitness and Wellness Activity or Dance Course*

*Second Semester:*

*EG102, SP100, Behavioral Science Course, Humanities Course*

*Third Semester:*

*Lab Science Course, Fine Arts Course, Related Electives*

*Fourth Semester:*

*ED206, ED220, ED222, Humanities or Fine Arts Course, Related Electives*

#### After Butler

The Associate in Arts or Associate in Science degrees are designed for students planning to transfer to a four-year college.

**PHYSICAL EDUCATION K-12****ASSOCIATE IN SCIENCE**

MAJOR CODE: FWTE

Your Butler experience will prepare you for a career in teaching. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges, work with a Butler advisor so your transfer will be a smooth process.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science, Math, and Computer Science*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<input type="checkbox"/> One additional Science, Math, or Computer Science course		3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course	FW 190 (Recommended)	2	
<b>Required Courses</b>			11
<input type="checkbox"/> Intro to Teaching	ED 206	3	
<input type="checkbox"/> Healthy Living	FW 220	3	
<input type="checkbox"/> First Aid/CPR/AED	FW 221	2	
<input type="checkbox"/> Found. to Fitness Ed and Sport	FW 222	3	
<b>Related Electives</b>			19
<input type="checkbox"/> Any Fitness Activity Course			
<input type="checkbox"/> Principles of Personal Training	FW 225	3	
<input type="checkbox"/> Prin. of Strength and Conditioning•	FW 226	3	
<input type="checkbox"/> Theory of Coaching Football	FW 260	2	
<input type="checkbox"/> Theory of Coaching Basketball	FW 261	2	
<input type="checkbox"/> Theory of Coaching Baseball	FW 262	2	
<input type="checkbox"/> Theory of Coaching Soccer	FW 263	2	
<input type="checkbox"/> Theory of Coaching Track and Field	FW 264	2	
<input type="checkbox"/> Intro to Exercise Science	FW 275	3	
<input type="checkbox"/> Sport Nutrition	FW 278	3	
<input type="checkbox"/> Prev. and Care of Athletic Injuries	FW 280	3	

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Matt Sanders  
316-322-3395  
[msanders4@butlercc.edu](mailto:msanders4@butlercc.edu)

**Program Information**

Butler's Department of Fitness and Wellness provides an opportunity for a student to incorporate smart personal life choices for enriching experiences in physical fitness, holistic health, and overall general wellness. Students can enjoy a wide range of fitness activity courses including: Muscle Pump, Fitness Circuit, Zumba, Yoga, Pilates, Turbo Kick, Aerobics, Karate, Rock Climbing, Golf, Bowling, Archery, and Fitness for Life. Degree programs are offered in K-12 fitness education, personal training instruction, and athletic training.

**ASSOCIATE IN ARTS**

MAJOR CODE: FWTE

Your Butler experience will prepare you for a career in teaching. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges, work with a Butler advisor so your transfer will be a smooth process.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<input type="checkbox"/> One additional course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course	FW 190 (recommended)	2	
<b>Required Courses</b>			11
<input type="checkbox"/> Intro to Teaching	ED 206	3	
<input type="checkbox"/> Healthy Living	FW 220	3	
<input type="checkbox"/> First Aid/CPR/AED	FW 221	2	
<input type="checkbox"/> Found. to Fitness Ed and Sport	FW 222	3	
<b>Related Electives</b>			16
<input type="checkbox"/> Any Fitness Activity Course			
<input type="checkbox"/> Principles of Personal Training	FW 225	3	
<input type="checkbox"/> Prin. of Strength and Conditioning•	FW 226	3	
<input type="checkbox"/> Theory of Coaching Football	FW 260	2	
<input type="checkbox"/> Theory of Coaching Basketball	FW 261	2	
<input type="checkbox"/> Theory of Coaching Baseball	FW 262	2	
<input type="checkbox"/> Theory of Coaching Soccer	FW 263	2	
<input type="checkbox"/> Theory of Coaching Track and Field	FW 264	2	
<input type="checkbox"/> Sport Nutrition	FW 278	3	
<input type="checkbox"/> Prev. and Care of Athletic Injuries	FW 280	3	

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Recommended Course Sequence**

Some required courses and related electives in the Fitness and Wellness programs are offered once annually on the Butler of El Dorado and Butler of Andover campuses on alternating semesters. Ask your advisor or program instructor for details when planning your class schedule.

## ENGINEERING GRAPHICS TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: ENGT

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.

**Credits Required:** 63

**Contact:** Brett Trimpe  
316-218-6135  
[btrimpe@butlercc.edu](mailto:btrimpe@butlercc.edu)

#### Prior To Admission

Appropriate placement scores, see an advisor for details.

#### Accreditation

Engineering Graphics Technology is accredited by the ETAC Accreditation Commission of ABET under General Engineering Technology criteria.

American Design & Drafting Association (ADDA)

#### Recommended Course Sequence

*First Semester (Fall)*

EN107, EN115, Math Course

*Second Semester (Spring)*

EN101, EN207, EN214, EN103

*Third Semester (Fall)*

EN102, Related Elective (6) hours

*Fourth Semester (Spring)*

EN Related Elective (9) hours

#### Additional Costs

Additional lab fee is assessed to each program course and subject to change.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

MINIMUM GENERAL EDUCATION HOURS REQUIRED			20
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> Trigonometry	MA 140	3	
<input type="checkbox"/> General Physics I	PH 143	5	
<b>Humanities</b>			
<input type="checkbox"/> Ethics	PL 291	3	
<b>Required Courses</b>			28
<input type="checkbox"/> Engineering Graphics I•	EN 101	3	
<input type="checkbox"/> Engineering Graphics II•	EN 102	3	
<input type="checkbox"/> Residential Design & CAD•1	EN 103	3	
<input type="checkbox"/> Auto CAD Basics	EN 107	3	
<input type="checkbox"/> 3D Design with Revit	EN 110	3	
<input type="checkbox"/> Engineering Concepts	EN 115	2	
<input type="checkbox"/> Eng Graphics Tech Capstone•	EN 206	3	
<input type="checkbox"/> 3D Modeling and CAD	EN 214	3	
<input type="checkbox"/> Intro to Visual Basic.NET	IN 108	3	
<input type="checkbox"/> Internship I <sup>o</sup>	IP 193	2	
<b>Related Electives</b>			15
<input type="checkbox"/> Intro to Sustainable Design & Lvg	EN 105	3	
<input type="checkbox"/> Commercial Building Design & CAD•1	EN 211	3	
<input type="checkbox"/> AutoCAD Advanced•2	EN 207	3	
<input type="checkbox"/> Structural, Civil and Pipe Design & CAD•1	EN 217	3	
<input type="checkbox"/> Statics•	EN 260	3	
<input type="checkbox"/> Intro to Composites	IT 135	3	
<input type="checkbox"/> Introduction to Quality Assurance	IT 260	3	
<input type="checkbox"/> Any Engineering course not listed under Required or any Manufacturing Technology course.			

• This course has pre-required course(s).

<sup>o</sup> Online only

(1) This course is only offered in the Fall semester

(2) This course is only offered in the Spring semester.

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.



## ENGINEERING GRAPHICS TECHNOLOGY

### CERTIFICATE B

MAJOR CODE: ENGT

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 and commercial design.

CERTIFICATE HOURS REQUIRED			32
<input type="checkbox"/> Engineering Graphics I•	EN 101		3
<input type="checkbox"/> Engineering Graphics II•	EN 102		3
<input type="checkbox"/> Residential Design and CAD I•	EN 103		3
<input type="checkbox"/> Auto CAD Basics	EN 107		3
<input type="checkbox"/> Engineering Concepts	EN 115		2
<input type="checkbox"/> Eng. Graphics Tech Capstone•	EN 206		3
<input type="checkbox"/> AutoCAD Advanced•	EN 207		3
<input type="checkbox"/> Commercial Building Design and CAD•	EN 211		3
<input type="checkbox"/> 3D Modeling and CAD•	EN 214		3
<input type="checkbox"/> Structural, Civil and Pipe Design & CAD•	EN 217		3
<input type="checkbox"/> Technical Mathematics I•	MA 114 or above	3-	5

• This course has pre-required course(s).

**Credits Required:** 32

**Contact:** Brett Trimpe  
316-218-6135  
[btrimpe@butlercc.edu](mailto:btrimpe@butlercc.edu)

#### Prior To Admission

Appropriate placement scores, see an advisor for details.

#### Recommended Course Sequence

AUTOCAD Basics, EN 107, is required before upper level EN Courses. Due to prerequisites, this certificate will take longer than two semesters to complete.

#### Recommended Course Sequence

*First Semester (Fall)*

EN107, Math Course, EN115

*Second Semester (Spring)*

EN101, EN207, EN214, EN103

*Third Semester (Fall)*

EN102, EN211, EN217, EN206

#### Additional Costs

Additional lab fee is assessed to each program course and subject to change.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Ent-Graph-Tech/Gedt.html>

## MANUFACTURING ENGINEERING TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: INTE

Your Butler experience will prepare you to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program provides instruction in machine operations, production line operations, engineering analysis, systems analysis, , automation, computer- aided manufacturing CAM, manufacturing planning, quality control, and informational infrastructure.

**Credits Required:** 68

**NOTE: (\*)** This course has pre-required course(s).

**Contact:**

Brett Trimpe, Assistant Professor  
Lead Manufacturing Engineering  
Technology/Surveying Technology  
[btrimpe@butlercc.edu](mailto:btrimpe@butlercc.edu) or 316.218.6135

**Prior to Admission**

Appropriate placement scores, see an advisor for details.

**Accreditation**

Manufacturing Engineering Technology is accredited by the ETAC Accreditation Commission of ABET under General Engineering Technology criteria as well as Manufacturing Engineering Technology criteria.

**University Articulations**

Students wishing to take advantage of articulations with WSU, KSU-Salina or most universities are advised to complete up through PH 251 Physics I, which requires several Math prerequisites.

**Additional Costs**

Additional lab fee is assessed to each program course and subject to change.

**Recommended Course Sequence**

*First Semester (Fall)*

*IT100, IT120, IT150, IT260,*

*Second Semester (Spring)*

*IT102, IT204, IT220, IT218*

*Third Semester (Fall)*

*IT219, IT230, IT226*

*Fourth Semester*

*IT205, IT263*

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

	HOURS
<b>General Education Requirements</b>	<b>20</b>
<b>Communication</b>	<b>9</b>
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> Public Speaking	SP 100 3
<input type="checkbox"/> One other course	EG 102 or 3 EG 112
<b>Science and Math</b>	<b>8</b>
<input type="checkbox"/> Math Requirement	MA 131 or 3 above
<input type="checkbox"/> Science Requirement	CH 106 or 5 PH 130
<b>Social/Behavioral Science Requirement</b>	<b>3</b>
<input type="checkbox"/> Sociology or	BS 105
General Psychology	BS 160
<b>Required Courses</b>	<b>39</b>
<input type="checkbox"/> Machine Processes I*	IT 100 3
<input type="checkbox"/> Machine Processes II*	IT 102 3
<input type="checkbox"/> Beginning Concepts of CNC*	IT 120 3
<input type="checkbox"/> Machine Trades Print Reading*	IT 150 3
<input type="checkbox"/> Manufacturing Processes*	IT 204 3
<input type="checkbox"/> Industrial Safety*	IT 205 3
<input type="checkbox"/> Basic CATIA*	IT 218 3
<input type="checkbox"/> Advanced CATIA*	IT 219 3
<input type="checkbox"/> Adv. Automated Manufacturing w/ CNC*	IT 220 3
<input type="checkbox"/> Introduction to Material Science*	IT 226 3
<input type="checkbox"/> Manufacturing Part Design	IT 230 3
<input type="checkbox"/> Introduction to Quality Assurance	IT 260 3
<input type="checkbox"/> Introduction to Metrology	IT 263 3
<b>Related Electives</b>	<b>9</b>
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195 3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197 3
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198 3
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295 3
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297 3
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298 3
<input type="checkbox"/> Engineering Graphics I*	EN 101 3
<input type="checkbox"/> Engineering Graphics II*	EN 102 3
<input type="checkbox"/> Electrical Code – Journeyman	ET 112 3
<input type="checkbox"/> AutoCAD Basics	EN 107 3
<input type="checkbox"/> Electrical Code – Masters	ET 113 3
<input type="checkbox"/> Engineering Concepts*	EN 115 2
<input type="checkbox"/> Introduction to Composites	IT 135 4
<input type="checkbox"/> Industrial Supervision*	IT 141 3
<input type="checkbox"/> Closed Molding - Composites	IT 265 3

<sup>□</sup> Online only

## MANUFACTURING ENGINEERING TECHNOLOGY

### CERTIFICATE B

MAJOR CODE: INTE

Your Butler experience will prepare you to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program provides instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer- aided manufacturing CAM, manufacturing planning, quality control, and informational infrastructure.

	HOURS
<b>Required Courses</b>	<b>36</b>
<input type="checkbox"/> Machine Processes I*	IT 100 3
<input type="checkbox"/> Machine Processes II*	IT 102 3
<input type="checkbox"/> Beginning Concepts of CNC*	IT 120 3
<input type="checkbox"/> Machine Trades Print Reading*	IT 150 3
<input type="checkbox"/> Manufacturing Processes*	IT 204 3
<input type="checkbox"/> Industrial Safety*	IT 205 3
<input type="checkbox"/> Basic CATIA*	IT 218 3
<input type="checkbox"/> Advanced CATIA*	IT 219 3
<input type="checkbox"/> Adv. Automated Manufacturing with CNC*	IT 220 3
<input type="checkbox"/> Intro to Material and Manufacturing Science*	IT 226 3
<input type="checkbox"/> Manufacturing Part Design	IT 230 3
<input type="checkbox"/> Introduction to Quality Assurance	IT 260 3
<b>Related Electives (Minimum of 3 hours from the following)</b>	<b>3</b>
<input type="checkbox"/> Engineering Graphics I*	EN 101 3
<input type="checkbox"/> Engineering Graphics II*	EN 102 3
<input type="checkbox"/> Electrical Code – Journeyman	ET 112 3
<input type="checkbox"/> Electrical Code – Masters	ET 113 3
<input type="checkbox"/> Industrial Supervision	IT 141 3

**Credits Required:** 39

**NOTE:** (\*) This course has pre-required course(s).

May qualify to take the Society of Manufacturing Engineers (SME) certification test

**Contact:**

Brett Trimpe, Assistant Professor  
Lead Manufacturing Engineering  
Technology/Surveying Technology  
[btrimpe@butlercc.edu](mailto:btrimpe@butlercc.edu) or 316.218.6135

**Prior to Admission**

Appropriate placement scores, see an advisor for details.

**Additional Costs**

Additional lab fee is assessed to each program course and subject to change.

**Recommended Course Sequence**

*First Semester (Fall)*

*IT100, IT120, IT150, IT260, IT205*

*Second Semester (Spring)*

*IT102, IT204, IT220, IT218*

*Third Semester (Fall)*

*IT219, IT230, IT226, Related elective*

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**Gainful Employment**

Gainful Employment disclosures are available on Butler's website:  
<http://documents.butlercc.edu/gainful-employment/ManufacturingEngineering-Tech/Gedt.html>

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**PRE-ENGINEERING****ASSOCIATE IN SCIENCE**

MAJOR CODE: ENGI

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

**Science, Math, and Computer Science\***

<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151	5
<input type="checkbox"/> Calculus II with Analytic Geometry	MA 152	5
<input type="checkbox"/> College Chemistry I	CH 110	5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course	EC250 (recommended)	3
<input type="checkbox"/> Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 26**

<input type="checkbox"/> Engineering Graphics I and AutoCAD Basics	EN 101 EN 107	6
or College Chemistry II**	CH 115	5
<input type="checkbox"/> Engineering Concepts	EN 115	2
<input type="checkbox"/> Statics	EN 260	3
<input type="checkbox"/> Calculus III with Analytic Geometry	MA 253	3
<input type="checkbox"/> Differential Equations	MA 260	3
<input type="checkbox"/> Physics I	PH 251	5
<input type="checkbox"/> Physics II	PH 252	5

**Related Electives 5**

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Larry Friesen  
316-322-3138  
[lfriesen@butlercc.edu](mailto:lfriesen@butlercc.edu)

**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 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 Graphics Technology."

**Recommended Course Sequence***First Semester:*

EG101, MA151, CH110, EN115, Fitness and Wellness Activity or Dance Course

*Second Semester:*

EG102, MA152, EN101 or CH115

*Third Semester:*

MA253, PH251, SP100, Humanities Course or Electives

*Fourth Semester:*

MA260, PH252, EN260, Behavioral Science Course, Fine Arts Course

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## WELDING TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: WELD

Your Butler experience will prepare you to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in various welding and cutting processes, blueprint reading, and metallurgy, all as applied to both ferrous and non-ferrous metals.

**Credits Required:** 60

**Contact:** Matt Galbraith  
316-323-6824  
[mshalbraith@butlercc.edu](mailto:mshalbraith@butlercc.edu)

#### Prior to Admission

Appropriate placement scores, and consultation with lead instructor before enrollment is required. See an advisor for details.

#### 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).

#### Recommended Course Sequence

**Welding classes must be taken in the following sequence**

##### First Semester

WE110, WE125, WE126, WE127, WE128, WE129, WE114, WE130

##### Second Semester

WE227, WE228, WE229, WE213, WE220,

##### Third Semester

General Education and/or Related Elective Classes

##### Fourth Semester

General Education and/or Related Elective Classes

#### After Butler

Recent graduates hold positions as welders, welding inspectors or supervisors, and welding sales representatives.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Math and Computer Science*</b>			
<input type="checkbox"/> Computer Science Course	BA 104	3	
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Sociology or	BS 105	3	
General Psychology	BS 160		
<b>Required Courses</b>			<b>36</b>
<input type="checkbox"/> OSHA 10	WE 110	1	
<input type="checkbox"/> Welding Methods	WE 114	2	
<input type="checkbox"/> Blueprint Reading (Welding)	WE 125	3	
<input type="checkbox"/> Cutting Processes	WE 126	3	
<input type="checkbox"/> Gas Metal Arc Welding (GMAW I)	WE 127	3	
<input type="checkbox"/> Gas Tungsten Arc Welding (GTAW I)	WE 128	3	
<input type="checkbox"/> Shielded Metal Arc Welding (SMAW I)	WE 129	3	
<input type="checkbox"/> Oxy-Fuel Gas Welding	WE 130	1	
<input type="checkbox"/> Welding and Pipe Fitting	WE 213	2	
<input type="checkbox"/> Metallurgy	WE 220	3	
<input type="checkbox"/> Gas Metal Arc Welding II (GMAW II)	WE 227	4	
<input type="checkbox"/> Gas Tungsten Arc Welding II (GTAW II)	WE 228	4	
<input type="checkbox"/> Shielded Metal Arc Welding II (SMAW II)	WE 229	4	
<b>Related Electives</b>			<b>9</b>
<input type="checkbox"/> Principles of Advertising	BA 103	3	
<input type="checkbox"/> Entrepreneurship	BA 109	3	
<input type="checkbox"/> Personal Finance	BA 112	2	
<input type="checkbox"/> Writing a Business Plan	BA 129	2	
<input type="checkbox"/> Introduction to Marketing	BA 140	3	
<input type="checkbox"/> Retail Management	BA 203	3	
<input type="checkbox"/> Principles of Management	BA 210	3	
<input type="checkbox"/> Personal Selling	BA 215	3	
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2	
<input type="checkbox"/> Internship II <sup>□</sup>	IP 293	2	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

## WELDING TECHNOLOGY

### CERTIFICATE B

*MAJOR CODE: WELD*

Your Butler experience will prepare you to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in various welding and cutting processes, blueprint reading, and metallurgy, all as applied to both ferrous and non-ferrous metals.

CERTIFICATE HOURS REQUIRED		36
<input type="checkbox"/> OSHA 10	WE 110	1
<input type="checkbox"/> Welding Methods	WE 114	2
<input type="checkbox"/> Blueprint Reading (Welding)	WE 125	3
<input type="checkbox"/> Cutting Processes	WE 126	3
<input type="checkbox"/> Gas Metal Arc Welding (GMAW I)	WE 127	3
<input type="checkbox"/> Gas Tungsten Arc Welding (GTAW I)	WE 128	3
<input type="checkbox"/> Shielded Metal Arc Welding (SMAW I)	WE 129	3
<input type="checkbox"/> Oxy-Fuel Gas Welding	WE 130	1
<input type="checkbox"/> Welding and Pipe Fitting	WE 213	2
<input type="checkbox"/> Metallurgy	WE 220	3
<input type="checkbox"/> Gas Metal Arc Welding II (GMAW II)	WE 227	4
<input type="checkbox"/> Gas Tungsten Arc Welding II (GTAW II)	WE 228	4
<input type="checkbox"/> Shielded Metal Arc Welding II (SMAW II)	WE 229	4

Certificate requires credit hours with a minimum accumulative GPA of 2.0 in program classes.

**Credits Required:** 36  
**Contact:** Matt Galbraith  
 316-323-6824  
[msgalbraith@butlercc.edu](mailto:msgalbraith@butlercc.edu)

#### Prior to Admission

Appropriate placement scores, and consultation with lead instructor before enrollment is required. See an advisor for details.

#### 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).

#### Recommended Course Sequence

This is a one-year certificate program that has a fall start only. Classes must be taken in the following sequence.

##### *First Semester (Fall)*

*WE110, WE125, WE126, WE127, WE128, WE129, WE114, WE130*

##### *Second Semester (Spring)*

*WE227, WE228, WE229, WE213, WE220*

#### After Butler

Recent graduates hold positions as welders, welding inspectors or supervisors, and welding sales representatives.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Welding-Tech/Gedt.html>

**ART****ASSOCIATE IN ARTS**

MAJOR CODE: ART

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>35</b>
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101	3	
<input type="checkbox"/> English Comp. II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Behavioral Science Course		3	
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> One additional course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Art Courses</b>			<b>15</b>
<input type="checkbox"/> Art Appreciation	AR 100	3	
<input type="checkbox"/> Two-Dimensional Design	AR 121	3	
<input type="checkbox"/> Fundamental of 3D Design	AR 122	3	
<input type="checkbox"/> Drawing and Comp. I	AR 141	3	
<input type="checkbox"/> Drawing and Comp. II or Life Drawing	AR 142 or AR 241	3	
<b>Related Electives</b>			<b>12</b>
<input type="checkbox"/> Any Art course			
<input type="checkbox"/> Any Computer Information Course			

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Valerie Haring  
316-322-3173  
[vharing@butlercc.edu](mailto:vharing@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Jay Moorman, Dean  
316-322-3328  
[jmoorman1@butlercc.edu](mailto:jmoorman1@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 15 credit hours of the Required Arts courses in addition to the general education requirements.

**Program Information**

Painting, Ceramics, Drawing, and Design. Butler offers you a wide spectrum of visual arts to spark your creativity. Butler's facilities and the talents of highly respected local artists and teachers will give you a solid foundation in drawing, and 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 is used to display both student exhibits and rotating exhibits by regionally and nationally recognized artists.

**Additional Costs**

Certain studio classes require additional supplies.

**Recommended Course Sequence**

*First Semester*  
AR141, AR121, AR100

*Second Semester*  
AR142 or AR241, AR122

**After Butler**

Students transfer to Kansas and out-of-state universities. After finishing a bachelor's degree, graduates hold positions as graphic designers, teachers, studio artists, production designers, marketing representatives, and interior designers.

**DANCE****ASSOCIATE IN ARTS**

MAJOR CODE: DANC

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> One additional course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Dance Courses 15**

<input type="checkbox"/> Modern Dance I	DN 130	2
<input type="checkbox"/> Modern Dance II	DN 131	2
<input type="checkbox"/> Beginning Jazz Dance	DN 133	1
<input type="checkbox"/> Jazz Dance II	DN 134	1
<input type="checkbox"/> Beginning Tap	DN 137	1
<input type="checkbox"/> Ballet I	DN 135	2
<input type="checkbox"/> Ballet II	DN 136	2
<input type="checkbox"/> Ballet III	DN 235	2
<input type="checkbox"/> Ballet IV	DN 236	2

**Related Electives 12**

<input type="checkbox"/> Any Dance course		3
<input type="checkbox"/> Any Music course		3
<input type="checkbox"/> Any Theatre course		3
<input type="checkbox"/> Any Fitness Activity course		3
<input type="checkbox"/> Any Health course		3
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Valerie Mack  
316-322-3224  
[vmack@butlercc.edu](mailto:vmack@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Jay Moorman, Dean  
316-322-3328  
[jmoorman1@butlercc.edu](mailto:jmoorman1@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 11 credit hours of Required Dance Courses addition to the general education requirements.

**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.

**Related Programs**

Many dance students also take classes in music and theatre.

**Recommended Course Sequence**

*First Semester*

DN130, DN133, DN135

*Second Semester*

DN131, DN136, DN134, DN Elective

*Third Semester*

DN137, DN235, DN Elective

*Fourth Semester*

DN236, DN Elective

**After Butler**

Students transfer to Kansas and out-of-state universities. Graduates hold positions as choreographers, teachers, and professional performers.



## MASS COMMUNICATIONS

### Radio, Television, Film and Print Journalism

#### ASSOCIATE IN ARTS

MAJOR CODE: RTVF

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101		3
<input type="checkbox"/> English Comp. II	EG 102		3
<input type="checkbox"/> Public Speaking	SP 100		3
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above		3-5
<input type="checkbox"/> Lab Science Course			4-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Behavioral Science Course			3
<input type="checkbox"/> Social Science Course			3
<input type="checkbox"/> One additional course			3
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course			3
<input type="checkbox"/> Fine Arts Course			3
<input type="checkbox"/> One additional course			3
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course			1
<b>Required Courses</b>			12
<input type="checkbox"/> Intro to Mass Communication	MC 161		3
<input type="checkbox"/> Reporting I	MC 162		3
<input type="checkbox"/> Introduction to Audio/Video Prod	MC 169		3
<input type="checkbox"/> Convergence Media	MC 290		3
<b>Related Electives</b>			16
<input type="checkbox"/> Any Mass Communications Course			
<input type="checkbox"/> Internship I	IP 193		2

\* Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63

**Contact:** Mike Swan  
316-322-3280  
[m Swan@butlercc.edu](mailto:m Swan@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Jay Moorman, Dean  
316-322-3328  
[jmoorman1@butlercc.edu](mailto:jmoorman1@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 15 credit hours of the Required Mass Communications course requirements in addition to the general education requirements.

#### Program Information

Butler's Mass Communications program provides students with valuable hands-on experience in three different areas of emphasis: Radio-Television sequence, Print Journalism sequence and Sport Media sequence. Radio-Television students work as on-air personalities, production personnel and writers. Print Journalism students gain reporting and design experience producing for the campus newspaper, magazine and online outlets. Sports media students cover Butler sporting events as well as provide play-by-play coverage of games. All Butler students have the opportunity to join the staffs of our award-winning newspaper, magazine, radio, television and online media, whether they are Mass Communications majors or not. Students interested in applying for Mass Communication activity scholarships should contact the Mass Communications department.

#### Recommended Course Sequence

##### Sports Media Sequence

*First Semester:*

MC126, MC161, MC162

*Second Semester:*

MC127, MC169

*Third Semester:*

MC163 or MC165, MC226

*Fourth Semester:*

MC227, MC290

##### Print Journalism Sequence

*First Semester:*

MC145 or MC147, MC161, MC162

*Second Semester:*

MC146 or MC148, MC169, and 5 add'l hours from any MC course or IP193

*Third Semester:*

MC245 or MC247, and 4 add'l hours from any MC course or IP193

*Fourth Semester:*

MC246 or MC248, MC290, and 3 add'l hours from any MC course or IP193

##### Radio/Television Sequence

*First Semester (Fall):*

MC163, MC165, MC169, MC283

*\*Second Semester (Spring):*

MC161, MC162, MC164, MC166, MC176\* or MC210\*

*Third Semester (Summer):*

IP193

*Fourth Semester (Fall):*

MC263, MC265, MC171\*, MC176\*, or MC210\*

*Fifth Semester (Spring):*

MC264, MC266, MC290

(Note: Must take one of MC171, MC176, or MC210)

#### After Butler

Many students transfer to Kansas or out-of-state universities. Graduates of Butler hold positions as newspaper reporters and photographers, graphic designers, radio personalities, broadcast reporters/correspondents, public relations practitioners, film producers and audio-video technicians.

Most students transfer to Kansas or out-of-state universities. After receiving a bachelor's degree, graduates hold positions as teachers, professional performers, composers/arrangers, accompanists, and business professionals in the music industry.

## SPEECH COMMUNICATION

### ASSOCIATE IN ARTS

MAJOR CODE: SPCH

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101	3	
<input type="checkbox"/> English Comp. II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Behavioral Science Course		3	
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> One additional course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Speech Courses</b>			6
<input type="checkbox"/> Interpersonal Communication	SP 102	3	
<input type="checkbox"/> Persuasive Speaking	SP 105	3	
<b>Related Electives</b>			21
<input type="checkbox"/> Any Speech course			
<input type="checkbox"/> Any Mass Communication course			
<input type="checkbox"/> Any Theatre course			
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3	
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3	
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3	
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3	
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3	
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3	
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3	
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Greg May  
316-322-3112  
[gmay@butlercc.edu](mailto:gmay@butlercc.edu) or  
Alexis Hopkins  
316-218-6267  
[ahopkins@butlercc.edu](mailto:ahopkins@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Jay Moorman, Dean  
316-322-3328  
[jmoorman1@butlercc.edu](mailto:jmoorman1@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 6 credit hours of the Required Speech course requirements in addition to the general education requirements.

#### 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. You can also learn how to sign exact English.

#### Related Programs

Theatre and English

#### After Butler

Students transfer to four-year universities. After receiving a bachelor's degree, graduates hold positions as teachers, sales people, business managers, interpreters and radio/television announcers.

**THEATRE****ASSOCIATE IN ARTS**MAJOR CODE: *THEA***MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> One additional course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 19**

<input type="checkbox"/> Shakespeare	LT 218	3
<input type="checkbox"/> Acting I	TA 110	3
<input type="checkbox"/> Intro to Theatre Art	TA 206	3
<input type="checkbox"/> Stagecraft	TA 125	3
<input type="checkbox"/> Stage Makeup	TA 127	3
<input type="checkbox"/> Theatre Practicum I, II, III, IV		4

**Related Electives 8**

<input type="checkbox"/> Any Theatre course		
<input type="checkbox"/> Any Art course		
<input type="checkbox"/> Any Dance course		
<input type="checkbox"/> Any Engineering Graphics Technology course		
<input type="checkbox"/> Any Electronics course		
<input type="checkbox"/> Any Manufacturing Engineering Technology course		
<input type="checkbox"/> Any Mass Communication course		
<input type="checkbox"/> Any Music course		
<input type="checkbox"/> Any Speech course		
<input type="checkbox"/> Any Welding course		
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Bob Peterson  
316-322-3261  
[bpeterson@butlercc.edu](mailto:bpeterson@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

Technical Theatre majors should take Art Drawing, Design and Technical courses Engineering Graphics Technology/Pre-Engineering, Welding. Theatre performance majors should take courses in voice and dance.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Jay Moorman, Dean  
316-322-3328  
[jmoorman1@butlercc.edu](mailto:jmoorman1@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 19 credit hours of the Required Theatre course requirements in addition to the general education requirements.

**Program Information**

If you love the limelight then this is the place for you to study theatre. 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
- Premier of an original script when available

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

**Related Programs**

Many theatre students also take classes in dance and voice

**Recommended Course Sequence***First Semester*

TA110, TA125, TA151, TA120

*Second Semester*

TA152, TA127

*Third Semester*

TA250

*Fourth Semester*

SP110, TA251

**After Butler**

Most students transfer to four-year universities. After receiving a bachelor's degree, graduates hold positions as teachers, actors, scene designers, technicians, stage managers, production assistants, and entertainment business managers.

**ENGLISH/LITERATURE****ASSOCIATE IN ARTS**

MAJOR CODE: ENGL

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101	3	
<input type="checkbox"/> English Comp. II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Behavioral Science Course		3	
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> One additional course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required English/Literature Courses</b>			<b>12</b>
<input type="checkbox"/> Introduction to Literature I	LT 201	3	
<input type="checkbox"/> American Literature I	LT 215	3	
<input type="checkbox"/> American Literature II	LT 216	3	
<input type="checkbox"/> British Literature I or II	LT 211, LT 212	3	
<b>Related Electives</b>			<b>15</b>
<input type="checkbox"/> Introduction to Theatre	TA 206	3	
<input type="checkbox"/> Any English course		3	
<input type="checkbox"/> Any History course		3	
<input type="checkbox"/> Any Humanities course		3	
<input type="checkbox"/> Any Literature course except Children's Literature		3	
<input type="checkbox"/> Any Speech course		3	
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3	
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3	
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3	
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3	
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3	
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3	
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3	
<input type="checkbox"/> Leadership at Work <sup>□</sup>	CE 298	3	

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

**Contact:** Jim Buchhorn  
316-322-3327  
[wbuchhorn@butlercc.edu](mailto:wbuchhorn@butlercc.edu) or  
Sheryl LeSage  
316-218-6284  
[sberg1@butlercc.edu](mailto:sberg1@butlercc.edu) or  
Katheryn McCoskey  
316-322-3331  
[kmccoske@butlercc.edu](mailto:kmccoske@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Dr. Susan Bradley, Dean  
316.322.6725  
[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 12 credit hours of Required English/Literature Courses in addition to general education requirements.

**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.

**The Quill**

The Quill is publication of literary and visual art produced by and for Butler students, faculty and staff.

**Scan**

The Scan is a yearly publication of some of the best academic writing done in English classes, as well as other classes, such as biology and psychology.

**Recommended Course Sequence**

*First Semester*  
EG101

*Second Semester*  
EG102, LT201

**After Butler**

Students transfer to Kansas and out-of-state universities. After finishing a bachelor's degree, graduates hold positions as teachers, journalists, editors, authors, technical writers, public relations professionals, and sales/advertising representatives.

## FOREIGN LANGUAGE

### ASSOCIATE IN ARTS

MAJOR CODE: FLNG

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101	3	
<input type="checkbox"/> English Comp. II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Behavioral Science Course		3	
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> One additional course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Foreign Language Courses</b>			<b>15</b>
<input type="checkbox"/> Beginning Spanish I	FL 107	5	
<input type="checkbox"/> Beginning Spanish II	FL 108	5	
<input type="checkbox"/> Intermediate Spanish	FL 201	5	
<b>Related Electives</b>			<b>12</b>
<input type="checkbox"/> FL: Any Foreign Language course numbered 100 or above (Vocational Spanish courses will not fulfill this requirement except for the A.A.S. Nursing Degree.)			
<input type="checkbox"/> Any History course			

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Calisa Marlar  
316-218-6280  
[cmarlar@butlercc.edu](mailto:cmarlar@butlercc.edu)

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Susan Bradley, Dean  
316.323.6725  
[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 15 credit hours of the Required Foreign Language Course requirements in addition to the general education requirements.

#### Program Information

Whether you're taking 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 courses. 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.

#### Related Programs

Vocational Spanish courses are designed to provide Spanish language skills for specific workplace settings.

#### Recommended Course Sequence

*First Semester*

*EG101, FL107*

*Second Semester*

*EG102, FL108*

*Third Semester*

*FL201*

#### After Butler

Most students transfer to Kansas and out-of-state universities. After earning a bachelor's degree, graduates hold positions in various career fields. Some examples include foreign language/bilingual educator, interpreter/translator, social service worker, domestic/foreign government worker, military member, technology worker, medical work, domestic/international business person and writer/editor. Evidence shows that bilinguals sometimes earn 8–10 percent more than monolinguals because of their ability to communicate in two or more languages.

## HISTORY

### ASSOCIATE IN SCIENCE

MAJOR CODE: HIST

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

##### Science and Math\*

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5

##### Social/Behavioral Science

<input type="checkbox"/> US History I	HS 131	3
<input type="checkbox"/> Behavioral Science Course		3

##### Humanities/Fine Arts

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### Required Courses 15

<input type="checkbox"/> US History II	HS 132	3
<input type="checkbox"/> Western Civilization I and Western Civilization II	HS 121 HS 122	6
<input type="checkbox"/> World Civilization I and World Civilization II	HS 201 HS 202	6

#### Related Electives 15

<input type="checkbox"/> Art Appreciation	AR 100	3
<input type="checkbox"/> Sociology	BS 105	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Humanities: Ancient to Medieval	HU 100	3
<input type="checkbox"/> Humanities: Renaissance to Mod.	HU 101	3
<input type="checkbox"/> Humanities through the Arts	HU 110	3
<input type="checkbox"/> Music Appreciation	MU 100	3
<input type="checkbox"/> American Federal Government	PO 141	3
<input type="checkbox"/> State and Local Government	PO 142	3
<input type="checkbox"/> International Relations	PO 201	3
<input type="checkbox"/> Principles of Geography	SC 120	3

### ASSOCIATE IN ARTS

MAJOR CODE: HIST

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 35

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

##### Science and Math\*

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

##### Social/Behavioral Science

<input type="checkbox"/> US History I	HS 131	3
<input type="checkbox"/> US History II	HS 132	3
<input type="checkbox"/> Behavioral Science Course		3

##### Humanities/Fine Arts

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### Required Courses 12

<input type="checkbox"/> Western Civilization I and Western Civilization II	HS 121 HS 122	6
<input type="checkbox"/> World Civilization I and World Civilization II	HS 201 HS 202	6

#### Related Electives 15

<input type="checkbox"/> Art Appreciation	AR 100	3
<input type="checkbox"/> Sociology	BS 105	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Humanities: Ancient to Medieval	HU 100	3
<input type="checkbox"/> Humanities: Renaissance to Mod.	HU 101	3
<input type="checkbox"/> Humanities through the Arts	HU 110	3
<input type="checkbox"/> Music Appreciation	MU 100	3
<input type="checkbox"/> American Federal Government	PO 141	3
<input type="checkbox"/> State and Local Government	PO 142	3
<input type="checkbox"/> International Relations	PO 201	3
<input type="checkbox"/> Principles of Geography	SC 120	3

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Tim Myers  
316-218-6228/  
[Imyers@butlercc.edu](mailto:Imyers@butlercc.edu)

#### 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.

#### Recommended Course Sequence

##### First Semester

EG101, HS131, HS132 or SP100, Fitness and Wellness Activity or Dance Course, Behavioral Science Course, Related Electives

##### Second Semester

EG102, HS121 or HS201, HS122, HS131, HS132, Humanities Course, Related Electives

##### Third Semester

HS121 or HS201, HS122, HS131, HS132, MA131 or above, Lab Science Course, Fine Arts Course

##### Fourth Semester

HS121, HS122, Humanities or Fine Arts Course, Related Electives

#### Related Electives

AR100	HU100	PO142
BS105	HU101	PO201
BS222	HU110	SC120
EC200	MU100	
EC201	PO141	

#### After Butler

Career opportunities include archeologist, archivist, history instructor, museum or park curator, journalist, and lawyer.

**LIBERAL ARTS****ASSOCIATE IN ARTS**

MAJOR CODE: LART

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> One additional course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Related Electives (see an advisor for transfer information) 27**☐ Any course, not to include zero level courses.**Credits Required:** 62 for both A.A. and A.S. degrees.

**Contact:** Susan Bradley, Dean  
316-218-6725  
[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

In addition to general education requirements, coursework may be selected from any academic department to complete the 62 credit hours.

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 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.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**ASSOCIATE IN SCIENCE**

MAJOR CODE: LART

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> One add'l course from Math, Science, or Computer Science		3-5

**Social/Behavioral Science**

<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Related Electives (see an advisor for transfer information) 30**☐ Any course, not to include zero level courses.

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.



**LIBERAL ARTS****ASSOCIATE IN GENERAL STUDIES**

MAJOR CODE: LART

MINIMUM GENERAL EDUCATION HOURS REQUIRED			25
<b>Communication</b>			
<input type="checkbox"/> English Comp. I	EG 101	3	
One more from the following:			
<input type="checkbox"/> English Comp. II or	EG 102	3	
Public Speaking or	SP 100		
Interpersonal Communication	SP 102		
<b>Science and Math*</b>			
(Math Review hours do not meet this requirement.)			
<input type="checkbox"/> Intermediate Algebra w/Review	MA 120 or above	3-5	
<input type="checkbox"/> Science Course (100 level and above)		3-4	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Behavioral Science Course		3	
<input type="checkbox"/> Social Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Relative Electives</b> (see an advisor for transfer information)			37
<input type="checkbox"/> Any course 100 level or above.			

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Susan Bradley, Dean  
316-218-6725  
[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

In addition to general education requirements, coursework may be selected from any academic department to complete the 62 credit hours.

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 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 find Butler 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 2-year and 4-year degrees.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## PHILOSOPHY AND RELIGION

### ASSOCIATE IN ARTS

MAJOR CODE: REPH

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 35

##### Communication

<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3

##### Science and Math\*

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

##### Social/Behavioral Science

<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> One additional course		3

##### Humanities/Fine Arts

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### Required Philosophy/Religion Courses 12

<input type="checkbox"/> Philosophy	PL 290	3
<input type="checkbox"/> Ethics	PL 291	3
<input type="checkbox"/> Comparative Religions	RG 210	3
<input type="checkbox"/> New Testament	RG 190	3

#### Related Electives 15

<input type="checkbox"/> Any Behavioral Science Course		3
<input type="checkbox"/> Any Philosophy Course		3
<input type="checkbox"/> Any Religion Course		3
<input type="checkbox"/> History of Western Civ I	HS 121	3
<input type="checkbox"/> History of Western Civ II	HS 122	3
<input type="checkbox"/> Any Humanities Course		3
<input type="checkbox"/> Principles of Geography	SC 120	3
<input type="checkbox"/> Keys to Success in the Workplace <sup>□</sup>	CE 195	3
<input type="checkbox"/> Career Development <sup>□</sup>	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult <sup>□</sup>	CE 197	3
<input type="checkbox"/> Critical Thinking Skills <sup>□</sup>	CE 198	3
<input type="checkbox"/> The Changing Workplace <sup>□</sup>	CE 295	3
<input type="checkbox"/> Emotional Intelligence <sup>□</sup>	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult <sup>□</sup>	CE 297	3

<sup>□</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Regina Turner  
316-322-3153  
[rturner@butlercc.edu](mailto:rturner@butlercc.edu)

Prospective teachers should take General Psychology BS 160 and Introduction to Teaching ED 206. A math course above College Algebra w/Review MA 131 may be required at some transfer institutions.

NOTE: An Associate of Science degree is also offered in this subject area. Refer to Degree & Graduation Requirements for program details and/or contact:

Susan Bradley, Dean  
316.323.6725  
[sbradley@butlercc.edu](mailto:sbradley@butlercc.edu)

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 12 credit hours of the Required Philosophy/Religion course requirements in addition to the general education requirements.

#### Program Information

Butler's philosophy and religion department will expose you to the rich intellectual heritage of our culture. Philosophy courses will help you develop critical thinking skills and the ability to understand complex issues. In Butler's religion courses, you will have the opportunity to study seven of the world's major living religions, and their contributions to human understanding.

#### Recommended Course Sequence

*First Semester*

*PL290, BS160*

#### After Butler

The ability to think and understand underpins many careers, including those in education and law. Most students transfer to four-year universities. After receiving a bachelor's degree, graduates may also hold positions as teachers, ministers/priests, pastoral assistants, and missionaries.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

**POLITICAL SCIENCE****ASSOCIATE IN SCIENCE**

MAJOR CODE: POLS

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3	
<input type="checkbox"/> Lab Science Course		4-5	
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> American Federal Government	PO 141	3	
<input type="checkbox"/> Behavioral Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			
<input type="checkbox"/> State and Local Government	PO 142	3	
<input type="checkbox"/> International Relations	PO 201	3	
<b>Related Electives</b>			24
See related electives under A.A. degree.			

**ASSOCIATE IN ARTS**

MAJOR CODE: POLS

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communications	SP 100 SP 102	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> State and Local Government	PO 142	3	
<input type="checkbox"/> American Federal Government	PO 141	3	
<input type="checkbox"/> Behavioral Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			3
<input type="checkbox"/> International Relations	PO 201	3	

Related Electives			24
<input type="checkbox"/> Information Processing Systems	BA 104	3	
<input type="checkbox"/> Business Law I	BA 115	3	
<input type="checkbox"/> Business Law II	BA 116	3	
<input type="checkbox"/> Sociology	BS 105	3	
<input type="checkbox"/> Principles of Microeconomics	EC 200	3	
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3	
<input type="checkbox"/> History of Western Civilization I	HS 121	3	
<input type="checkbox"/> History of Western Civilization II	HS 122	3	
<input type="checkbox"/> U.S. History I	HS 131	3	
<input type="checkbox"/> U.S. History II	HS 132	3	
<input type="checkbox"/> History of World Civilization I	HS 201	3	
<input type="checkbox"/> History of World Civilization II	HS 202	3	
<input type="checkbox"/> Statistics for Mgmt, Life and Social Sci	MA 220	3	
<input type="checkbox"/> Principles of Geography	SC 120	3	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Tim Myers  
316-218-6228  
[Imyers@butlercc.edu](mailto:Imyers@butlercc.edu)

**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.

**Recommended Course Sequence***First Semester*

EG101, SP100, PO141, *Fitness and Wellness Activity or Dance Course, Behavioral Science Course*

*Second Semester*

EG102, *Humanities Course, Related Electives*

*Third Semester*

MA131 or above, *Lab Science Course, Fine Arts Course, Related Electives*

*Fourth Semester*

PO142, *Humanities or Fine Arts Course, Related Electives*

**After Butler**

Associate degrees are designed for students planning to transfer to a four-year college. After finishing a bachelor's degree, career opportunities include high school social studies teacher, higher education political science professor, elected official, political consultant/advisor, government employee, or legal assistant. Political Science degrees also prepare students for careers in law.

**PRE-LAW****ASSOCIATE IN SCIENCE**

MAJOR CODE: LAW

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course	PO 141 (Recommended)	3
<input type="checkbox"/> Behavioral Science Course	BS 105 (Recommended)	3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Related Electives 30**

See related electives in the A.A. degree below

**ASSOCIATE IN ARTS**

MAJOR CODE: LAW

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course	PO 141 (Recommended)	3
<input type="checkbox"/> Behavioral Science Course	BS 105 (Recommended)	3
<input type="checkbox"/> Social or Behavioral Science Course	PO 142 (Recommended)	3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Related Electives 27****Business/Economics/Accounting Emphasis**

<input type="checkbox"/> BA 110	<input type="checkbox"/> BA 126, 127	<input type="checkbox"/> BA 210
<input type="checkbox"/> BA 115	<input type="checkbox"/> BA 184	<input type="checkbox"/> EC 200
<input type="checkbox"/> BA 116	<input type="checkbox"/> BA 204	<input type="checkbox"/> EC 201

**Criminal Law Emphasis**

<input type="checkbox"/> CJ 102	<input type="checkbox"/> CJ 213
<input type="checkbox"/> CJ 204	<input type="checkbox"/> CJ 215

**Environmental/Science Emphasis**

<input type="checkbox"/> BE 204	<input type="checkbox"/> BI 240	<input type="checkbox"/> EV 150
<input type="checkbox"/> BI 110	<input type="checkbox"/> BI 250	<input type="checkbox"/> FS 207
<input type="checkbox"/> BI 215	<input type="checkbox"/> CH 110	<input type="checkbox"/> FW 220
<input type="checkbox"/> BI 220	<input type="checkbox"/> CH 115	<input type="checkbox"/> IT 205

**Family Practice Emphasis**

<input type="checkbox"/> BA 112	<input type="checkbox"/> BA 114	<input type="checkbox"/> BE 204
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**Political Science Emphasis**

<input type="checkbox"/> HS 121	<input type="checkbox"/> HS 132	<input type="checkbox"/> PO 141
<input type="checkbox"/> HS 122	<input type="checkbox"/> HS 201	<input type="checkbox"/> PO 142
<input type="checkbox"/> HS 131	<input type="checkbox"/> HS 202	<input type="checkbox"/> PO 201

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees.

**Contact:** Miles Erpelding  
316-322-3241  
[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

In addition to the general education requirements, you may choose related electives listed under the A.A. degree. The courses a student selects depends on the area of law the student is interested in and to which university the student plans to transfers.

**Program Information**

Butler's pre-law program is designed to provide you with the first two years of pre-law studies. The study of law offers you a wide variety of career opportunities.

**After Butler**

Career opportunities include arbitrator, lawyer in private or corporate practice, judge, or political office holder.

## NURSING

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: NURS

Your Butler experience 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.

Level I		42
<b>FIRST SEMESTER - Program Prerequisites</b>		
<input type="checkbox"/> Anatomy and Physiology*	BI 240	5
<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> English Composition	EG 101	3
<input type="checkbox"/> College Algebra	MA 135 or above	3-5
<b>SECOND SEMESTER</b>		
<input type="checkbox"/> Phy Assess for the Practice of Nursing**	NR 104	3
<input type="checkbox"/> Found of Patient Centered Care**	NR 105	6
<input type="checkbox"/> Pathophysiology	BI 231	4
<b>THIRD SEMESTER</b>		
<input type="checkbox"/> Therapeutic Nutrition	AH 111	3
<input type="checkbox"/> Developmental Psychology	BS 260	3
<input type="checkbox"/> Patient Centered Care of the Developing Individual and Family	NR 106	9
<b>Nursing Concepts for Adv'd Standing</b>	NR 108	3
(NR 108 is a requirement for Advanced Standing LPNs).		

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.

Level II		26
<b>FOURTH SEMESTER</b>		
<input type="checkbox"/> Microbiology*	BI 250	5
<input type="checkbox"/> Patient Centered Care In Mental Health and High Acuity Medical-Surgical Environments	NR 202	9
<b>FIFTH SEMESTER</b>		
<input type="checkbox"/> English Composition II or Public Speaking	EG 102 SP 100	3
<input type="checkbox"/> Leadership and Mgmt in Prof Nursing	NR 203	9

Required courses must be completed with a C or better for progression in the nursing program of study.

#### Hints for Successful Completion

Students should limit outside work to less than 25 hours per week to maintain good grades and successfully complete the nursing program.

#### Additional Costs

A Nursing Lab fee is assessed each semester 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/)

**Credits Required:** 68

**Contact:** Anita Mills, Dean  
316-322-3146  
[amills@butlercc.edu](mailto:amills@butlercc.edu) or  
Kerri Smith  
316-322-3140  
[ksmith@butlercc.edu](mailto:ksmith@butlercc.edu)

**Program Information**

The nursing program has a selective admission policy (See Selective Admission Policy section in this catalog). The nursing faculty is committed to providing a program of study which prepares the associate degree nurse for licensure and practice. The required nursing courses are offered in a web-facilitated course concept. Coursework is completed on-line, while some is completed in the classroom, campus lab and patient care clinical settings. Clinical assignments include a variety of hospitals and health care settings in El Dorado and Wichita metropolitan area. Students need to be prepared for both day and evening clinical assignments. Students are expected to be prepared for their clinical experiences which may require preparation time at the clinical site in addition to their assigned clinical time. Graduates take the National Council Licensing Examination for Registered Nurses NCLEX-RN.

**Nursing Articulation Agreements**

The Kansas Nursing Articulation Plan developed by the Council for Nursing Articulation in Kansas permits Butler Associate Degree Nursing graduates 25 upper-division nursing credits to be awarded retroactively on the basis of the associate degree toward a Baccalaureate degree in nursing.

Butler has articulation agreements with WSU, KU, and Tabor. These agreements assure that students will have an educationally sound and expedient means of completing the programs in the least amount of time.

**Recommendations**

Students must follow the curriculum sequence of courses, however the general education requirements may be taken prior to the indicated semester they are required. Nursing courses are rigorous and demand study and preparation time outside of the required course hours. Many students prefer taking the general education requirements before entering the nursing program to allow full focus on the challenging Nursing curriculum. Please visit the Department of Nursing web site at <http://www.butlercc.edu/nursing/>

**Accreditation**

Accreditation Commission for Education in Nursing  
3343 Peachtree Rd NE, Suite 850  
Atlanta, GA 30326  
404.975.5000  
[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)

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## PRE-NURSING/HEALTH SCIENCE

### ASSOCIATE IN SCIENCE

MAJOR CODE: PRHS

Your Butler experience 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 I-EG101, College Algebra-MA135, Anatomy and Physiology-BI240 or BI226/BI227, General Psychology-BS160) 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 institution's professional health care programs.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			33
<b>Communication</b>			
<input type="checkbox"/> English Comp I•	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking	SP 100	3	
<b>Science and Math*</b>			
<input type="checkbox"/> Anatomy and Physiology• or	BI 240	5	
<input type="checkbox"/> Anatomy and Physiology I and	BI 226	8	
<input type="checkbox"/> Anatomy and Physiology II	BI 227		
<input type="checkbox"/> College Algebra w/Review•	MA 131 or above	3-5	
<input type="checkbox"/> Applied Statistics or	MA 210	3	
<input type="checkbox"/> Statistics for Management	MA 220	5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> General Psychology•	BS 160	3	
<input type="checkbox"/> Social Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> Humanities Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1-2	
<b>Required Courses</b>			26
<input type="checkbox"/> Therapeutic Nutrition	AH 111	3	
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3	
<input type="checkbox"/> Pathophysiology	BI 231	4	
<input type="checkbox"/> Microbiology	BI 250	5	
<input type="checkbox"/> Developmental Psychology	BS 260	3	
<input type="checkbox"/> Intro Chemistry: Gen, Org, Biochem or	CH 106	5	
<input type="checkbox"/> College Chemistry I	CH 110		
<input type="checkbox"/> Pharmacology	NR 245	3	
<b>Related Electives (See and Advisor for transfer information)</b>			6

•Prerequisite requirements for Butler's Nursing program: Students planning to apply to Butler's Nursing Program are only required to take the courses designated with an (\*) to meet required nursing prerequisites to be considered for admission.  
 \*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 65

**Contact:** Anita Mills, Dean  
 316-323-3146  
[amills@butlercc.edu](mailto:amills@butlercc.edu)

**Other BCC nursing requirements built within this program:**

Public Speaking or English Comp II  
 Microbiology  
 Developmental Psychology  
 Therapeutic Nutrition  
 Pathophysiology

## PRE-MEDICINE

### ASSOCIATE IN SCIENCE

MAJOR CODE: MEDI

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking or	SP 100	3	
<input type="checkbox"/> Interpersonal Communication	SP 102		
<b>Science and Math*</b>			
<input type="checkbox"/> College Chemistry I	CH 110	5	
<input type="checkbox"/> College Chemistry II	CH 115	5	
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			30
<input type="checkbox"/> Majors Biology I (Cell)	BI 215	5	
<input type="checkbox"/> Majors Biology II (Organisms)	BI 220	5	
<input type="checkbox"/> Organic Chemistry I	CH 240	5	
<input type="checkbox"/> Organic Chemistry II	CH 245	5	
<input type="checkbox"/> General Physics I	PH 143	5	
<input type="checkbox"/> General Physics II	PH 146	5	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Jeffrey Meyer, M.D.  
 316-322-3368  
[jmeyer7@butlercc.edu](mailto:jmeyer7@butlercc.edu)

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**ATHLETIC TRAINING****ASSOCIATE IN SCIENCE**

MAJOR CODE: ATHT

Your Butler experience 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.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking or Interpersonal Communications	SP 100	3	
	SP 102	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 135 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> Fitness for Life	FW 190	2	
<b>Required Courses</b>			19
<input type="checkbox"/> Field Exper in Athletic Training I	FW 183	1	
<input type="checkbox"/> Field Exper in Athletic Training II	FW 184	1	
<input type="checkbox"/> Healthy Living	FW 220	3	
<input type="checkbox"/> First Aid/CPR/AED	FW 221	2	
<input type="checkbox"/> Intro to Exercise Science	FW275	3	
<input type="checkbox"/> Prev and Care of Athletic Injuries	FW 280	3	
<input type="checkbox"/> Field Exper in Athletic Training III	FW 283♦	1	
<input type="checkbox"/> Field Exper in Athletic Training IV	FW 284♦	1	
<input type="checkbox"/> Assess of Lower Extremities Injuries	FW 285	2	
<input type="checkbox"/> Assess of Upper Extremities Injuries	FW 286♦	2	
(♦ Available Fall 2018)			
(◇ Available Spring 2019)			
<b>Related Electives</b>			9
<input type="checkbox"/> Biomechanics	FW 276	3	
<input type="checkbox"/> Sport Nutrition	FW 278	3	
<input type="checkbox"/> Sport Psychology	FW 279	3	
<input type="checkbox"/> Any Fitness Activity Course			

- This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 60

Contact: Matt Sanders  
316-322-3395  
[msanders4@butlercc.edu](mailto:msanders4@butlercc.edu)

**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.

**Recommended Course Sequence**

Some required courses and related electives in the Fitness and Wellness programs are offered once annually on the Butler of El Dorado and Butler of Andover campuses on alternating semesters. Ask your advisor or department lead for details when planning your class schedule.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>



## EXERCISE SCIENCE

### ASSOCIATE IN SCIENCE

MAJOR CODE: FITN

Students who are seeking to work in an Allied Health field or in the health and fitness industry in a variety of roles can obtain a two-year degree in the Exercise Science program at Butler. As a terminal degree option, students can enhance their knowledge by earning a certification with this program through the NSCA. Students can also work in the fitness industry while pursuing a four-year degree with this certificate.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101		3
<input type="checkbox"/> English Comp II	EG 102		3
<input type="checkbox"/> Public Speaking or Interpersonal Communications	SP 100		3
	SP 102		
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 135 or above	3-5	
<input type="checkbox"/> Anatomy and Physiology	BI 240	5	
<input type="checkbox"/> One add'l course from Math, Science, or Computer Science	BA 104 (recommended)	3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> Behavior Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> Fitness for Life	FW 190	2	
<b>Required Courses</b>			<b>22</b>
<input type="checkbox"/> Health Living	FW 220	3	
<input type="checkbox"/> First Aid/CPR/AED	FW 221	2	
<input type="checkbox"/> Principles of Personal Training	FW 225	3	
<input type="checkbox"/> Intro to Exercise Science	FW 275	3	
<input type="checkbox"/> Biomechanics	FW 276	3	
<input type="checkbox"/> Sport Nutrition	FW 278	3	
<input type="checkbox"/> Sport Psychology	FW 279	3	
<input type="checkbox"/> Field Exper in Exercise Sci (Capstone)	FW 299	2	
<b>Related Electives</b>			<b>6</b>
<input type="checkbox"/> Intro to Marketing	BA 140	3	
<input type="checkbox"/> Sport Management	BA 231	3	
<input type="checkbox"/> Any fitness activity course			

□ Spring only

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

#### Contact:

Matt Sanders  
316-322-3395  
[msanders4@butlercc](mailto:msanders4@butlercc)

#### 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 others)
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.nsca.com](http://www.nsca.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 thru practical, hands on learning opportunities. The program also provides all students the opportunity to enjoy a wide range of fitness activity courses including: Muscle Pump, Fitness Circuit, Zumba, Yoga, Pilates, Karate, Rock Climbing, Golf, Bowling, Archery, and Fitness for life. Degree Program tracks include Exercise Science, Athletic Training, K-12 Physical Education.

#### Recommended Course Sequence

Some required courses and related electives in the Fitness and Wellness programs are offered once annually on the Butler of El Dorado and Butler of Andover campuses on alternating semesters. Ask your advisor or department lead for details when planning your class schedule.

*First Semester (Fall):*

BI240, FW275

*Second Semester (Spring):*

FW279, FW220, FW221

*Third Semester (Fall):*

FW225 (CPT content review course), FW278

*Fourth Semester (Spring):*

FW299 (Capstone), FW276

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

Credits Required: 60

## CERTIFICATION COURSES IN HEALTH CARE

### NURSE AIDE

#### COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Your Butler experience will prepare you for professional certification. A CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. CNAs may work in a hospital, nursing home, assisted living residence, Hospice, doctor's office, health clinic or rehabilitation center.

#### Required Courses

□ Nurse Aide	AH 122	5
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#### Related Courses

□ CNA Refresher: Long Term Care•	AH 150	1
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•Requirements of KDADS to reactivate the CNA certificate.

#### Hints for Successful Completion

Duties for Certified Nurse Aide may be characterized by prolonged standing and walking, frequent heavy lifting, pushing, pulling, carrying, occasional climbing, stooping, balancing, kneeling, constant need for good vision and hearing, ability to tolerate stressful situations; and occasional exposure to hazardous material. Therefore, if your doctor places you under any lifting restrictions, you may not be able to complete the program.

#### 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

#### Related Courses

According to state law, you must be a Certified Nurse Aide in Kansas before you can take the following classes: Certified Medication Aide, Home Health Aide, Rehabilitative Aide.

#### After Butler

State exam pass rate is over 99% for Butler CNA Students. A CNA certificate is required for admission to some nursing programs RN/LPN.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

### MEDICATION AIDE

#### COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

#### Prerequisite

Must be 18 years of age to enroll and be active status in the Kansas Nurse Aide Registry.

Appropriate placement scores, see an advisor for details.

#### Required Courses

□ Medication Aide Update	AH 120	5
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#### Related Courses

□ Medication Aide Update•	AH 123	1
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- This course is required every two years for certificate renewal for Continuing Education for the CMA.

#### Requirement for KDHE Certification

**Contact:** Suzanne McEachern  
316-323-6070  
[dmceachern@butlercc.edu](mailto:dmceachern@butlercc.edu)

#### 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.

#### Additional Costs

Additional lab fees will be assessed to each program course and subject to change

### ACUTE CARE NURSE AIDE

All students must have current CPR certification for health care providers and active status in the Kansas Nurse Aide Registry.

#### Required Course

□ Nurse Aide II-Acute Care Environment*	AH 125	2
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**Credits Required:** 2

Certification of completion as approved by KDADS

**Contact:** Suzanne McEachern  
316-323-6070  
[dmceachern@butlercc.edu](mailto:dmceachern@butlercc.edu)

## CERTIFICATION COURSES IN HEALTH CARE

### PATIENT CARE PATHWAYS

#### BUTLER CERTIFICATION OF COMPLETION KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION (CNA)

Your Butler experience will prepare you to begin your career in healthcare as an Acute Care Nurse Assistant in Hospitals, Medical Centers and Clinics.

Required Courses		12.5
<input type="checkbox"/> Nurse Aide	AH 122	5
<input type="checkbox"/> Nurse Aide II-Acute Care Environment•	AH 125	2
<input type="checkbox"/> Nurse Assistant Success Skills	AH 126	2
<input type="checkbox"/> Basic Life Support For Health-Care Professionals	AH 130	0.5
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3

**Contact:** Suzanne McEachern  
316-323-6070  
[dmceachern@butlercc.edu](mailto:dmceachern@butlercc.edu)

#### 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.

### EMERGENCY MEDICAL TECHNICIAN

#### COURSE APPROVED BY KANSAS BOARD OF EMERGENCY MEDICAL SERVICE

Required Courses		11
<input type="checkbox"/> EMT	AH 110	7
<input type="checkbox"/> EMT- Skills	AH 212	4

#### 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 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.

#### 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.

### BUTLER/COWLEY PARTNERSHIP PARAMEDIC

Required Courses		31
<input type="checkbox"/> EMT	AH 110	7
<input type="checkbox"/> EMT – Skills	AH 212	4
<input type="checkbox"/> Information Processing Systems	BA 104	3
<input type="checkbox"/> Anatomy and Physiology	BI 240	5
<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Ethics	PL 291	3

**Credits Required:** 31

Certification of successful completion as approved by the State of Kansas Board of EMS

**Contact:** Jeb Burress  
316-323-6269  
[jburress@butlercc.edu](mailto:jburress@butlercc.edu)

#### 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.

#### 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.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

## CERTIFICATION COURSES IN HEALTH CARE

### HOME HEALTH AIDE

#### COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Your Butler experience will prepare you to adapt basic healthcare services to clients in their own homes under the supervision of a registered nurse.

Required Course		2
<input type="checkbox"/> Home Health Aide	AH 117	2

**Credits Required:** 2  
Certification of completion as approved by KDADS.

**Contact:** Suzanne McEachern  
316-323-6070  
[dmceachern@butlercc.edu](mailto:dmceachern@butlercc.edu)

#### Prior to enrollment

Appropriate placement scores, see an advisor for details.

#### Additional costs

Additional lab fees will be assessed to each program course and subject to change

#### Accreditation

Course approved by KDADS.

#### 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

#### After Butler

Recent graduates hold positions as caregivers for clients in their homes; as well as employment with a Hospice or Home Health Agency.

### OPERATOR TRAINING FOR ASSISTED LIVING

#### COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

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.

Prerequisite for enrollment: High school diploma, GED, or equivalent.

Required Course		3
<input type="checkbox"/> Operator Training for Assisted Living	AH 225	3

**Credits Required:** 3  
Certification of completion as approved by KDADS

**Contact:** Suzanne McEachern  
316-323-6070  
[dmceachern@butlercc.edu](mailto:dmceachern@butlercc.edu)

#### 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

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

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**CERTIFICATION COURSES IN HEALTH CARE**


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**RESTORATIVE AIDE****BUTLER CERTIFICATION OF COMPLETION**

**Course Approved for Kansas Physical Therapist Association (KTPA) Certification**

**Prerequisite:** Must be current in the Kansas Certified Nurse Aide Registry.

Required Course		2
<input type="checkbox"/> Restorative Aide	AH 124	2

**Credits Required:** 2

Certificate of Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association (KPTA).

**Contact:** Suzanne McEachern, Director  
Allied Health  
[dmceachern@butlercc.edu](mailto:dmceachern@butlercc.edu) or  
316.323.6070

**Program Information**

Must be a Certified Nurse Aide

**Requirements**

Must have current Kansas certificate as Certified Nurse Aide

**Additional Costs**

Additional lab fees will be assessed to each program course and subject to change

**Hints for Successful Completion**

Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

**After Butler**

Students are eligible for immediate employment following successful completion of the course.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**BUSINESS MEDICAL SPECIALIST****ASSOCIATE IN APPLIED SCIENCE**

MAJOR CODE: OSMS

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 requirements for the Physician Coding Certificate.

MINIMUM GENERAL EDUCATION HOURS REQUIRED			15
<b>Communication</b>			
<input type="checkbox"/> English Composition I	EG 101		3
<input type="checkbox"/> Business English <sup>a</sup>	BE 120		3
<b>Math and Computer Science*</b>			
<input type="checkbox"/> Technical Mathematics I	MA 114 or above		3-5
<input type="checkbox"/> MAP 1: Word Processing	BE 165		1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170		1
<input type="checkbox"/> MAP 1: Database	BE 180		1
<input type="checkbox"/> General Education Elective			3
<b>Required Courses</b>			<b>38</b>
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201		3
<input type="checkbox"/> Health Pro Medical Terminology II	AH 202		1
<input type="checkbox"/> Intermediate Document Processing	BE 102		3
<input type="checkbox"/> Records Management <sup>a</sup>	BE 108		3
<input type="checkbox"/> Human Relations	BE 109		3
<input type="checkbox"/> Microsoft Outlook Level I	BE 115		1
<input type="checkbox"/> Microsoft Outlook Level II	BE 116		1
<input type="checkbox"/> Business Math/10 Key	BE 121		3
<input type="checkbox"/> Introduction to Health Information <sup>a</sup>	BE 122		3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare <sup>a</sup>	BE 123		3
<input type="checkbox"/> Reimbursement Methodologies <sup>a</sup>	BE 124		3
<input type="checkbox"/> Computerized Medical Office Mgmt	BE 126		3
<input type="checkbox"/> Business Communications	BE 130		3
<input type="checkbox"/> Business Procedures	BE 202		3
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193		2
<b>Related Electives</b>			<b>9</b>
<b>Medical Office Emphasis</b>			
<input type="checkbox"/> Advanced Computer Apps	BA 245		3
<input type="checkbox"/> Keyboard Skillbuilding <sup>a</sup>	BE 103		3
<input type="checkbox"/> Introduction to Windows	BE 166		1
<input type="checkbox"/> MAP I: Presentation Graphics	BE 175		3
<input type="checkbox"/> MAP I: Introduction to Internet	BE 176		1
<input type="checkbox"/> Desktop Publishing	BE 275		3
<b>Physician Coding Emphasis</b>			
<input type="checkbox"/> Beginning Medical Coding*	BE 125		3
<input type="checkbox"/> Advanced Medical Coding <sup>♦</sup>	BE 127		3
<input type="checkbox"/> Anatomy & Physiology <sup>❖</sup>	BI 240		5

❖BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240.

Only five credit hours will be counted toward the degree.

\* Spring only

<sup>a</sup> Online only

<sup>♦</sup> Fall only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Karen Wright  
316-218-6212  
[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

**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.

**Related Programs**

Physician Coding Certificate: After completing the AAS degree in Business Medical Specialist with a physician coding emphasis, the student may take the additional three courses (8 credit hours) to earn the Physician Coding Certificate. If they complete this also, they would receive two certificates, Business Medical Specialist and Physician Coding as well as the AAS degree in Business Medical Specialist.

**After Butler**

Your Butler experience 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.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## BUSINESS MEDICAL SPECIALIST

### CERTIFICATE B

MAJOR CODE: OSMS

Your Butler experience 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.

#### CERTIFICATE HOURS REQUIRED

**35**

<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3
<input type="checkbox"/> Inter. Document Processing	BE 102	3
<input type="checkbox"/> Human Relations <sup>□</sup>	BE 109	3
<input type="checkbox"/> Business English <sup>□</sup>	BE 120	3
<input type="checkbox"/> Business Math/10-Key	BE 121	3
<input type="checkbox"/> Introduction to Health Information <sup>♦□</sup>	BE 122	3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare <sup>♦□</sup>	BE 123	3
<input type="checkbox"/> Reimbursement Methodologies <sup>♦□</sup>	BE 124	3
<input type="checkbox"/> Computerized Med Office Mgmt	BE 126	3
<input type="checkbox"/> MAP 1: Word Processing	BE 165	1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170	1
<input type="checkbox"/> MAP 1: Database	BE 180	1
<input type="checkbox"/> Business Procedures <sup>*</sup>	BE 202	3
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2

\* Spring only

♦ Fall only

□ Online only

**Credits Required:** 35

**Contact:** Karen Wright  
316-218-6212  
[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

#### 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.

#### Related Programs

Business Administrative Technology

#### Recommended Course Sequence

Classes must be taken in the following sequence.

##### *First Semester (Fall)*

AH201, BE102, BE120, BE121, BE122, BE165, BE170, BE180

##### *Second Semester (Spring)*

BE109, BE123, BE124, BE126, BE202, IP193

#### After Butler

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

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

#### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Business-Medical-Specialist/Gedt.html>

**PHYSICIAN CODING****ASSOCIATE IN APPLIED SCIENCE***MAJOR CODE: BSBC*

Your Butler experience 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.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>15</b>
<b>Communication</b>			
<input type="checkbox"/> English Composition I	EG 101	3	
<input type="checkbox"/> Business English <sup>□</sup>	BE 120	3	
<b>Math and Computer Science*</b>			
<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3	
<input type="checkbox"/> MAPI: Word Processing	BE 165	1	
<input type="checkbox"/> MAPI: Spreadsheet	BE 170	1	
<input type="checkbox"/> MAPI: Database	BE 180	1	
<input type="checkbox"/> General Education Elective		3	
<b>Required Courses</b>			<b>37</b>
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3	
<input type="checkbox"/> Health Pro Medical Terminology II	AH 202	1	
<input type="checkbox"/> Introduction to Health Information* <sup>□</sup>	BE 122	3	
<input type="checkbox"/> Legal & Ethical Issues in Healthcare* <sup>□</sup>	BE 123	3	
<input type="checkbox"/> Reimbursement Methodologies* <sup>□</sup>	BE 124	3	
<input type="checkbox"/> Beginning Medical Coding*	BE 125	3	
<input type="checkbox"/> Computerized Medical Office Mgmt	BE 126	3	
<input type="checkbox"/> Advanced Medical Coding♦	BE 127	3	
<input type="checkbox"/> Coding Certification Test Prep♦	BE 128	1	
<input type="checkbox"/> Business Procedures *	BE 202	3	
<input type="checkbox"/> Pathophysiology	BI 231	4	
<input type="checkbox"/> Anatomy & Physiology❖	BI 240	5	
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2	
<b>Related Electives</b>			<b>10</b>
<input type="checkbox"/> Intermediate Document Processing	BE 102	3	
<input type="checkbox"/> Records Management*	BE 108	3	
<input type="checkbox"/> Human Relations <sup>□</sup>	BE 109	3	
<input type="checkbox"/> Business Communications	BE 130	3	
<input type="checkbox"/> Introduction to Windows	BE 166	1	
<input type="checkbox"/> MAP I: Introduction to Internet <sup>□</sup>	BE 176	1	

❖BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the degree.

\* Spring only

♦ Fall only

□ Online only

Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Karen Wright  
316-218-6212  
[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

**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.

**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.

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 be able to 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.

**Related Programs**

Business Administrative Technology

**After Butler**

This certificate prepares students for an entry-level position in a physician office as a medical coder or for continuation of education leading to an associate degree.

**Wages**

Salary/hourly rates are dependent on skill level, experience, and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>



## PHYSICIAN CODING

### CERTIFICATE B

*MAJOR CODE: BSBC*

Your Butler experience will prepare you to take the CPC exam to become a Certified Professional Coder Apprentice (CPC-A). After two years of validated work experience in medical coding, the apprentice part of the certificate is dropped.

CERTIFICATE HOURS REQUIRED		35
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3
<input type="checkbox"/> Health Pro Medical Terminology II	AH 202	1
<input type="checkbox"/> Introduction to Health Information* <sup>□</sup>	BE 122	3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare* <sup>□</sup>	BE 123	3
<input type="checkbox"/> Reimbursement Methodologies* <sup>□</sup>	BE 124	3
<input type="checkbox"/> Beginning Medical Coding*	BE 125	3
<input type="checkbox"/> Computerized Med. Office Mgmt.	BE 126	3
<input type="checkbox"/> Advanced Medical Coding <sup>□</sup>	BE 127	3
<input type="checkbox"/> Coding Certification Test Preparation**	BE 128	1
<input type="checkbox"/> MAP I: Word Processing	BE 165	1
<input type="checkbox"/> Pathophysiology	BI 231	4
<input type="checkbox"/> Anatomy & Physiology* <sup>◇</sup>	BI 240	5
<input type="checkbox"/> Internship I <sup>□</sup>	IP 193	2

◇ BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the certificate.

\* Spring only

◇ Fall only

□ Online only

**Credits Required:** 35

**Contact:** Karen Wright  
316-218-6212  
[kwright6@butlercc.edu](mailto:kwright6@butlercc.edu)

### 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.

### Related Programs

Business Administrative Technology

### Recommended Course Sequence

Classes must be taken in the following sequence.

*First Semester (Fall)*

AH201, BE122, BE126, BI240

*Second Semester (Spring)*

AH202, BE123, BE124, BE125, BE165

*Third Semester (Fall)*

BE127, BE128, BI231, IP193

### After Butler

This certificate prepares students for an entry-level position in a physician office as a medical coder or for continuation of education leading to an associate degree.

### Wages

Salary/hourly rates are dependent on skill level, experience, and location.

### Career Coach

<https://butlercc.emsicareercoach.com/>

### Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

<http://documents.butlercc.edu/gainful-employment/Physician-Coding/Gedt.html>

**CRIMINAL JUSTICE****ASSOCIATE IN SCIENCE**

MAJOR CODE: CJPS

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100 or	3
Interpersonal Communication	SP 102	

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> One add'l course from Math, Science, or Computer Science		3-4

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 18**

<input type="checkbox"/> Intro to Criminal Justice	CJ 102	3
<input type="checkbox"/> Agency Administration	CJ 103	3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116	3
<input type="checkbox"/> Criminal Law	CJ 204	3
<input type="checkbox"/> Criminology	CJ 212	3
<input type="checkbox"/> Criminal Procedures	CJ 215	3

**Related Electives 12**

<input type="checkbox"/> Legal Terminology	BE 204	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104	3
<input type="checkbox"/> Transportation and Border Security	CJ 105	3
<input type="checkbox"/> Criminal Justice Interview/Report Writ'g	CJ 106	3
<input type="checkbox"/> Introduction to Corrections	CJ 109	3
<input type="checkbox"/> Fund Emerg Mgmt and Disaster Prep	CJ 112	3
<input type="checkbox"/> Introduction to Security	CJ 114	3
<input type="checkbox"/> Criminal Behavior	CJ 117	3
<input type="checkbox"/> Gang Investigation	CJ 118	3
<input type="checkbox"/> Concepts of Terrorism	CJ 122	3
<input type="checkbox"/> Intell Analysis and Security Mgmt	CJ 123	3
<input type="checkbox"/> Introduction to Homeland Security	CJ 125	3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201	3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202	3
<input type="checkbox"/> Intro to Computer and Cyber Crime	CJ 203	3
<input type="checkbox"/> Criminal Investigation	CJ 211	3
<input type="checkbox"/> Criminal Law and Evidence	CJ 213	3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216	3
<input type="checkbox"/> Beginning Spanish	FL 107	5
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>a</sup>	IP 293	2

<sup>a</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Miles Erpelding  
316-322-3241  
[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

**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 and Associate of Science degrees are 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.

**After Butler**

Career Opportunities include Police Officer, Sheriff's Officer, Court Officer, Corrections Officer, Probation/Parole Officer, and Federal Officer.

**Wages**

Salary/hourly rates are dependent on skill level, experience, and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>  
rates are dependent on skill level, experience

**CRIMINAL JUSTICE****ASSOCIATE IN ARTS**

MAJOR CODE: CJPS

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100	3
	SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> One additional course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 18**

<input type="checkbox"/> Intro to Criminal Justice	CJ 102	3
<input type="checkbox"/> Agency Administration	CJ 103	3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116	3
<input type="checkbox"/> Criminal Law	CJ 204	3
<input type="checkbox"/> Criminology	CJ 212	3
<input type="checkbox"/> Criminal Procedures	CJ 215	3

**Related Electives 9**

<input type="checkbox"/> Legal Terminology	BE 204	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Law Enforcement Oper and Proc	CJ 104	3
<input type="checkbox"/> Transportation and Border Security	CJ 105	3
<input type="checkbox"/> Criminal Justice Interview/Report Writ'g	CJ 106	3
<input type="checkbox"/> Introduction to Corrections	CJ 109	3
<input type="checkbox"/> Fund Emerg Mgmt and Disaster Prep	CJ 112	3
<input type="checkbox"/> Introduction to Security	CJ 114	3
<input type="checkbox"/> Criminal Behavior	CJ 117	3
<input type="checkbox"/> Gang Investigation	CJ 118	3
<input type="checkbox"/> Concepts of Terrorism	CJ 122	3
<input type="checkbox"/> Intelligence Analysis/Security Mgmt	CJ 123	3
<input type="checkbox"/> Introduction to Homeland Security	CJ 125	3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201	3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202	3
<input type="checkbox"/> Intro to Computer and Cyber Crime	CJ 203	3
<input type="checkbox"/> Criminal Investigation	CJ 211	3
<input type="checkbox"/> Criminal Evidence	CJ 213	3
<input type="checkbox"/> Prof Resp in Criminal Justice	CJ 216	3
<input type="checkbox"/> Beginning Spanish	FL 107	5
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>a</sup>	IP 293	2

<sup>a</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Miles Erpelding  
316-322-3241  
[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

**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 and Associate of Science degrees are 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.

**After Butler**

Career Opportunities include Police Officer, Sheriff's Officer, Court Officer, Corrections Officer, Probation/Parole Officer, and Federal Officer.

**Wages**

Salary/hourly rates are dependent on skill level, experience, and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**HOMELAND SECURITY****ASSOCIATE IN ARTS**

MAJOR CODE: HMSC

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100	3
	SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social or Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 21**

<input type="checkbox"/> Intro to Criminal Justice	CJ 102	3
<input type="checkbox"/> Agency Administration	CJ 103	3
<input type="checkbox"/> Fund Emerg Mgmt and Disaster Prep	CJ 112	3
<input type="checkbox"/> Intelligence Analysis and Security Mgmt	CJ 123	3
<input type="checkbox"/> Intro to Homeland Security	CJ 125	3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201	3
<input type="checkbox"/> Intro to Computer and Cyber Security	CJ 203	3

**Related Electives 6**

<input type="checkbox"/> Legal Terminology	BE 204	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104	3
<input type="checkbox"/> Transportation and Border Security	CJ 105	3
<input type="checkbox"/> Criminal Justice Interview/Rpt Writing	CJ 106	3
<input type="checkbox"/> Intro to Corrections	CJ 109	3
<input type="checkbox"/> Introduction to Security	CJ 114	3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116	3
<input type="checkbox"/> Criminal Behavior	CJ 117	3
<input type="checkbox"/> Gang Investigation	CJ 118	3
<input type="checkbox"/> Concepts of Terrorism	CJ 122	3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202	3
<input type="checkbox"/> Criminal Law	CJ 204	3
<input type="checkbox"/> Criminal Investigation	CJ 211	3
<input type="checkbox"/> Criminology	CJ 212	3
<input type="checkbox"/> Criminal Evidence	CJ 213	3
<input type="checkbox"/> Criminal Procedures	CJ 215	3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216	3
<input type="checkbox"/> Beginning Spanish	FL 107	5
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>a</sup>	IP 293	2

<sup>a</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Miles Erpelding  
316-322-3241  
[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

**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 in Arts and Associate in Science degrees are designed for students planning to transfer to a Bachelor degree program.

**After Butler**

Career Opportunities include Transportation Security Officer, Emergency Management Coordinator, Border Patrol Agents, U.S. Custom Officer, Federal Protective Service Officer, and U.S. Secret Service Officer.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## HOMELAND SECURITY

### ASSOCIATE IN SCIENCE

MAJOR CODE: HMSC

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i>	SP 100	3
Interpersonal Communication	SP 102	3

##### Science and Math\*

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> One add'l course from Math, Science, or Computer Science		3-4

##### Social/Behavioral Science

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course		3

##### Humanities/Fine Arts

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### Required Courses 21

<input type="checkbox"/> Intro to Criminal Justice	CJ 102	3
<input type="checkbox"/> Agency Administration	CJ 103	3
<input type="checkbox"/> Fund of Emerg Mgmt and Disaster Prep	CJ 112	3
<input type="checkbox"/> Intelligence Analysis and Security Mgmt	CJ 123	3
<input type="checkbox"/> Intro to Homeland Security	CJ 125	3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201	3
<input type="checkbox"/> Intro to Computer and Cyber Security	CJ 203	3

#### Related Electives 9

<input type="checkbox"/> Legal Terminology	BE 204	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104	3
<input type="checkbox"/> Transportation and Border Security	CJ 105	3
<input type="checkbox"/> Criminal Justice Interview/Report Writ'g	CJ 106	3
<input type="checkbox"/> Intro to Corrections	CJ 109	3
<input type="checkbox"/> Introduction to Security	CJ 114	3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116	3
<input type="checkbox"/> Criminal Behavior	CJ 117	3
<input type="checkbox"/> Gang Investigation	CJ 118	3
<input type="checkbox"/> Concepts of Terrorism	CJ 122	3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202	3
<input type="checkbox"/> Criminal Law	CJ 204	3
<input type="checkbox"/> Criminal Investigation	CJ 211	3
<input type="checkbox"/> Criminology	CJ 212	3
<input type="checkbox"/> Criminal Evidence	CJ 213	3
<input type="checkbox"/> Criminal Procedures	CJ 215	3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216	3
<input type="checkbox"/> Beginning Spanish	FL 107	5
<input type="checkbox"/> Internship I <sup>a</sup>	IP 193	2
<input type="checkbox"/> Internship II <sup>a</sup>	IP 293	2

<sup>a</sup> Online only

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Miles Erpelding  
316-322-3241  
[merpeldi@butlercc.edu](mailto:merpeldi@butlercc.edu)

#### 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 in Arts and Associate in Science degrees are designed for students planning to transfer to a Bachelor degree program.

#### After Butler

Career Opportunities include Transportation Security Officer, Emergency Management Coordinator, Border Patrol Agents, U.S. Custom Officer, Federal Protective Service Officer, and U.S. Secret Service Officer.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>

## FIRE SCIENCE

### ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: FRSC

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, emergency rescue operation procedures, public relations, and applicable laws and regulations.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

##### Communication

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> One other course	EG102, EG112, SP100, SP102	3

##### Science and Math\*

<input type="checkbox"/> Technical Mathematics I	MA 114 or above	3-5
<input type="checkbox"/> Computer Science Course		3

##### Social/Behavioral Science

<input type="checkbox"/> Sociology or	BS 105	3
General Psychology	BS 160	

#### Required Courses 33.5

<input type="checkbox"/> EMT	AH 110	7
<input type="checkbox"/> EMT - Skills	AH 212	4
<input type="checkbox"/> Firefighter I✓	FS 100	4.5
<input type="checkbox"/> Fire and Emerg Svc, Safety, Survival	FS 110	3
<input type="checkbox"/> Bldg Construction for Fire Science	FS 130	3
<input type="checkbox"/> Fire Prevention	FS 135	3
<input type="checkbox"/> Fire Protection Sys.	FS 145	3
<input type="checkbox"/> Firefighter II	FS 200	3
<input type="checkbox"/> Hazmat for First Responders✓	FS 207	3

#### Related Electives 15

<input type="checkbox"/> Fire Officer I	FS 103	3
<input type="checkbox"/> Fire Inspector I	FS 125	3
<input type="checkbox"/> Emergency Rescue	FS 140	3
<input type="checkbox"/> Rope Rescue I	FS 141	1
<input type="checkbox"/> Rope Rescue II	FS 142	1
<input type="checkbox"/> Confined Space Rescue I	FS 146	1
<input type="checkbox"/> Confined Space Rescue II	FS 147	1
<input type="checkbox"/> Surface Water Rescue	FS 149	1
<input type="checkbox"/> Vehicle & Machinery Rescue I	FS 150	1
<input type="checkbox"/> Fire Investigation	FS 180	3
<input type="checkbox"/> Fire Equipment and Systems	FS 201	3
<input type="checkbox"/> Fire Service Hydraulics•✓	FS 203	3
<input type="checkbox"/> Firefighting Tactics and Strategy	FS 205	3
<input type="checkbox"/> Hazardous Material Technician	FS 211	8
<input type="checkbox"/> Fire Command	FS 250	3
<input type="checkbox"/> Fire Apparatus Driver/Operator•✓	FS 265	4

✓ Must be taken concurrently

• This course has pre-required course(s).

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 63.5

#### Contact:

Dona Larimer  
[dlarimer@butlercc.edu](mailto:dlarimer@butlercc.edu)  
 316.323.6150 or 316.323.6148

#### 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 6<sup>th</sup> 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 semester 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.

#### Related Programs

Criminal Justice, Emergency Medical Technician, Homeland Security

#### Recommended Course Sequence

Classes must be taken in the following sequence.

##### First Semester

FS100, FS207, EG101, Related Electives (3+ credit hrs)

##### Second Semester

AH110, AH212, Math Course (MA114 or above)

##### Third Semester

Communication Course (3 credit hrs), Social/Behavioral Science Course (3 credit hrs), Computer Science Course (3 credit hrs), FS Courses (6 credit hrs)

##### Fourth Semester

FS Courses (9 credit hrs), Related Electives (6 credit hrs)

(4 semester credit hour total as mapped: 58 credit hrs)

Fire Science students wishing to finish the Associates Degree Program in two years should consider enrolling in 1 credit hour weekend courses as offered, 3 credit hour FS courses offered online in the summer semester, or exceeding the mapped credit hours per semester in order to fulfill the remaining 6 credit hours needed.

#### After Butler

Recent graduates hold positions as firefighters in Butler County, Sedgwick County and in surrounding areas.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location.

#### Career Coach

<https://butlercc.emsicareercoach.com/>



**FIRE SCIENCE****CERTIFICATE B**

MAJOR CODE: FRSC

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling, and control and emergency rescue operation procedures.

<b>CERTIFICATE HOURS REQUIRED</b>			<b>30</b>
<b>Required Courses</b>			<b>20</b>
<input type="checkbox"/> Basic Life Support for Health Care Prof	AH 130	0.5	
<input type="checkbox"/> Firefighter I✓	FS 100	4.5	
<input type="checkbox"/> Fire and Emerg Svc, Safety, Survival	FS 110	3	
<input type="checkbox"/> Bldg Construction for Fire Science	FS 130	3	
<input type="checkbox"/> Fire Prevention	FS 135	3	
<input type="checkbox"/> Fire Protection Systems	FS 145	3	
<input type="checkbox"/> Hazmat for First Responders✓	FS 207	3	
<b>Related Electives</b>			<b>10</b>
<input type="checkbox"/> Fire Officer I•	FS 103	3	
<input type="checkbox"/> Fire Inspector I	FS 125	3	
<input type="checkbox"/> Emergency Rescue	FS 140	3	
<input type="checkbox"/> Rope Rescue I	FS 141	1	
<input type="checkbox"/> Rope Rescue II	FS 142	1	
<input type="checkbox"/> Confined Space Rescue I	FS 146	1	
<input type="checkbox"/> Confined Space Rescue II	FS 147	1	
<input type="checkbox"/> Surface Water Rescue	FS 149	1	
<input type="checkbox"/> Vehicle & Machinery Rescue I	FS 150	1	
<input type="checkbox"/> Fire Investigation	FS 180	3	
<input type="checkbox"/> Firefighter II	FS 200	3	
<input type="checkbox"/> Fire Equipment and Systems	FS 201	3	
<input type="checkbox"/> Fire Service Hydraulics✓	FS 203	3	
<input type="checkbox"/> Firefighting Tactics and Strategy	FS 205	3	
<input type="checkbox"/> Hazardous Materials Technician	FS 211	8	
<input type="checkbox"/> Fire Command	FS 250	3	
<input type="checkbox"/> Fire Apparatus Driver/Operator•✓	FS 265	4	

✓ Must be taken concurrently.

- This course has prerequisite course(s).

**Credits Required:** 30

**Contact:** Dona Larimer  
 dlarimer@butlercc.edu  
 316.323.6150 or 316.323.6148

**Program Information**

Butler's Fire Science Program is located at the Emergency Services Training Center, 2610 W. 6<sup>th</sup> Street, in El Dorado. Butler's Fire Science Program offers a large selection of courses in Butler, Sedgwick and surrounding Counties. The majority of the courses are taught in the fire stations at those locations. 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.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**Gainful Employment**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:  
<http://documents.butlercc.edu/gainful-employment/Fire-Science/Gedt.html>

The City of El Dorado Fire Department, in conjunction with the Butler Community College Fire Science Department Residency Program:

The Fire Science residency program is an opportunity for college students who are enrolled as fire science majors at Butler Community College to gain a two-year experience working with a municipal fire department, while achieving an associate's degree through Butler Community College.

The residency program will provide positive training and experience to men or women pursuing a career in fire and emergency services. While enrolled, the program will provide a learning environment where students may take advantage of college level instruction, continuing education seminars, and skill development through on-the-job training.

Fire protection and emergency services in every city is recognized as a vitally important service. New and unusual problems resulting from rapid technological advancements, urbanization, industry, and modern modes of transportation have drastically broadened the scope of fire protection responsibilities. The fire and emergency services of today have become more technical, requiring individuals working together to provide public education, fire protection, emergency medical services, as well as mitigating hazardous materials incidents, and performing fire suppression and rescues.

**PSYCHOLOGY****ASSOCIATE IN SCIENCE**

MAJOR CODE: PSYC

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			
<input type="checkbox"/> Sociology	BS 105	3	
<input type="checkbox"/> Developmental Psychology	BS 260	3	
<b>Related Electives</b>			24

See list in the A.A. degree below.

**ASSOCIATE IN ARTS**

MAJOR CODE: PSYC

MINIMUM GENERAL EDUCATION HOURS REQUIRED			35
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3	
<b>Science and Math*</b>			
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5	
<input type="checkbox"/> Lab Science Course		4-5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> General Psychology	BS 160	3	
<input type="checkbox"/> Sociology	BS 105	3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<input type="checkbox"/> One additional course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			3
<input type="checkbox"/> Developmental Psychology	BS 260	3	

Related Electives			24
<input type="checkbox"/> Human Sexuality	BS 103	3	
<input type="checkbox"/> Introduction to Cultural Anthropology	BS 106	3	
<input type="checkbox"/> Women and Gender Studies	BS 107	3	
<input type="checkbox"/> Contemporary Social Problems	BS 110	3	
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3	
<input type="checkbox"/> Marriage and Family	BS 210	3	
<input type="checkbox"/> Abnormal Psychology	BS 212	3	
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3	
<input type="checkbox"/> Child Psychology	BS 270	3	
<input type="checkbox"/> Beginning Spanish I	FL 107	5	
<input type="checkbox"/> Beginning Spanish II	FL 108	5	
<input type="checkbox"/> Intermediate Spanish	FL 201	5	
<input type="checkbox"/> Conversational Spanish I	FL 205	3	
<input type="checkbox"/> Conversational Spanish II	FL 207	3	
<input type="checkbox"/> Introduction to Social Work	SW 102	3	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Nita Jackson  
316-218-6200  
[njackson@butlercc.edu](mailto:njackson@butlercc.edu)

**Program Information**

Are you interested in why people do the things they do? Psychology is the scientific study of human behavior. You will explore topics like functions of the brain, child development, aging, sexuality, learning, and abnormal behavior. Butler's program provides you with the basic courses you will need to transfer to a four-year college or university.

**Related Programs**

Sociology-Social Work

**Recommended Course Sequence***First Semester*

EG101, SP100, Social Science Course, BS160, BS105, Fitness and Wellness Activity or Dance Course

*Second Semester*

EG102, Humanities Course, MA131 or above, BS260, Related Electives

*Third Semester*

Lab Science Course, Fine Arts Course, BS212, Related Electives

*Fourth Semester*

Humanities or Fine Arts Course, Related Electives

**After Butler**

The Associate in Arts or Associate in Science degrees are designed for students planning to transfer to a four-year college. Career fields include therapy, research, teaching, case work, or counselor's aid. Graduates with a bachelor's degree may also find positions in sales, marketing, personnel and management. To become a psychologist or therapist, students will need to complete work beyond the bachelor's degree.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>



**SOCIOLOGY/SOCIAL WORK****ASSOCIATE IN SCIENCE**

MAJOR CODE: SOSW

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		3-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> General Psychology	BS 160	3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 9**

<input type="checkbox"/> Sociology	BS 105	3
<input type="checkbox"/> Contemporary Social Problems	BS 110	3
<input type="checkbox"/> Intro to Social Work**	SW 102	3

**Related Electives (See list of electives under A.A.) 21**

\*\*Required if working on social work degree. Sociology majors may substitute a course from related electives list.

<input type="checkbox"/> Parenting	CD 219	3
<input type="checkbox"/> Beginning Spanish I	FL 107	5
<input type="checkbox"/> Beginning Spanish II	FL 108	5
<input type="checkbox"/> Intermediate Spanish	FL 201	5
<input type="checkbox"/> Conversational Spanish I	FL 205	3
<input type="checkbox"/> Conversational Spanish II	FL 207	3

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Nita Jackson  
316-218-6200  
[njackson@butlercc.edu](mailto:njackson@butlercc.edu)

**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. 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. Our Sociology program will provide you with the first two years of courses designed to transfer to a college or university. 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.

**Related Programs**

Psychology

**Recommended Course Sequence***First Semester*

EG101, SP100, Social Science Requirement, BS160, BS105, Fitness and Wellness Activity or Dance Course

*Second Semester*

EG102, Humanities Course, MA131 or above, Related Electives

*Third Semester*

Lab Science Course, Fine Arts Course, BS210, Related Electives

*Fourth Semester*

Humanities or Fine Arts Course, SW102, Related Electives

**After Butler**

Both Associate degrees are designed for students planning to transfer to a four-year college. Career opportunities include social work, social services, case management, corrections, probation, parole, business, advertising, marketing and consumer research, government services, federal, state, and local government jobs in transportation or housing.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**ASSOCIATE IN ARTS**

MAJOR CODE: SOSW

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5
<input type="checkbox"/> Lab Science Course		4-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> Sociology	BS 105	3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 6**

<input type="checkbox"/> Marriage and Family	BS 210	3
<input type="checkbox"/> Intro to Social Work	SW 102	3

**Related Electives 21**

<input type="checkbox"/> Human Sexuality	BS 103	3
<input type="checkbox"/> Introduction to Cultural Anthropology	BS 106	3
<input type="checkbox"/> Women and Gender Studies	BS 107	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Contemporary Social Problems	BS 110	3
<input type="checkbox"/> Abnormal Psychology	BS 212	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Developmental Psychology	BS 260	3
<input type="checkbox"/> Child Psychology	BS 270	3

**BIOLOGY****ASSOCIATE IN SCIENCE***MAJOR CODE: BIOL*

Your Butler experience will provide you with the basic general education requirements and background work necessary to transfer to a four-year college. Work closely with your advisor since specific requirements differ with each institution.

<b>MINIMUM GENERAL EDUCATION HOURS REQUIRED</b>			<b>32</b>
<b>Communication</b>			
<input type="checkbox"/> English Comp	EG 101		3
<input type="checkbox"/> English Comp II	EG 102		3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100		3
	SP 102		
<b>Science and Math*</b>			
<input type="checkbox"/> Majors Biology I (Cell)	BI 215		5
<input type="checkbox"/> Majors Biology II (Organisms)	BI 220		5
<input type="checkbox"/> College Algebra w/Review	MA 131 (or above)		3-5
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course			3
<input type="checkbox"/> General Psychology	BS 160		3
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course			3
<input type="checkbox"/> Fine Arts Course			3
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course			1
<b>Required Courses</b>			<b>20</b>
<input type="checkbox"/> College Chemistry I	CH 110		5
<input type="checkbox"/> College Chemistry II	CH 115		5
<input type="checkbox"/> Organic Chemistry I	CH 240		5
<input type="checkbox"/> Organic Chemistry II	CH 245		5
<b>Related Electives</b>			<b>10</b>
<input type="checkbox"/> BI 218	<input type="checkbox"/> BI 238	<input type="checkbox"/> BY 271	
<input type="checkbox"/> BI 226	<input type="checkbox"/> BI 240	<input type="checkbox"/> BY 280	
<input type="checkbox"/> BI 227	<input type="checkbox"/> BI 245	<input type="checkbox"/> BY 281	
<input type="checkbox"/> BI 228	<input type="checkbox"/> BI 250	<input type="checkbox"/> BY 290	
<input type="checkbox"/> BI 230	<input type="checkbox"/> BY 261	<input type="checkbox"/> EV 150	

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Alan Brown  
316-218-6279  
[arbrown@butlercc.edu](mailto:arbrown@butlercc.edu) or  
Susan Forrest  
316-655-3251  
[sforrest@butlercc.edu](mailto:sforrest@butlercc.edu)

**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 Alan Brown at Butler Community College.

**Related Programs**

Pre-Medicine

**Recommended Course Sequence***First Semester:*

*EG101, SP100, CH110, MA131 or above, Fitness and Wellness Activity or Dance Course*

*Second Semester:*

*EG102, CH115, Humanities Course, Social Sciences Course*

*Third Semester:*

*BI120 or BI215, CH240, Behavioral Science Course, Fine Arts Course*

*Fourth Semester:*

*BI130, Related Electives*

**After Butler**

Recent graduates hold positions as lab technician, wildlife biologist, pharmacist, medical technologist, medical doctor, veterinarian, environmental technician, botanist, and zoologist.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

## BIOTECHNOLOGY

### ASSOCIATE IN SCIENCE

MAJOR CODE: BIOT

Your Butler experience will provide you with the basic general education requirements and background work necessary to transfer to a four-year college. Work closely with your advisor since specific requirements differ with each institution.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

##### Communication

<input type="checkbox"/> English Comp	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100	3
	SP 102	

##### Science and Math\*

<input type="checkbox"/> General Biology or	BI 110	5
<input type="checkbox"/> Majors Biology I (Cell)	BI 215	
<input type="checkbox"/> Microbiology	BI 250	5
<input type="checkbox"/> College Algebra w/Review	MA 131 or above	3-5

##### Social/Behavioral Science

<input type="checkbox"/> Sociology		3
<input type="checkbox"/> Social Science Course		3

##### Humanities/Fine Arts

<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> Humanities Course		3

##### Fitness and Wellness

<input type="checkbox"/> One fitness activity or dance course		1
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#### BCC Required Courses 17

<input type="checkbox"/> Laboratory Safety Lab	BY 226	1
<input type="checkbox"/> Biotechnology Techniques Lab	BY 251	2
<input type="checkbox"/> Molecular Techniques Lab	BY 261	3
<input type="checkbox"/> Cell Culture Techniques Lab	BY 271	3
<input type="checkbox"/> Biomanufacturing Techniques Lab	BY 281	3
<input type="checkbox"/> College Chemistry I	CH 110	5

#### MATC Required Courses 15

(These MATC courses are offered online and *must* be completed through them.)

<input type="checkbox"/> Laboratory Operations	BIO 210	4
<input type="checkbox"/> Laboratory Safety	BIO 225	2
<input type="checkbox"/> Biotechnology Techniques	BIO 250	3
<input type="checkbox"/> Molecular Techniques	BIO 260	2
<input type="checkbox"/> Cell Culture Techniques	BIO 270	2
<input type="checkbox"/> Biomanufacturing Techniques	BIO 280	2

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credit Hours: 64**

**Contact:** Alan Brown  
316-218-6279  
[arbrown@butlercc.edu](mailto:arbrown@butlercc.edu) or  
Susan Forrest  
316-655-3251  
[sforrest@butlercc.edu](mailto:sforrest@butlercc.edu)

#### 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 Alan Brown at Butler Community College.

#### Related Programs

Pre-medicine, Medical Lab Technician

#### Recommended Course Sequence

##### First Semester

EG101, SP100, CH110, MA131 or above, Fitness and Wellness Activity or Dance Course

##### Second Semester

BI110, EG102, Humanities Course, Social Sciences Course

##### Third Semester

BI120 or BI215, Behavioral Science Course, Fine Arts Course

##### Fourth Semester

Any remaining requirements

#### After Butler

Biotechnology Associate graduates will have skills making them competitive for entry level laboratory technician jobs in disciplines that include: wildlife biology, pharmacy labs, medical technology labs, medical technology labs, veterinary labs, environmental labs, biology research labs, and biomanufacturing businesses. For those pursuing Bachelors or other professional degrees, a Biotechnology associates degree should competitively position its holders for entrance into those programs.

#### Wages

Salary/hourly rates are dependent on skill level, experience and location

**CHEMISTRY****ASSOCIATE IN SCIENCE**

MAJOR CODE: CHEM

MINIMUM GENERAL EDUCATION HOURS REQUIRED			32
<b>Communication</b>			
<input type="checkbox"/> English Comp I	EG 101	3	
<input type="checkbox"/> English Comp II	EG 102	3	
<input type="checkbox"/> Public Speaking or Interpersonal Communication	SP 100 SP 102	3	
<b>Science and Math*</b>			
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151	5	
<input type="checkbox"/> College Chemistry I	CH 110	5	
<input type="checkbox"/> College Chemistry II	CH 115	5	
<b>Social/Behavioral Science</b>			
<input type="checkbox"/> Social Science Course		3	
<input type="checkbox"/> Behavioral Science Course		3	
<b>Humanities/Fine Arts</b>			
<input type="checkbox"/> Humanities Course		3	
<input type="checkbox"/> Fine Arts Course		3	
<b>Fitness and Wellness</b>			
<input type="checkbox"/> One fitness activity or dance course		1	
<b>Required Courses</b>			<b>28</b>
<input type="checkbox"/> Organic Chemistry I	CH 240	5	
<input type="checkbox"/> Organic Chemistry II	CH 245	5	
<input type="checkbox"/> Calculus II w/Analytic Geometry	MA 152	5	
<input type="checkbox"/> Calculus III w/Analytic Geometry	MA 253	3	
<input type="checkbox"/> Physics I	PH 251	5	
<input type="checkbox"/> Physics II	PH 252	5	
<b>Related Electives</b>			<b>2</b>

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Robert Carlson  
316-322-3137  
[rcarlson@butlercc.edu](mailto:rcarlson@butlercc.edu)

**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.

**Related Programs**

Physics

**Recommended Course Sequence***First Semester*

EG101, MA151, CH110, Social Science Course

*Second Semester*

EG102, MA152, CH115, Behavioral Science Course

*Third Semester*

CH240, MA253 PH251 Humanities Course

*Fourth Semester*

CH245, PH252, SP100, Fine Arts Course, Fitness and Wellness Activity or Dance Course

**After Butler**

Career opportunities include chemist, microbiologist, physicist, science teacher, investigative positions, waste manager, water plant manager, wet chemist, quality control manager, and many more.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**PHYSICS****ASSOCIATE IN SCIENCE**MAJOR CODE: *PHYS***MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science, Math, and Computer Science\***

<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151	5
<input type="checkbox"/> Physics I	PH 251	5
<input type="checkbox"/> One add'l course from Math, Science, or Computer Science		3-4

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course	BS 160	3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 26**

<input type="checkbox"/> Calculus II w/Analytic Geometry	MA 152	5
<input type="checkbox"/> Calculus III w/Analytic Geometry	MA 253	3
<input type="checkbox"/> Differential Equations	MA 260	3
<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> College Chemistry II	CH 115	5
<input type="checkbox"/> Physics II	PH 252	5

**Related Electives 4**

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62

**Contact:** Robert Carlson  
316-322-3137  
[rcarlson@butlercc.edu](mailto:rcarlson@butlercc.edu)

**Program Information**

The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 26 credit hours of the following course requirements in addition to the general education requirements. Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics Science program. When you join this academic area you will not only learn the theories but the practical applications of these theories in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls.

**Related Programs**

Chemistry

**Recommended Course Sequence***First Semester**EG101, MA151, CH110, Social Science Course**Second Semester**EG102, MA152, CH115, Behavioral Science Course,**Third Semester**SP100, CH240, MA253, PH251, Humanities Course**Fourth Semester**MA260, PH252, EC200, Fine Arts Course, Fitness and Wellness Activity or Dance Course***After Butler**

Career fields include chemistry, microbiology, physics, teaching, investigating, waste managing, water plant managing, wet chemistry, and quality control managing.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**MATHEMATICS****ASSOCIATE IN ARTS**

MAJOR CODE: MATH

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 35****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151	5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course		3
<input type="checkbox"/> Social or Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3
<input type="checkbox"/> One additional course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 21**

<input type="checkbox"/> Calculus II w/ Analytic Geometry	MA 152	5
<input type="checkbox"/> Calculus III w/Analytic Geometry	MA 253	3
<input type="checkbox"/> Differential Equations	MA 260	3
<input type="checkbox"/> Physics I	PH 251	5
<input type="checkbox"/> Physics II	PH 252	5

**Related Electives 3**

- ☐ EN - Any Eng. Tech/Pre-Eng. Course
- ☐ IN - Any Computer Information Technology Course
- ☐ MA 220 *or* MA 210, CH106, CH115

\*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

**Credits Required:** 62 for both A.A. and A.S. degrees

**Contact:** Larry Friesen  
316-322-3138  
[lfriesen@butlercc.edu](mailto:lfriesen@butlercc.edu)

**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.

**Recommended Course Sequence***First Semester*

EG101, MA151, CH110, *Fitness and Wellness Activity or Dance Course, Social Science Course*

*Second Semester*

EG102, MA152, SP100, *Fine Arts Course, Related Electives*

*Third Semester*

MA253, PH251, *Humanities Course, Behavioral Science Course*

*Fourth Semester*

MA260, PH252, *Related Electives*

**After Butler**

Career opportunities include engineer, statistician, mathematician, mathematics or engineering instructor.

**Wages**

Salary/hourly rates are dependent on skill level, experience and location.

**Career Coach**

<https://butlercc.emsicareercoach.com/>

**ASSOCIATE IN SCIENCE**

MAJOR CODE: MATH

**MINIMUM GENERAL EDUCATION HOURS REQUIRED 32****Communication**

<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking <i>or</i> Interpersonal Communication	SP 100 SP 102	3

**Science and Math\***

<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151	5
<input type="checkbox"/> One add'l course from Math, Science, or Computer Science		3-5

**Social/Behavioral Science**

<input type="checkbox"/> Social Science Course		3
<input type="checkbox"/> Behavioral Science Course		3

**Humanities/Fine Arts**

<input type="checkbox"/> Humanities Course		3
<input type="checkbox"/> Fine Arts Course		3

**Fitness and Wellness**

<input type="checkbox"/> One fitness activity or dance course		1
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**Required Courses 21**

<input type="checkbox"/> Calculus II with Analytic Geometry	MA 152	5
<input type="checkbox"/> Calculus III w/Analytic Geometry	MA 253	3
<input type="checkbox"/> Differential Equations	MA 260	3
<input type="checkbox"/> Physics I	PH 251	5
<input type="checkbox"/> Physics II	PH 252	5

**Related Electives 9**

- ☐ EN - Any Eng. Tech/Pre-Eng. Course
- ☐ IN - Any Computer Information Technology Course
- ☐ MA 220 *or* MA 210, CH106, CH115



# Course Descriptions

## (AB) AUTO COLLISION REPAIR

**AB 104. Paint & Refinishing 1.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 4 hours credit. Prerequisite: 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.** 4 hours credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 4 hours credit. Prerequisite: 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.** 4 hours credit. Prerequisite: 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.** 5 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.

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#### (AE) ADULT EDUCATION (Non-credit)

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**AE 010-0. Adult Education Math.** Prerequisite: 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: 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: 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: 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: 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.

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#### (AG) AGRICULTURE

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**AG 102. Principles of Animal Science.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This course will enable the student to study, explore, and implement the principles related to effectively managing feeder livestock.

**AG 109. Breeding Livestock Production Management.** 3 hours credit. This 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.** 2 hours credit. This 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.** 3 hours credit. This 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 I.** 3 hours credit. The 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 II.** 3 hours credit. Prerequisite: 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 I.** 2 hours credit. This 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 II.** 2 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 2 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 4 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.

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### (AH) ALLIED HEALTH

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**AH 110. Emergency Medical Technician (EMT).** 7 hours credit. Prerequisite: 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 212. 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.** 3 hours credit. This 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.** 2 hours credit. Prerequisite: 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.** 5 hours credit. Prerequisite: AH 122 with a C or better and a score at a predetermined level on a placement instrument or an active Kansas Certified Nurse Aide. Student must be 18 years or older 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 Certified Medication Aide State test.

**AH 122 Nurse Aide.** 5 hours credit. Prerequisite: 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.** 1 hour credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 0.5 hour credit. This 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)

**AH150. CNA Refresher: Topics on Aging for Long Term Care.** 1 hour credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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.** 4 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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).** 8 hours credit. Prerequisite: Current certification as a Kansas Emergency Medical Technician (EMT), up to date immunizations, and passage of a criminal background check. Corequisite: AH251. 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.** 3 hours credit. Prerequisite: Current Kansas certification as an EMT, up to date immunizations, and passage of a criminal background check. Corequisite: AH250. 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.** 8 hours credit. Prerequisite: 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 AH250 and AH251. 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.

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### (AR) ART

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**AR 100. Art Appreciation.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. This 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 II.** 3 hours credit. Prerequisite: AR141 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 I.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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 II.** 3 hours credit. Prerequisite: 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 II.** 3 hours credit. Prerequisite: 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, I, II, III, IV** **AR 270, 271, 272, 273.** 3 hours credit. Prerequisite: 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.

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#### (AT) AUTO TECHNOLOGY

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**AT 115. Electrical I.** 3 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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.** 5 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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.** 4 hours credit. Prerequisite: 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.** 4 hours credit. Prerequisite: AT116 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 III.** 5 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 7 hours credit. Prerequisite: 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.

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#### (BA) BUSINESS ADMINISTRATION ACCOUNTING, MARKETING, & MANAGEMENT

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**BA 103. Principles of Advertising.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 4 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection.

**BA 115. Business Law.** 3 hours credit. This 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 II.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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 I.** 3 hours credit. This 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.

**BA127. Accounting II.** 3 hours credit. Prerequisite: BA126 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.

**BA 129. Writing a Business Plan.** 2 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.

**BA 210. Principles of Management.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.

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### (BE) BUSINESS SYSTEMS TECHNOLOGY

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**BE 100. Keyboarding.** 1 hour credit. 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.** 3 hour credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Requirement: The student must be able to type-by-touch at a rate of at least 20 wpm before taking this course. 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.

**BE 108. Records Management.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. 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 I.** 1 hour credit. 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 II.** 1 hour credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: Placement score or MA050 (or MA051, MA052, and MA053) 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisites: 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.** 3 hours credit. Prerequisite: AH201 with a C or better or concurrent enrollment in AH201. Requirement: Before enrolling in the course, the student should be competent in basic computer operation. This course will enable the student to use a computerized account and medical management recordkeeping software program.

**BE 127. Advanced Medical Coding.** 3 hours credit. Prerequisites: 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.** 1 hour credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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 165-186. Microcomputer Applications I.** 1 hour credit. Requirement: The student must be competent in basic computer operation before enrolling in all of these courses except for BE166 Windows. These courses will enable the student to effectively utilize "off the shelf" application software. Current application packages will be used. Students will learn to operate the application's functions and commands and develop skill needed to use the software productively in their jobs. BE165, BE170, BE175, and BE180 are designed to prepare students to pass the standard level of the Microsoft Office Specialist MOS certification exams.

**BE 165. Microcomputer Applications I – Word Processing.** 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using "off the shelf" 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.** 1 hour credit. This 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. Microcomputer Applications I – Spreadsheets.** 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using "off the shelf" 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. Microcomputer Applications I: Presentation Graphics.** 3 hours credit. **Requirement:** The student should be competent in basic computer operation. This 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.

**BE 176. Microcomputer Applications I – Introduction to Internet.** 1 hour credit. This course will enable the student to navigate the internet using search engines, download external files, and communicate using e-mail.

**BE 180. Microcomputer Applications I – Database.** 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using current "off the shelf" 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.** 3 hours credit. Prerequisites: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.

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### (BI) BIOLOGICAL SCIENCE

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**BI 050. Chemistry Review.** 1 hour credit. This 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.** 1 hour credit. This 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.** 5 hours credit. This 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 I (Cell).** 5 hours credit. This 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.** 2 hours credit. This 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 II (Organisms).** 5 hours credit. Prerequisite: BI215 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. (BI2032)

**BI 226. Anatomy and Physiology I.** 4 hours credit. 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 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. (BIO2020)

**BI 227. Anatomy and Physiology II.** 4 hours credit. 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. (BIO2020)

**BI 228. Summer Wildflower & Weed Identification.** 2 hours credit. This 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.** 4 hours credit. Prerequisite: BI 240, or BI226 and BI227 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.** 2 hours credit. This 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.** 5 hours credit. 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, 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.** 2 hours credit. Prerequisite: BI 240 or equivalent with a grade of C or better. This course will enable the student to prepare and dissect a human cadaver and to identify the major visceral organs and structures. It provides practical hands-on experience in the dissection of the whole body and in fine dissection of a specific region or organ. All major anatomical structures will be located and identified.

**BI 250. Microbiology.** 5 hours credit. Prerequisite: 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.

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### (BS) BEHAVIORAL SCIENCES

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**BS 103. Human Sexuality.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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).

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### (BY) BIOTECHNOLOGY

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**BY 210. Laboratory Operations.** 4 hours credit. 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.** 2 hours credit. Co-requisite: BY 225. Laboratory Safety. 2 hours credit. Co-requisite: 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.** 1 hour credit. Co-requisite: 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.** 2 hours credit. Co-requisite: 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.** 2 hours credit. Co-requisite: 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.** 2 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Co-requisite: 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.** 3 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Co-requisite: 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.** 2 hours credit. Prerequisite:

BY 210, BY 250, and BY 251 all with a C or better. Co-requisite: 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.** 3 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Co-requisite: 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.** 2 hours credit. Prerequisites: BY 270 and BY 271 with a C or better. Corequisite: 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.** 3 hours credit. Prerequisites: BY 260, BY 261, BY 270, and BY 271 all with a C or better. Corequisite: 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.

**BY290. Biotechnology Internship.** 5 hours credit. Prerequisites: 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.

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### (CA) CULINARY ARTS

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**CA 109. Culinary Nutrition.** 2 hours credit. This 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 I.** 3 hours credit. Co-requisite: Concurrent enrollment in HM101 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: Placement score or MA050 (or MA051, MA052, and MA053) 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.

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### (CC) COMMUNICATION CENTER

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**CC 100. Introduction to Emergency Communications.** 1 hour credit. Prerequisite: A score at a predetermined level on a placement instrument. 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 receive multiple additional certifications to increase marketability.

**CC 203. Dispatch Specialties: EMD.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 6 hours credit. Prerequisites: 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.

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### (CD) EARLY CHILDHOOD EDUCATION

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**CD 115. Creative Experiences for Young Children.** 3 hours credit. This 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 I.** 3 hours credit. This 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 II.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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 I.** 3 hours credit. Prerequisite: 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 II.** 3 hours credit. Prerequisite: 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 219. Parenting.** 3 hours credit. This course will enable the student to establish positive, supportive, and effective relationships between parents and their children. The student will explore parenting styles and effective communication techniques and explain how these affect relationships with children and families served in child care programs. The student will develop an understanding of special situations and issues many families face in today's world and how these can affect a child's ability to learn.

**CD 220. Early Childhood Program and Curriculum Planning.** 3 hours credit. This 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.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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 I.** 3 hours credit. Prerequisite: 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 II.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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 295. Leadership in Early Childhood.** 3 hours credit. Prerequisite: 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.

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### (CE) COOPERATIVE EDUCATION

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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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.

### (CH) CHEMISTRY

**CH 050. Math Review for the Sciences.** 1 hour credit. This 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.

**CH106. Introductory Chemistry: General, Organic, and Biochemistry.** 5 hours credit. Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) 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 I.** 5 hours credit. Prerequisite: High school chemistry or CH 106 or equivalent and two units of high school algebra or MA125 (or MA127, MA128, or MA129) 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 II.** 5 hours credit. Prerequisite: CH 110 and MA 135 (or MA132, MA133, and MA134) 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 I.** 5 hours credit. Prerequisite: 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 II.** 5 hours credit. Prerequisite: 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.

### (CJ) CRIMINAL JUSTICE/POLICE SCIENCE

**CJ 102. Introduction to Criminal Justice.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.

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### COMPUTER INFORMATION TECHNOLOGY

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See IN

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### (DN) DANCE

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**DN 130. Modern Dance I.** 2 hours credit. 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 II.** 2 hours credit. Prerequisite: 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.** 1 hour credit. 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 II.** 1 hour credit. Prerequisite: 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 I. 2 hours credit.** 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 II.** 2 hours credit. Prerequisite: 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.** 1 hour credit. 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 II.** 1 hour credit. Prerequisite: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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.

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### EARLY CHILDHOOD EDUCATION

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See CD

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### (EC) ECONOMICS

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**EC 200. Principles of Microeconomics.** 3 hours credit. This 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: MA 135 (or MA 132, MA133, 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.

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### (ED) ELEMENTARY/SECONDARY EDUCATION

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**ED 206. Introduction to Teaching.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 1 hour credit. Prerequisite: 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.

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### (EG) ENGLISH

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**EG 053. ESL Sentence to Paragraph.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument 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.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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 II.** 3 hours credit. Prerequisite: 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. (ENG1020).

**EG 104. Creative Writing.** 3 hours credit. This course will enable the student to write short fiction and poetry by learning terminology and techniques associated with two genres. The student will analyze professional works, revise original work, and critically discuss the work of classmates.

**EG 112. Technical Writing.** 3 hours credit. Prerequisite: 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.

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### (EN) ENGINEERING GRAPHICS TECHNOLOGY/PRE-ENGINEERING

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**EN 101. Engineering Graphics I.** 3 hours credit. Prerequisite: EN 107 with a C or better or instructor's approval. This course will enable the student to apply the fundamentals of drafting and integration into computer-aided design CAD. The student will employ the use of CAD in line work applications, dimensioning, orthographic projection, geometric constructions, isometric and auxiliary views, and section cuts.

**EN 102. Engineering Graphics II.** 3 hours credit. Prerequisite: 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. Residential Design and CAD I.** 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand and apply concepts of basic residential design and its integration into computer-aided design CAD. The student will analyze and design the necessary elements needed for a residence.

**EN 105. Introduction to Sustainable Design, Construction and Living.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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. 3D Design with Revit.** 3 hours credit. Prerequisite: EN 107 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 115. Engineering Concepts.** 2 hours credit. Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) 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 206. Engineering Graphics Capstone.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 214. 3D Modeling and CAD.** 3 hours credit. Prerequisite: 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 217. Structural, Civil, and Pipe Design and CAD.** 3 hours credit. Prerequisite: 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 260. Statics.** 3 hours credit. Prerequisites: 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.

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### (EV) ENVIRONMENTAL TECHNOLOGY

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**EV 150 Environmental Issues.** 3 hours credit. 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.

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### (FL) FOREIGN LANGUAGES

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Language classes at Butler are designed for novice through intermediate level learners. The needs of heritage-language speakers may be of an advanced nature and be better met with higher-level courses. Students are encouraged to enroll in language courses other than their native language. English courses do not count as foreign language credit.

#### FRENCH

Students enrolling in a foreign language course higher than FL 118 may receive one time retroactive credit for the entry-level course below it. For more information contact the Department Chair for Foreign Languages or the Registrar.



**FL 118. Beginning French I.** 5 hours credit. 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 II.** 5 hours credit. Prerequisite: 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)

### GERMAN

Students enrolling in a foreign language course higher than FL 109 may receive one time retroactive credit for the entry-level course below it. For more information contact the Department Chair for Foreign Languages or the Registrar.

**FL 109. Beginning German I.** 5 hours credit. 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 II.** 5 hours credit. Prerequisite: 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.

### JAPANESE

Students enrolling in a foreign language course higher than FL 127 may receive one time retroactive credit for the entry-level course below it. For more information contact the Department Chair for Foreign Languages or the Registrar.

**FL 127. Beginning Japanese I.** 5 hours credit. 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 II.** 5 hours credit. Prerequisite: 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.

### RUSSIAN

**FL 111. Beginning Russian I.** 5 hours credit. 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.

### SPANISH

Students enrolling in a foreign language course higher than FL 107 may receive one time retroactive credit for the entry-level course below it. For more information contact the Department Chair for Foreign Languages or the Registrar.

**FL 107. Beginning Spanish I.** 5 hours credit. 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 II.** 5 hours credit. Prerequisite: 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 201. Intermediate Spanish.** 5 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisites: FL108 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 II.** 3 hours credit. Prerequisite: 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.

#### VOCATIONAL SPANISH

Butler specializes in providing Spanish language and cross-cultural training for area professionals, business managers and supervisors who interact regularly with Spanish speaking clients or employees. For more information contact the Department Chair for Foreign Languages.

**FL 130. Survival Spanish for Restaurant and Hospitality Staff.** 3 hours credit. 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.** 3 hours credit. 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.

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#### (FS) FIRE SCIENCE

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**FS 100. Firefighter I. 4.5 hours credit.** Co-requisite: 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 I.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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 125. Fire Inspector I.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisites: 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.** 3 hours credit. Co-requisite: 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 146. Confined Space Rescue I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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.** 1 hour credit. Prerequisite: 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.** 1 hour credit.

Prerequisites: 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.** 3 hours credit. Prerequisite: FS 100 or department consent. This course will enable the student to have an understanding of arson and incendiary fires, 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 II.** 3 hours credit. Prerequisite: 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.** 3 hours credit.

Prerequisite: 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.** 3 hours credit. Co-requisite: 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.** 3 hours credit.

Prerequisite: 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.** 3 hours credit. Co-requisite: Concurrent enrollment in FS100. 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.** 8 hours credit.

Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 4 hours credit.

Prerequisite: 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.

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**(FW) FITNESS AND WELLNESS**


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**FW 102. Muscle Pump I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 1 credit hour. 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 I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 1 hour credit. This course will enable the student to develop the fundamental skills of golf through driving range and game participation.

**FW 112. Bowling I.** 1 hour credit. This course will enable the student to develop the fundamental skills of bowling through game participation.

**FW 113. Archery.** 1 hour credit. 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 116. Fitness Experience I.** 1 hour credit. 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 I.** 1 hour credit. 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 119. T'ai Chi.** 1 hour credit. 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 118. Spinning I.** 1 hour credit. 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 123. Swimming I.** 1 hour credit. 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 I.** 1 hour credit. 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I, Men.** 2 hours credit. Prerequisite: 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 II, Men.** 2 hours credit. Prerequisite: 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 I, Women.** 2 hours credit. Prerequisite: 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 II, Women.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 co-ed 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 I.** 1 hour credit. Selection 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 II.** 1 hour credit. Selection 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.** 2 hours credit. This 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.** 2 hours credit. This 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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.** 2 hours credit. This 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.

**FW 222. Foundations of Fitness Education and Sport.** 3 hours credit. This 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 II.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 III, Men.** 2 hours credit. Prerequisite: 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 IV, Men.** 2 hours credit. Prerequisite: 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 III, Women.** 2 hours credit. Prerequisite: 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 IV, Women.** 2 hours credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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 II.** 2 hours credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: 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 IV.** 2 hours credit. Prerequisite: 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.** 2 hours credit. This 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.** 2 hours credit. This 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.** 2 hours credit. This 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.** 2 hours credit. This 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.** 2 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Recommended prerequisite: 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 278. Sport Nutrition.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.

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### (HL) HEALTH

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See (FW)

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### (HM) HOSPITALITY MANAGEMENT

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**HM 101. Sanitation Management.** 1 hour credit. This 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.** 3 hours credit. This 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 I.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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 II.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.

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### (HS) HISTORY

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**HS 121. History of Western Civilization I.** 3 hours credit. 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 II.** 3 hours credit. 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 I.** 3 hours credit. 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 II.** 3 hours credit. 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 I.** 3 hours credit. 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 II.** 3 hours credit. This 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)



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**(HU) HUMANITIES**

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**HU 100. Humanities: Ancient to Medieval.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.

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**(IN) COMPUTER INFORMATION TECHNOLOGY**

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**IN 105. Information Technology (IT) Concepts.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: IN 162 or IN 166 or IN 174 or IN 183 with a C or better. This course will enable the student to use digital cameras, studio lighting, and other photographic equipment as tools for visual communication and expression. The student will gain a working knowledge of how digital cameras capture and process images; studio lighting and flash use; the principles of photographic composition; how to manage digital assets; and how to publish digital images for print, online, and digital exhibition.

**IN 123. Digital Illustration and Page Layout.** 3 hours credit. Prerequisite: IN 124 with a C or better. This course will enable the student to employ digital drawing and page layout tools to create several illustrative styles. The student's work will be based on a review of both traditional and digital illustrations and an exploration of contemporary illustration practices. The student will employ graphic design tools and terminology while creating projects that demonstrate the principles of effective illustration and page layout.

**IN 124. Introduction to Digital Design.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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 I.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. 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.** 3 hours credit. 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 174. Stop Motion Animation.** 3 hours credit. 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 183. Digital Video Production I.** 3 hours credit. 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 200. Beginning C++ with Game Programming.** 3 hours credit. 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#.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. 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 II.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: IN 131 and IN133 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 II.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisites: 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.** 3 hours credit. 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 II.** 3 hours credit. Prerequisites: 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.** 3 hours credit. This 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 271. Querying Microsoft SQL Server.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 275. Information Technology Ethics.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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 283. Digital Video Production II.** 3 hours credit. Prerequisite: 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 III.** 3 hours credit. Prerequisite: 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 291. Motion Capture and Virtual Reality.** 3 hours credit. Prerequisite: IN 158 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.** 3 hours credit. Prerequisites: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.** 3 hours credit. Prerequisites: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisites: 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.** 3 hours credit. Prerequisites: 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#.** 3 hours credit. 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.

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### (IP) INTERNSHIPS

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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 I.** 2 hours credit. Prerequisite: 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 293. Internship II.** 2 hours credit. Prerequisites: 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.

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### (IT) MANUFACTURING & COMPOSITE ENGINEERING TECHNOLOGY

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**IT 100. Machine Processes I.** 3 hours credit. Prerequisite: 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 II.** 3 hours credit. Prerequisite: 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 120. Beginning Concepts of CNC.** 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand and apply beginning automated manufacturing concepts.

**IT 135. Introduction to Composites.** 4 hours credit. This course will enable the student to understand and apply basic principles in the fabrication, repair and design of composite structures.

**IT 136. Composite Manufacturing Practices.** 4 hours credit. This course will enable the student to develop an understanding of the actual manufacturing processes used in composites.

**IT 150. Machine Trades Print Reading.** 3 hours credit.

Prerequisite: 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 204. Materials and Processes of Industry.** 3 hours credit.

Prerequisite: 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 current manufacturing materials and processes.

**IT 205. Industrial Safety.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: IT 120 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 2-D parts.

**IT 219. Advanced CATIA.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 230. Manufacturing Part Design.** 3 hours credit. This course will enable the student to develop a basic understanding of manufactured part design principles and to apply design concepts in manufacturing and machining. The student will design projects, make design decisions, and apply overall design concepts as they relate to manufacturing part design.

**IT 235. Composite Structure Repair.** 4 hours credit. This course will enable the student to apply current strategies in composite structure and the repair of composite materials.

**IT 236. Advanced Techniques in Composites.** 4 hours credit.

This course will enable the student to understand and apply advanced principles and techniques in the fabrication and design of composite structures.

**IT 260. Introduction to Quality Assurance.** 3 hours credit. This course will enable the student to apply basic principles of current concepts of quality assurance.

**IT 263. Introduction to Metrology.** 3 hours credit. This course will enable the student to apply basic measurement skills, system calibration skills, measurement system analysis, and build specialized inspection equipment.

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### (LS) LEADERSHIP

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**LS 101. Youth Leadership.** 1 hour credit. 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.** 3 hours credit. 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.** 3 hours credit. 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 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.** 3 hours credit. 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-explorative; the student will assess past and present leadership experiences and identify possible future leadership practices.

**LS 230. Leadership Development.** 3 hours credit. Prerequisite: 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.

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### (LT) LITERATURE

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**LT 201. Introduction to Literature I.** 3 hours credit. 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 18<sup>th</sup> 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 I: Origins-1784.** 3 hours credit. Prerequisite: 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 II: 1784 to Present.** 3 hours credit. Prerequisite: 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 I: Colonial to 1865.** 3 hours credit. Prerequisite: 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 II: 1865 to Present.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. 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.

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### (MA) MATHEMATICS

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**MA 050. Pre-Algebra.** 3 hours credit. Prerequisite: 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).** 1 hour credit. Prerequisite: 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.

**MA052. Pre-Algebra 2 (Algebra Module 2).** 1 hour credit. Prerequisite: 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.

**MA053. Pre-Algebra 3 (Algebra Module 3).** 1 hour credit. Prerequisite: A score at a predetermined level on a placement instrument or MA052 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.** 3 hours credit. Prerequisite: A score at a predetermined level on a placement instrument or MA050 or MA053 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.)

**MA064. Fundamentals of Algebra 1 (Algebra Module 4).** 1 hour credit. Prerequisite: A score at a predetermined level on a placement instrument or MA050 or MA053 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.

**MA065. Fundamentals of Algebra 2 (Algebra Module 5).** 1 hour credit. Prerequisite: A score at a predetermined level on a placement instrument or MA064 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.

**MA066. Fundamentals of Algebra 3 (Algebra Module 6).** 1 hour credit. Prerequisite: A score at a predetermined level on a placement instrument or MA064 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 I.** 3 hours credit. Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) 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.** 5 hours credit. Prerequisite: 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 MA125.

**MA 123. Quantitative Reasoning.** 3 hours credit. Prerequisite: Placement score or MA125 (or MA127, MA128, and MA129) 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. (MAT1040)

**MA 125. Intermediate Algebra.** 3 hours credit. Prerequisite: A score at a predetermined level on a placement instrument or MA 060 (or MA064, MA065, and MA066) 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.** 1 hour credit. Prerequisite: Placement score or MA125 (or MA127, MA128, or MA129) 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).** 1 hour credit. Prerequisite: A score at a predetermined level on a placement instrument or MA 060 (or MA 065 and MA066) 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).** 1 hour credit. Prerequisite: 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).** 1 hour credit. Prerequisite: 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.

**MA131. College Algebra with Review.** 5 hours credit. Prerequisite: Placement score or MA120 or MA125 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 MA135.

**MA 132. College Algebra 1 (Algebra Module 10).** 1 hour credit. Prerequisite: 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).** 1 hour credit. Prerequisite: 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).** 1 hour credit. Prerequisite: 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)

**MA135. College Algebra. 3 hours credit.** Prerequisite: Placement score or MA120 or MA125 (or MA127, MA128, and MA129) 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. 3 hours credit.** Prerequisites: Placement score or MA135 (or MA132, MA133, and MA134) 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. 5 hours credit.** Prerequisite: A score at a predetermined level on a placement instrument or MA 125 (or MA127, MA128, and MA129) 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. 3 hours credit.** Prerequisite: Placement score or MA 131 or MA 135 (or MA132, MA133, and MA134) 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 I with Analytic Geometry. 5 hours credit.** Prerequisite: Placement score or MA 135 (or MA132, MA133, and MA134) 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 II with Analytic Geometry. 5 hours credit.** Prerequisite: 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. 3 hours credit.** Prerequisite: MA 135 (or MA132, MA133 and MA134) 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. 5 hours credit.** Prerequisite: MA 135 (or MA132, MA133, and MA134) 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 III with Analytic Geometry. 3 hours credit.** Prerequisite: 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. 3 hours credit.** Prerequisite: 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.

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### (MC) MASS COMMUNICATIONS

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**MC 100. Photography I. 3 hours credit.** This course will enable the student to understand photography as an art and science. The student will learn to recognize opportune moments for taking photos and produce still photos. The student will practice digital photography.

**MC 126. Sports Media Practicum I. 3 hours credit.** Prerequisite: Acceptance as a full-time Sports Media staff member. This course will enable the student to train in and produce sports reporting via the radio, television, newspaper and magazine. The student will learn play-by-play fundamentals and news casting practices.

**MC 127. Sports Media Practicum II. 3 hours credit.** Prerequisite: MC 126 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper and magazine. The student will broadcast play-by-play and newscasting at an advancing level and cover sports game stories, write feature and in-depth stories and photograph sporting events.

**MC 145. Newspaper Practicum I. 1 hour credit.** Prerequisite: Lantern activity scholarship or instructor permission. This course will enable the student to complete requirements as a first-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

**MC 146. Newspaper Practicum II. 1 hour credit.** Prerequisite: MC 145 with a C or better or instructor permission. This course will enable the student to complete requirements as a second-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

**MC 147. Magazine Practicum I. 1 hour credit.** Prerequisite: Acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

**MC 148. Magazine Practicum II. 1 hour credit.** Prerequisite: MC 147 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together



The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

**MC 161. Introduction to Mass Communications.** 3 hours credit. This 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 I.** 3 hours credit. This 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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 II.** 3 hours credit. Prerequisite: MC 170 or 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 II.** 3 hours credit. Prerequisite: MC 175 or 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 206. Introduction to Film Theory.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: MC 162 with a C or better. This course offers instruction and practice in interviewing skills, writing broadcast copy, in-depth reporting, and putting together a daily newscast for the college's radio station.

**MC 226. Sports Media Practicum III.** 3 hours credit. Prerequisite: MC 127 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper and magazine at an intermediate level. The student will further develop sports photography skills and broadcast performance.

**MC 227. Sports Media Practicum IV.** 3 hours credit. Prerequisite: MC 226 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper, magazine, and web at an advanced level.

**MC 245. Newspaper Practicum III.** 1 hour credit. Prerequisite: MC 146 with a C or better or instructor permission. This course will enable the student to complete requirements as a third semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

**MC 246. Newspaper Practicum IV.** 1 hour credit. Prerequisite: MC 245 with a C or better or instructor permission. This course will enable the student to complete requirements as a fourth semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designers, or business manager, or the student who is regular correspondents not on scholarship.

**MC 247. Magazine Practicum III.** 1 hour credit. Prerequisite: MC 148 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

**MC 248. Magazine Practicum IV.** 1 hour credit. Prerequisite: MC 247 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

**MC 261. Reporting II.** 3 hours credit. Prerequisite: MC162. Continued development of students' writing skills. Special emphasis is placed on guest from the media and writing for actual publications.

**MC 263. Applied Radio III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 V.** 1 hour credit. Prerequisite: 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 VI.** 1 hour credit. Prerequisite: 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 V.** 1 hour credit. Prerequisite: 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 VI.** 1 hour credit. Prerequisite: 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 I.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisites: MC162 and either MC169 or MC 170 and MC 175, all 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.

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### (MU) MUSIC

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**MU 100. Music Appreciation.** 3 hours credit. This 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 I.** 1 hour credit. This 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 II.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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 I.** 1 hour credit. This 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 II.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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 I.** 3 hours credit. Co-requisite: 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 II.** 3 hours credit. Prerequisite: MU 111 with a C or better. Must be taken concurrently with MU157. 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 I.** 1-2 hour credit. This 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 II.** 1-2 hours credit. This 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 III.** 2 hours credit. This 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 IV.** 2 hours credit. This 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 I.** 1 or 2 hours credit. 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. 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 II.** 1 or 2 hours credit. 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 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 III.** 1 or 2 hours credit. 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 IV.** 1 or 2 hours credit. 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.** 2 hours credit. Prerequisite: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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 I.** 1 hour credit. 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 II.** 1 hour credit. Prerequisite: 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.** 1 hour credit. Prerequisite: 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.** 1 hour credit. Prerequisite: 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 I.** 1 hour credit. 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 II.** 1 hour credit. Prerequisite: 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.** 1 hour credit. 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.** 1 hour credit. Prerequisite: A vocal and dance audition prior to enrollment. Co-requisite: 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 I.** 1 hour credit. Prerequisite: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: MU 141 with a C or better and audition. A continuation of MU 141.

**MU 143. Chorus II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: MU 139 with a C or better and a vocal and dance audition prior to enrollment. Co-requisite: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: MU 145 with a C or better and audition. A continuation of MU 145.

**MU 147. Men's Vocal Ensemble II.** 1 hour credit. Prerequisite: MU 138 with a C or better and audition. A continuation of MU 138.

**MU 148. Jazz Ensemble I.** 1 hour credit. Prerequisite: 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 I.** 2 hours credit. Prerequisite: Selection by audition. 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 II.** 2 hours credit. Prerequisite: MU 154 with a C or better and audition. A continuation of MU 154.

**MU 156. Aural Skills I.** 2 hours credit. Corequisite: 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 II.** 2 hours credit. Prerequisite: MU 156 with a C or better. Corequisite: 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.** 2 hours credit. Prerequisites: 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 II.** 2 hours credit. Prerequisites: 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 III.** 2 hours credit. Prerequisites: 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 IV.** 2 hours credit. Prerequisites: 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 I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: MU 165 with a C or better. This is a continuation of MU 165.

**MU 171. Orientation to Music Education.** 2 hours credit. Prerequisite: Sophomore standing. 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 I.** 2 hours credit. Prerequisite: 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 I.** 1 hour credit. Course designed for beginning guitar students. Emphasis on chord and note reading and on proper finger style.

**MU 181. Guitar Class II.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: MU 148 with a C or better and audition. This is a continuation of MU 148.

**MU 191. Jazz Ensemble III.** 1 hour credit. Prerequisite: MU 190 with a C or better and audition. This is a continuation of MU 190.

**MU 192. Jazz Ensemble IV.** 1 hour credit. Prerequisite: MU 191 with a C or better and audition. This is a continuation of MU 191.

**MU 203. Instrumental Workshop III.** 2 hours credit. Prerequisite: MU 155 with a C or better and audition. A continuation of MU 155.

**MU 204. Instrumental Workshop IV.** 2 hours credit. Prerequisite: MU 203 with a C or better and audition. A continuation of MU 203.

**MU 210. College Band III.** 1 hour credit. Prerequisite: MU 146 with a C or better and audition. A continuation of MU 146.

**MU 211. College Band IV.** 1 hour credit. Prerequisite: MU 210 with a C or better and audition. A continuation of MU 210.

**MU 213. Theory of Music III.** 3 hours credit. Prerequisite: MU 111 and 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 IV.** 3 hours credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: MU 142 with a C or better and audition. A continuation of MU 142.

**MU 216. Headliners IV.** 1 hour credit. Prerequisite: MU 215 with a C or better and audition. A continuation of MU 215.

**MU 218. Chorus III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: MU 137. A continuation of MU 137 with a C or better and audition.

**MU 237. Vocal Ensemble IV.** 1 hour credit. Prerequisite: MU 236 with a C or better and audition. A continuation of MU 236.

**MU 238. Men's Vocal Ensemble III.** 1 hour credit. Prerequisite: MU 147 with a C or better and audition. A continuation of MU 147.

**MU 239. Women's Vocal Ensemble III.** 1 hour credit. Prerequisite: MU 144 with a C or better and a vocal and dance audition prior to enrollment. Co-requisite: 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 IV.** 1 hour credit. Prerequisite: MU 239 with a C or better and a vocal and dance audition prior to enrollment. Co-requisite: 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 IV.** 1 hour credit. Prerequisite: MU 238 with a C or better and audition. A continuation of MU 238.

**MU 255. Piano Proficiency III.** 1 hour credit. Prerequisite: 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 III.** 2 hours credit. Prerequisite: MU 157 with a C or better. Corequisite: 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 IV.** 2 hours credit. Prerequisite: MU 256 with a C or better. Corequisite: 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 IV.** 1 hour credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: MU 166 with a C or better and audition. This is a continuation of MU 166.

**MU 266. Pep Band IV.** 1 hour credit. Prerequisite: MU 265 with a C or better and audition. This is a continuation of MU 265.

**MU 281. Choral Accompaniment Combo IV.** 2 hours credit. Prerequisite: 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.

**NR 104. Physical Assessment for the Practice of Nursing.** 3 hours credit. Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135 (or MA132, MA133, and MA134) or above, all with a C or better. Departmental acceptance to the nursing program. Corequisite: 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.** 6 hours credit. Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135 (or MA132, MA133, and MA134) or above, all with a C or better. Departmental acceptance to the nursing program. Corequisite: 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.** 9 hours credit. Prerequisites: 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.** 3 hours credit. Prerequisites: 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 MA132, MA133, and MA134) 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 110. Therapeutic Nutrition.** See AH 111

**NR 115. IV Therapy for LPN.** 3 hours credit. Prerequisite: 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.** 3 credit hours. Prerequisite: 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.** 9 hours credit. Prerequisites: AH 111, BS 260 and NR 106 or NR 108, all with a C or better. 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.** 9 hours credit. Prerequisites: NR 202 and BI 250 with a C or better. 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.** 3 credit hours. Prerequisite: 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 230. Pathophysiology.** – See BI 231

**NR 245. Pharmacology.** 3 hours credit. Prerequisite: BI226 and BI227 or BI240 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.

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### (OR) ORIENTATION

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**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.

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### (PD) PERSONAL DEVELOPMENT

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**PD 100. Career Planning.** 1 hour credit. This 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.** 1 hour credit. This 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.** 2 hours credit. Prerequisite: 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.** 1 hour credit. Prerequisite: 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.

**PD105. Becoming a Master Student.** 3 hours credit. Prerequisite: 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.** 1 hour credit. This 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.** 1 credit hour. This course will enable the student to develop positive strategies for managing stress and apply relaxation techniques.

**PD 114. Early College Academy I.** 1 hour credit. This 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 II.** 1 hour credit. This 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.** 3 hours credit. This 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 214 Early College Academy III.** 1 hour credit. 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 IV.** 1 hour credit. 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.

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### (PE) PHYSICAL EDUCATION

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See (FW)

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### (PH) PHYSICS

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**PH 103. Descriptive Astronomy.** 4 hours credit. 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.** 4 hours credit. 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 I.** 5 hours credit. Prerequisite: MA125 (or MA127, MA128, and MA129) 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 I.** 5 hours credit. Prerequisite: MA 135 (or MA132, MA133 and MA134) 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, pre-med, pre-dental, pre-vet, the general liberal arts, business and pre-teaching. (PHY1010).

**PH 146. General Physics II.** 5 hours credit. Prerequisite: 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 I.** 5 hours credit. Prerequisite: 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 II.** 5 hours credit. Prerequisite: 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)

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### (PL) PHILOSOPHY

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**PL 101. Introduction to Logic.** 3 hours credit. 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 I.** 3 hours credit. 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.** 3 hours credit. 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)

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### (PO) POLITICAL SCIENCE

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**PO 141. American Federal Government.** 3 hours credit. 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.** 3 hours credit. 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.** 3 hours credit. 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)

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### (PS) PHYSICAL SCIENCE

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**PS 100. General Physical Science.** 5 hours credit. Prerequisite: High school Algebra or MA 060 (or MA064, MA065, and MA066) 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.** 4 hours credit. 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)

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### (RD) READING

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**RD 011. Basic Reading and Vocabulary Skills.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.

**RD 051. Spelling Fundamentals.** 1 hour credit. This course will enable the student to begin correctly spelling everyday words in the English language. In addition, the student will learn spelling rules that apply to the English language and how to recognize when these rules apply.

**RD 052. Vocabulary Fundamentals.** 1 hour credit. This course will enable the student to use approximately 300 selected words and to make educated assumptions about word meanings based



on context clues and usage. The student's instructional level will be determined by a diagnostic test.

**RD 100. Spelling Improvement.** 1 hour credit. This course will enable the student to spell correctly the crucial core words of the English language by applying the major spelling rules.

**RD 114. Advancing Reading Skills.** 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This course will enable the student to advance his/her reading and vocabulary skills in the application, comprehension and interpretation of both fiction and non-fiction texts.

**RD 135. Vocabulary Improvement.** 1 hour credit. Prerequisite: A score at a pre-determined level in reading on a placement instrument. This course will enable the student to use, with comfort, approximately 300 selected words and to make educated assumptions about word meanings based on context clues and usage. The student's instructional level will be determined by a diagnostic test.

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### (RG) RELIGION

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**RG 190. New Testament.** 3 hours credit. This 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 1<sup>st</sup> 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.** 3 hours credit. This 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.** 3 hours credit. This 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)

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### (SC) SOCIAL SCIENCE

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**SC 120. Principles of Geography.** 3 hours credit. This 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)

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### (SP) SPEECH COMMUNICATION

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**SP 010. ESL Pronunciation of English Fundamentals.** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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 I.** 2 hours credit. The 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 II.** 2 hours credit. Prerequisite: SP 108. Students who have acquired Signing Exact English SEE Level I at another facility may enroll providing their skills and vocabulary are equivalent to SP108. 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 205. Signing Exact English SEE Level III.** 2 hours credit. Prerequisite: 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.

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### SPECIAL TOPICS

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**Special Topics.** 3 hours credit. Prerequisite: 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.

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### (SW) SOCIAL WORK

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**SW 102. Introduction to Social Work.** 3 hours credit. This 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)

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### (TA) THEATRE ARTS

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**TA 108. Play Production.** 3 hours credit. Prerequisite: 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 I.** 3 hours credit. This 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 II.** 3 hours credit. Prerequisite: 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. (THT1020)

**TA 125. Stagecraft.** 3 hours credit. This 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.** 3 hours credit. In 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.** 3 hours credit. Prerequisite: 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 151. Theatre Practicum I.** 1 hour credit. Prerequisite: 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 II.** 1 hour credit. Prerequisite: 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.** 3 hours credit. This 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.** 3 hours credit. This 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.** 3 hours credit. Prerequisite: 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 III.** 1 hour credit. Prerequisite: 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 IV.** 1 hour credit. Prerequisite: 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.

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### (WE) WELDING

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**WE 110. OSHA 10.** 1 hour credit. This 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.** 2 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. Corequisite: WE129. 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).** 3 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 I (GMAW I).** 3 hours credit. Prerequisite: 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 I (GTAW I).** 3 hours credit.

Prerequisite: 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 I (SMAW I).** 3 hours credit.

Prerequisite: A score at a pre-determined level on a placement instrument. Corequisite: WE114. 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.** 1 hour credit. Prerequisite: 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.** 2 hours credit. Prerequisite: 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.** 3 hours credit. Prerequisite: 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 II (GMAW II).** 4 hours credit.

Prerequisite: 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 II (GTAW II).** 4 hours credit.

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 II (SMAW II).** 4 hours

credit. Prerequisite: 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.

# College Information

## 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.** New and transfer 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 \$17,997.00 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.

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### **NURSING PROGRAM SELECTIVE ADMISSIONS**

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#### **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/b2017\\_18/statute/021\\_000\\_000\\_chapter/021\\_054\\_0000\\_article/](http://www.kslegislature.org/li/b2017_18/statute/021_000_000_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 & Physiology, EG 101 English Composition I, BS 160 General Psychology and College Algebra MA 135 or above. MA 131 College Algebra w/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 I	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 College Algebra MA 135 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.

- 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..
- Highly recommended: Hepatitis B immunization.
- 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.
- 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:

- Sufficient visual acuity
- Sufficient auditory perception
- Sufficient gross and fine motor coordination
- Sufficient communication skills
- Sufficient intellectual and emotional functions.

**Additionally, any health condition that the student may have that would pose a safety concern to clients, faculty, employees or to the student themselves will not be allowed to participate in the clinical setting.**



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 20<sup>th</sup> for the following fall semester and September 20<sup>th</sup> 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/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/)
- 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 I	3 credits
d. Developmental Psychology	3 credits
e. Math 135 or above**	3 credits
f. General Psychology	3 credits
g. Therapeutic Nutrition	3 credits
	<hr/> 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 3<sup>rd</sup> semester. Courses taken at other institutions must be from an accredited community college or four year school.

\*\* MA131 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:

- a. 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
  - b. Successfully completed the seven prerequisite classes listed above and
  - c. 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 Foundation of Patient Centered Care, 6 hours credit, NR106 Patient Centered Care of the Developing Individual and Family, 9 hours credit, and NR104 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. I, General Psychology, Anatomy and Physiology, Math 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/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/)



# 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.**

- **Are there deferments by third party payments?** Tuition payments deferred by third party payments must have written authorization from paying party.

- **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.

**SENATE BILL 155**

The Kansas State Senate passed Senate Bill 155 (SB 155), 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 Early College Business/Entrepreneurship Academy (ECBEA).

The Early College Business and Entrepreneurship Academy gives students a broad exposure to Business courses such as Accounting and Marketing. Butler has partnered with Koch's Youth Entrepreneurship Foundation to create this Early College Academy. The Early College Business and Entrepreneurship Academy is located in the 5000 Building, 715 E. 13th St., Andover.

- Students must score into Intermediate Algebra and English Comp I on a diagnostic placement instrument
- Contact 316.218.6139 or [academies@butlercc.edu](mailto:academies@butlercc.edu) for more information

The Early College Engineering Technology Academy (ECETA). You will learn transferable skills as well as STEM (science, technology, engineering and math) techniques and models to prepare you for high demand STEM-related jobs. This program is designed for Pre-Engineering students. Students will enjoy hands-on lab experiences that teach you to operate CNC mills, CNC lathes, 3D printers and more. The Early College Engineering Technology Academy is located in the 5000 Building, 715 E. 13th St., Andover.

- Students must score into College Algebra and English Comp I on a diagnostic placement instrument
- Contact 316.218.6139 or [academies@butlercc.edu](mailto:academies@butlercc.edu) for more information.

The Early College Health Sciences Academy (ECHSA) prepares you for a career in a wide range of health professions, with a specific path toward the Butler Nursing program. Students interested in various pre-healthcare careers and pre-professional studies are ideal candidates for this Academy. The Health Sciences Academy is located at Butler's Rose Hill Campus, 712 S Rose Hill Rd, Rose Hill.

- Students must score into College Algebra and English Comp I on a diagnostic placement instrument
- Contact 316.218.6139 or [academies@butlercc.edu](mailto:academies@butlercc.edu) for more information.

The Early College IT Academy (ECITA) will prepare you for careers in IT-related fields and immerse you in the college learning experience as a high school student.

IT Academy students can select from the following areas of concentration: Cyber Security, Digital Media, Interactive & 3D. The IT Academy is located in the 5000 Building, 715 E. 13th St., Andover.

- Students must score into Fundamentals of Algebra and Fundamentals of English on a diagnostic placement instrument.
- Contact 316.218.6139 or [academies@butlercc.edu](mailto:academies@butlercc.edu) for more information.

The Early College Public Safety Academy (ECPSA). Students in the Public Safety Academy will explore the fields of Fire Science, Criminal Justice, Emergency Medicine, and Emergency Communications. There will be opportunities to earn endorsements and certificates in a field concentration.

The Public Safety Academy is located in the Butler Fire Science Emergency Service Training Center/Fire Station No. 2, 2610 W. 6th Ave., El Dorado

- Students must score into Fundamentals of Algebra and English Comp I on a diagnostic placement instrument.
- Contact 316.218.6139 or [academies@butlercc.edu](mailto:academies@butlercc.edu) for more information.

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### ENROLLMENT PERIODS

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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.

#### New 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. **The College no longer allows students to enroll for or add classes that have already met.** Students may enroll online by adding classes up to the day prior to the class start date. Students may enroll through an advisor on the class start date, providing the class has not already met. No online registration will be available on the class start date. After the first day, late enrollment will only be allowed under extraordinary circumstances if approved by the dean or associate dean of the academic division for the class.

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### ENROLLMENT AND FEE PAYMENT

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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)

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### STUDENT I.D. CARD

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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

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### PLACEMENT TESTING

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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.

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### CREDIT FOR PRIOR LEARNING

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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 I and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition I is given at the completion of English Composition II 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

Butler Community College awards college credit for College Level Examination Program (CLEP) exams in a number of different subject areas. CLEP exam grades will be posted as CR. 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 College Level Examination Program (CLEP) examinations on the following basis:

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 II 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.

#### For the English Department

Testing for Credit in English Composition I  
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 II

\*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 I for any of the above tests.

**\*\*Students cannot test for English Composition II 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 II and one year of high school geometry with at least a "B" average.

\*\*Students must also have completed the equivalent of algebra II, 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	CREDIT	BUTLER COURSE
<b>Career/Technical Education:</b>			
Financial Accounting	50	6	BA126 Accounting I and BA127 Accounting II
Information Systems	50	3	IN105 Information Technology Concepts
Introduction Business Law	50	3	BA115 Business Law I
Principles of Management	50	3	BA210 Principles of Management
Principles of Marketing	50	3	BA140 Introduction to Marketing

<b>Humanities/Social Sciences</b>			
American Government	50	3	PO141 American Federal Government
American Literature	60	3	LT215 American Lit (Col-1865) or LT216 American Lit (1865-Present)
English Literature	60	3	LT211 British Lit (Origins to 1784) or LT212 British Lit (1784-Present)
French I	50	5	FL118 Beg. French I
French II	63	5	FL119 Beg. French II
German I	50	5	FL109 Beg. German I
German II	63	5	FL110 Beg. German II
History of U.S. I Early Colonization to 1877	50	3	HS131 US History I
History of U.S II 1865 to Present	50	3	HS132 US History II
Humanities	70	3	HU100 Ancient to Medieval or HU101 Renaissance to Modern
TEST	SCORE	CREDIT	BUTLER COURSE
Principles of Macroeconomics	50	3	EC201 Principles of Macroeconomics
Principles of Microeconomics	50	3	EC200 principles of Microeconomics
Spanish I	50	5	FL107 Beg. Spanish I
Spanish II	63	5	FL108 Beg. Spanish II
Western Civilization I: Ancient Near East to 1648	50	3	HS121 History of Western Civ I
Western Civilization II: 1648 to Present	50	3	HS122 History of Western Civ II
<b>Math/Science/Education</b>			
Biology	50	5	BI110 General Biology
Calculus w/Elementary Functions	50	3	MA151 Calc I w/Analytical Geometry
Chemistry	50	5	CH106 Introductory Chemistry
General Biology	50	5	BI110 General Biology
Human Growth & Development	50	3	BS260 Developmental Psychology
Introductory Psychology	50	3	BS160 General Psychology
Introductory Sociology	50	3	BS105 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.

	BUTLER SCORE	COURSE CREDIT	HOURS	GRADE
<b>Humanities/Social Sciences</b>				
Macroeconomics	5	EC201 Macroeconomics	3	A
	4	EC201 Macroeconomics	3	B
	3	EC201 Macroeconomics	3	CR
Microeconomics	5	EC200 Microeconomics	3	A
	4	EC200 Microeconomics	3	B
	3	EC200 Microeconomics	3	CR
*English– Language & Composition or Lit & Comp.	5	EG101 Eng Comp I and EG102 Eng Comp II	3	CR
	4	EG101 Eng Comp I and EG102 Eng Comp II	3	CR
	3	EG101 Eng Comp I	3	CR
	5	FL118 Beg French I	5	A
French– Language	4-3	FL118 Beg French I	5	B
German- Language	5	FL109 Intro to German I	5	A
	4-3	FL109 Intro German I	5	B
Geography	5-3	SC120 Prin of Geography	3	CR
Govt. & Politics- US	5-3	PO141 American Fed Govt	3	CR
History-European	5-4	HS121 Western Civ I and HS122 Western Civ II	6	CR
	3	HS121 Western Civ I or HS122 Western Civ II	3	CR
History-United States	5-4	HS131 US History I and HS132 US History II	6	CR
	3	HS131 US History I or HS132 US History II	3	CR
Spanish- Language	5	FL107 Beg Spanish I	5	A
	4-3	FL107 Beg Spanish I	5	B
Spanish- Literature	5	FL202 Spanish Readings	3	A
	4-3	FL202 Spanish Readings	3	B

<b>Math/Science/Education</b>				
Biology	5	BI110 General Biology	5	A
	4	BI110 General Biology	5	CR
Calculus AB	4-5	MA151 Calc I w/Analytic Geo	5	A
	3	MA151 Calc I w/Analytic Geo	5	B
Calculus BC	4-5	MA151 Calc I w/Analytic Geo	5	A
	4-5	MA152 Calc II w/Analytic Geo	5	A
	3	MA151 Calc I w/Analytic Geo	5	A
	3	MA152 Calc II w/Analytic Geo	5	B
Chemistry	5	CH110 Chemistry I and CH115 Chemistry II	5	A
	4	CH110 Chemistry I and CH115 Chemistry II	5	A
	3	CH110 Chemistry I	5	CR
	3	CH110 Chemistry I	5	CR
Physics B	3-4-5	PH143 Gen Physics I and PH146 Gen Physics II	6	CR
Physics C-Elec & Mag	3-4-5	Physics Gen Ed	4	CR
Psychology	5	BS160 Gen Psychology	3	A
	4-3	BS160 Gen Psychology	3	CR
Statistics	5	MA210 Applied Statistics	3	A
	4	MA210 Applied Statistics	3	B
	3	MA210 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	MU100	SL/HL 5	3
Theatre Arts	TA206	SL/HL 4	3
<b>Humanities/Social Sciences</b>			
English	EG101	HL 5	3
	EG101/102	HL 6	6
French	FL118	SL 5	5
	FL118/119	SL 6	10
Spanish	FL107	SL 5	5
	FL107/108	SL 6	10
	FL107/108	HL 4	10
	FL108/201	HL 5	8
	FL201/202/205	HL 6, 7	11
<b>Math/Science/Education</b>			
Biology	BI110	SL 5	5
	BI110	HL 4	5
	BI110	HL 5	5
	BI120/130	HL 6 8	10
Chemistry	CH106	SL 5	5
	CH110	HL 4	5
	CH110/115	HL 5	10
Math Methods	MA151	SL 5	5
Mathematics	MA151	HL 4	5
	MA151/152	HL 6	10
Physics	PH130	SL 6	5
	PH143/146	HL 6	10
Psychology	BS160	SL 6	3
	BS160	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-based 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	BA220 Business Ethics	3	400
Business Law II	BA116 Business Law II	3	44
Business Mathematics	MA114 Technical Math	3	48/400
Introduction to Business	BA110 Intro to Business	3	46/400
Introduction to Computing	IN105 Info Tech Concepts	3	45/400
Personal Finance	BA112 Personal Finance	3	46/400
<b>Fine Arts/Communication</b>			
Art of the Western World	AR100 Art Appreciation	3	48

TEST	BUTLER COURSE	CR	SCORE
<b>Humanities and Social Sciences</b>			
Ethics in America*	PL291 Ethics	3	46/400
Human/Cultural Geography	SC120 Prin of Geography	3B	48
Introduction to World Religions	RG210 Comp Religions	3B/Bu	48/400
Technical Writing*	EG112 Technical Writing	3B	46
<b>Math/Science/Education</b>			
Astronomy	PH103 Descriptive Astronomy	3B	48
Criminal Justice	CJ102 Intro to Criminal Justice	3B/BU	49/400
Substance Abuse	BS115 Subst. Abuse Awareness	3B/BU	49/400
Environment and Humanity	EV150 Environmental Issues	3B	46
Foundations of Education	ED206 Intro to Teaching	3B	46
Fundamentals of College Algebra	MA060 Fundamentals of Algebra	3B	47/400
General Anthropology	BS106 Intro to Cult Anthropology	3B	47
Introduction to Law Enforcement	CH104 Law Enfor and Proced	3B	45
Lifespan Developmental Psychology	BS260 Devel Psychology	3B	46
Physical Geology	PS102 Physical Geology	3B	46
Principles of Physical Science I	PS100 Gen 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.

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## ALTERNATE SOURCES OF CREDIT

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### 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 II (5 hours) and earn retroactive credit for Beginning Spanish I (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

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## CLASSIFICATION

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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:

GRADES	EXPLANATION	GRADE POINTS
<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."

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, if at all possible. Students are responsible for notifying instructors of any absence.

## Procedural Clarifications

All instructors will maintain attendance as required for reporting. Excessive unexcused absences may result in a student being withdrawn from the course by the instructor. Withdrawal from a course may affect a student's financial aid.

For lecture/blended courses, excessive unexcused absences are defined as missing more than 20% of the course's scheduled meeting time. Students who have missed more than 20% of the scheduled meeting time and are not passing will be dropped by the instructor. Academic departments have the discretion to enact stricter attendance policies.

For an online student to make satisfactory progress in the course, the student must login regularly (at least twice per week) and participate in the assigned learning activities. Students who have not logged in regularly and who are not passing will be dropped by the instructor.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot drop a student who is regularly attending for below average performance. A faculty member cannot drop a student after the published last day to drop. Any exceptions to this policy must be approved by the Dean. Students who want to drop the course may do so before or on the published last day to drop.

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](mailto: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.*

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**EXPECTATION OF ACADEMIC PROGRESS**


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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.

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 unlawful employee or student harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, 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. This action may include probation, suspension or expulsion. Grounds for disciplinary actions and/or sanctions will result from:

1. **General Rules & Policies** - Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. **Disorderly Conduct** - 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. **General Laws** - Students at BCC shall abide by all regulations federal, state laws, and local city ordinances. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States upon registration at Butler Community College may result in independent disciplinary action taken by the College.
4. **Official Requests** - Students must comply with the reasonable and lawful request of College officials. 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. **Alcoholic Beverages and Drugs** - 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)
6. **Theft** - Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen.

**Vandalism/Damage of Property** - Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.

7. **Firearms and other Weapons** - The unauthorized possession or use of firearms or other weapons of any kind. This includes displaying of any object or instrument in a dangerous or

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**EXPECTATION OF STUDENT CONDUCT**


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**LET'S TAKE TOMORROW**

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threatening manner.

**8. Computer Misuse** – Students are subject to all computer lab policies. 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. Acts of Dishonesty** – Students that intentionally and/or maliciously violate the Academic Integrity policies or falsify 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. Sexual Behavior and Harassment** – Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Sexual Harassment 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.

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## HARASSMENT AND VIOLENCE POLICY

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### 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 affects 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 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 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@butlrecc.edu](mailto:sconard@butlrecc.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 complainant 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)

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### ACADEMIC INTEGRITY

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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.

Cheating is 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.

Plagiarism is 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, which may include, but are not limited to:

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.
- Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:
- Reduction or cancellation of a college scholarship.
- Suspension from college activities.
- Being barred from the course and/or program for a set time.

- Being barred from the course and/or program permanently.
- Suspension from the college for a set time.
- Expulsion from the college.

Students will be informed of administrative consequences in writing. Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the dean's or administrator's decision, students may appeal to the Student Review and Appeals Committee, which consists of student and faculty representatives and the Vice President for Student Services. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President of Academics, whose decision is final. Students will be notified of appeal results in writing.

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### STUDENT GRIEVANCE PROCEDURES

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#### Academic Appeals

The Butler Community College academic appeals process is to be used for disagreements regarding grade assignments or violations of the academic integrity policy. If a student does not agree with a grade assignment or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal at the lowest possible level:

A written appeal is initiated with the appropriate academic dean, associate dean or site director. If the student is not satisfied with the decision of the academic dean, associate dean or site director, he or she can appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. The student should indicate the initial concern, the decision by the academic dean, associate dean or site director, and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the academic dean, associate dean or site director regarding the basis for their decision. Once all documents are received, the committee will review the information and notify the student of the committee's decision by certified mail. Should the student wish to appeal this decision, he or she may do so to the Vice President of Academics within 10 days of receipt of the committee decision. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.
- If the issue cannot be resolved between you and the faculty member, you have the right to appeal in writing within six weeks of the date the grade was officially posted by the Registrar's Office. 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 you his or her decision in writing.

- If you are not satisfied with the decision of the academic dean, associate dean, or site director, you 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 for Student Services. You 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 you of the committee's decision in writing.
- If you are not satisfied with the decision of the Student Review and Appeals Committee, you may appeal this decision within 10 days with the Vice President of Academics. The appeal must be made in writing. You should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; indicate the decision by the Student Review and Appeals Committee; and explain why these decisions are not satisfactory. The Vice President of Academics may request additional information from the Student Review and Appeals Committee, instructor, academic dean, associate dean, site director, or others. Once all documents are received, the Vice President of Academics will review the information and notify you of her decision in writing. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs. A College counselor, administrator, or other college staff may be consulted and included in these discussions if either party so desires.
- If a resolution is not forthcoming, then the student may initiate the academic appeals procedure as detailed above.

All proceedings will occur in a professional manner and every effort will be made to protect the rights of all parties involved. Students must comply with the Student Code of Conduct. Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action.

### 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.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You 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.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.
- If you feel the grievance has not been resolved, you 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 you in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.

- The Vice President for Student Services will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

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  
316-322-3101  
trustees@butlercc.edu

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 you 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 you a written response, usually within 45 days of receipt of your 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.bkhrc.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/HLC-Institutions/complaints.html>.



## STUDENT DISCIPLINARY PROCESS

The Board of Trustees may place on probation, suspend, or expel or by regulation may authorize the President, Vice President of Academics, or Vice President for Student Services or (or their designees) to impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy, which includes the Student Code of Conduct and Academic Integrity policies.

Butler's Disciplinary Process is a three-stage model that 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).

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Vice President of Student Services) and the second part of the disciplinary process is initiated. In the second phase of the process, 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.

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, which is the third part of the College Disciplinary Process. Students who have been sanctioned for violating College Policies and or the Student Code of Conduct are assured due process. Generally if dissatisfied with the consequences set by the Vice President of Student Services (or designee's) decision, students may appeal in writing to the Student Review and Appeals Committee (chaired by VP of Academics) within two days from receiving the disciplinary sanctions. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal in writing to the Vice President for Student Services, whose decision is final. Students will be notified of appeal result in writing.

### APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE

No extended-term 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 all cases wherein a student might be suspended for an extended-term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any decision to suspend for an extended term or to 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.

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 the initial decision. 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.

### REPORTS OF HEARING

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 for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice-President for 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.

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 for Student Services. The Vice-President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice-President 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. Should the student wish to appeal the decision made by the Vice-President for Student Services, the student has a final appeal with the Board of Trustees. (Refer to the Appeal to Board of Trustees section.)

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.

### PROCEDURAL DUE PROCESS

The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing described in the previous Appeal to the Student Review and Appeals Committee section, hereof shall afford procedural due process including but not limited to the following:

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.

### APPEAL TO BOARD OF TRUSTEES

Written notice of any hearing results in an extended-term suspension or expulsion shall be given to the student suspended or expelled and

to his/her parents or guardian (if student is dependent upon parents for support and is under eighteen (18) years of age) by certified letter, mailed within twenty-four (24) hours after determination. Any student who has been suspended for an extended term or expelled or one of his/her parents or guardians (if student is dependent upon parents for support and is under eighteen (18) years of age) may appeal such suspension or expulsion to the Board of Trustees by filing a written notice of appeal with the president of the college not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board of Trustees or by a hearing officer appointed by such board not later than twenty (20) calendar days after such notice of appeal is filed. The student and his/her parents or guardians (if required) shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with the Procedural Due Process section. In all expulsion or extended-term suspension cases, a record of the appeal hearing shall be made by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the college. The Board of Trustees shall render its decision on any such appeal at the next regularly scheduled meeting of the Board of Trustees. Again, for the purposes of time notification, weekends and school holidays are excluded.

For the purpose of hearing any appeal under this section, the Board of Trustees may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Trustees, a faculty member or an administrator of the college. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Trustees in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report to the Board of Trustees. After receiving the report, the Board of Trustees shall determine the appeal with or without additional hearing. Any appeal determined by the Board of Trustees in accordance with this paragraph shall be valid to the same extent as if the matter were fully heard by the Board of Trustees without a hearing officer.

#### **POWERS AND DUTIES OF PERSONS CONDUCTING HEARINGS**

Any person, hearing officer or any member of a committee or the Board of Trustees 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 or a member of the Board of Trustees in holding an appeal hearing as referred to in the previous sections 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.

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#### **STUDENT RECORDS**

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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](mailto: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.

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**EXPECTATION OF FINANCIAL RESPONSIBILITY**


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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.

**Students Receiving Federal Financial Aid must** make prior arrangements with the Accounts Receivable office for deferment of fees. Any balance not covered by aid will need to be paid in-full or on a payment plan by the payment due date. To check the amount of your financial aid, visit your student account in Pipeline.

**Students On Activity Scholarships must** pay tuition and fees, not covered by the scholarship, in accordance with the payment policies previously stated above. To check the amount of your scholarships, visit your student account in Pipeline.

**Students Receiving Veterans' Benefits** for the first time may make arrangements for deferment of tuition and fees by making prior arrangements with the Veterans' Coordinator in the Registrar's Office and Accounts Receivable Office.

**Student accounts not meeting the payment requirements** above will be subject to a \$100 LATE FEE assessed after the payment due date. These accounts are also subject to a mandatory deferred 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.

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**STUDENT TUITION AND FEE REFUND POLICY**


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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 OFFICAL 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 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 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 in Accounts Receivable each semester, no later than the first day of classes for that semester. Such schedules will take precedence over any earlier publicized refund dates. 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. The schedule of refund dates may also be obtained within the calendar on the Butler website at [www.butlercc.edu/calendar](http://www.butlercc.edu/calendar).

**Refund Appeal Procedures**

Refunds may be granted in documented situations beyond the student's control.

Students wishing to appeal their refund should do the following:

- Complete a refund appeal request form and return it with appropriate documentation to the Registrar's Office prior to the published last day to drop classes for the semester involved. If the student has not been withdrawn from the classes) at that time, the signed appeal form will serve as their official withdrawal (regardless of the outcome of the appeal).
- 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.
- Action will be taken and the student will be notified by letter from the Registrar.

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.

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**TOBACCO FREE CAMPUS POLICY**


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**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

# 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.

## Federal Sources of Aid

Butler participates in four federal aid programs and provides institutional scholarships and employment. The receipt of federal funds is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA), available on the web at [www.fafsa.gov](http://www.fafsa.gov). A .pdf or FAFSA worksheet or assistance completing the FAFSA is available from the Office of Student Financial Aid at Butler. You/your parents should have a Federal Student Aid ID (FSA ID) to electronically sign your FAFSA on the Web. To obtain a FSA ID, go to [www.fsa.ed.gov](http://www.fsa.ed.gov). FSA ID's are private and should NOT be shared with anyone.

Student awards are based on full-time enrollment status. Actual disbursement is adjusted based on the student's enrollment in classes required for the student's degree or certificate at Butler.

The following are the different types of Federal Student Aid:

### Federal Pell Grant

This is gift aid which requires no repayment unless the student withdraws during the semester or receives an overpayment. The Federal Pell Grant is the basis of all aid packages for students who qualify. Annual awards range up to \$5775 a year or possibly higher depending on federal appropriations. The Pell Grant Award is based on actual hours enrolled — excluding audit and non-credit hours and repeated coursework. Once Pell funds are paid, additional Pell funds will not be disbursed for increased enrollment. You can only receive Pell funds at one college during each term you are enrolled.

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years (12 full-time semesters or its equivalent) of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each academic (award) year is equal to 100%, the six-year equivalent is 600%.

This provision applies to **all Federal Pell Grant eligible students**. The calculation of the duration of a student's eligibility will include **all** years of the student's receipt of Federal Pell Grant funding.

**The U.S. Department of Education calculates the Pell Grant Lifetime Eligibility Used (LEU) for a student by adding together each of the annual percentages of a student's scheduled award that was actually disbursed to the student.**

- For example, a student whose 2017-18 Federal Pell Grant scheduled award is \$5920, but who received \$2960 because she was only enrolled for one semester, will have used 50 percent of that award year's scheduled award

- If this same student was enrolled three-quarter time for the 2017-18 Award Year, she would have used 75 percent of her scheduled award for the year.

- If this student did not receive Pell Grant funds for any other award year, her total Lifetime Eligibility Used (LEU) would be 125 percent (50 plus 75) after the 2017-18 academic year.

Due to Pell Grant LEU, students do have the right to decline all or part of their Pell Grant awards, or return a previously received Pell Grant award that was awarded during the same academic (award) year you are enrolled in order to preserve future Pell Grant eligibility. **This is not recommended.** Students may not return any Pell Grant funds from a prior academic (award) year.

The procedure for declining a Pell Grant is by submitting to the Office of Student Financial aid a signed, written statement clearly indicating you are declining/returning Pell funds for which you were otherwise eligible and that those funds may not be available once the academic (award) year is over. Be sure to include your name and student ID number on your written statement.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is gift aid and requires no repayment unless the student withdraws during the semester or receives an overpayment. This award is provided to students who are Pell eligible, institutions are given limited FSEOG funds to distribute to students. First priority will be given to students with high financial need, and awarded until all funds are depleted.

### Federal Work-Study (FWS)

This program is funded by the federal government and is awarded to Butler students who demonstrate financial need. Students usually work 15-20 hours per week. Students benefit from an "Income Exclusion" of federal work-student earnings on the following year's application for Federal Student Aid.

### Federal Direct Loan Program

This program includes the Federal Direct Subsidized Loan, the Federal Direct Unsubsidized Loan, and the Federal Direct Parent Plus Loan for Undergraduate Students.

Beginning July 1, 2013 all new Direct Loan borrowers will have a 150% limit on the amount of time they can borrow subsidized loans based on their program of study. For students seeking a 1-year certificate this time frame is 1.5 years. For students seeking an Associate's Degree this time frame is 3 years. Once loan borrowers reach this 150% limitation, eligibility for interest subsidy ends for all subsidized loans that were disbursed on or after July 1, 2013. If you completed online loan entrance counseling before July 1, 2013 and you are a new Direct Loan borrower, it would be to your benefit to complete online entrance counseling again at [www.studentloans.gov](http://www.studentloans.gov) to receive additional information about the new 150% subsidized loan limit.

Butler students can keep track of their student loans by signing up for SALT at [www.saltmoney.org/butlercc](http://www.saltmoney.org/butlercc). Butler has teamed up with SALT to bring this service to our students free of charge for life. All Butler students that borrow Federal Direct loans should sign up for SALT. SALT can also assist students with scholarship searches, job/internship searches, and financial literacy.

**Federal Direct Subsidized Loan**

This loan is available to students who demonstrate eligibility through the FAFSA. The Financial Aid Office then determines the amount of loan for which a student is eligible. Entrance and exit counseling is required. The annual loan limit is \$3,500 per year for first-year students who have passed 0-29 credit hours and \$4,500 per year for second-year students who have accumulated 30-or more passed hours. Repayment of principal and interest begins six months after the student graduates or is not attending at least half-time, with a fixed interest rate at 3.76 percent (starting July 1, 2016-interest rates are recalculated each year.) Payment will vary based on your repayment plan with your lender.

**Federal Direct Unsubsidized Loan**

This loan has the same application procedures, grace period and repayment options as the Subsidized Loan, but the borrower is responsible for the interest that accrues during his/her in-school time and deferment periods. The Financial Aid Office determines the amount of unsubsidized loan for which a student is eligible. The interest rate is fixed at 3.76 percent (starting July 1, 2016-interest rates are recalculated each year.) The Unsubsidized Direct loan is non-need based, although students must complete the FAFSA as the first step in the loan application process.

**Parent Plus Loans for Undergraduate Student (PLUS)**

These loans are made available to parents of dependent students who wish to borrow more than the Direct limits will allow the student to borrow. Payment options can be discussed with the Department of Education. The minimum payment is \$50 per month. These loans have a fixed interest rate at 6.31 percent, with rates adjusted annually. These loans are not based on financial need, but students are required to complete the FAFSA and exhaust all other Federal Aid before a PLUS loan will be processed.

**Gainful Employment**

Gainful Employment disclosures are available on Butler's website:

<http://www.butlercc.edu/info/20002/academics/565/gainful-employment>

**Student Eligibility for Federal Aid:**

In addition to having financial need, federal student aid programs require student recipients to:

1. Have a high school diploma or a GED.
2. Enroll as a regular student in an eligible degree or certificate program. A certificate program must be at least one year in duration. Only courses required for the student's degree or certificate at Butler are considered for Federal Aid eligibility.
3. Be a U.S. citizen or eligible non-citizen.
4. Make satisfactory academic progress.
5. Be enrolled at least half-time 6 credit hours to be eligible for a Federal Direct Loan.

**Disbursement of Federal Financial Aid**

Federal financial aid is disbursed each semester approximately 30 days after a student's enrollment begins and after all financial aid requirements are satisfied.

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**POLICY OF FINANCIAL AID SATISFACTORY  
ACADEMIC PROGRESS REQUIREMENTS**


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**Butler Community College Financial Aid  
Satisfactory Academic Progress (SAP) 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 time frame 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 CR is below 67% or overall GPA is below 2.0 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 as long as they meet SAP requirements.

**Transfer Credits:** All previous college attempted and completed coursework officially on file will be counted when determining a student's GPA, minimum CR and maximum timeframe, regardless whether the student received Federal Financial Aid for those hours or not.

**Reinstatement:** Students who are 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-overall 2.0 GPA and 67% CR, and

**Probation:** Occurs when a suspended student submits an appeal form to the Financial Aid Office 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% semester CR and overall they will go to Good Standing
- Does not meet a 2.0 GPA and 67% semester CR 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 Us 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 Academic Plan, a student must have a 2.25 semester GPA and 75% completion rate until the student is considered back in good standing with an overall 2.0 GPA and 67% completion rate.

If placed back on Financial Aid Suspension, the student cannot appeal again. Exceptions may be approved by the Director in cases of extreme exceptional circumstances. Once a student meets the minimum Good Standing criteria, they are no longer on an Academic Plan and returns to Good Standing.

**Maximum Time Frame (PACE):** Students who have exceeded the 150% maximum time frame allowed, are not eligible for Federal Financial Aid and need to submit a Pace Appeal Form for possible further funding.

150% maximum Time Frame =

Associates Degree: 96 credit hours attempted

Certification Degree: 45 credit hours attempted

**PACE Appeals are:**

- For students with a 2.0 GPA and a 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)

**PACE students will:**

- Have to sign and return the PACE Course Plan before approved for payment
- Be allowed one major change once they are on PACE, effective for the following semester
- Be allowed to take class(es) not required for their degree, but will not receive Federal Aid for those class(es)
- Students granted an appeal will receive a PACE Course Plan to be signed and returned before receiving future aid.

**PACE exceptions may be approved in cases of extreme exceptional circumstances. 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.**

**Go to the online link for the Policy of Financial Aid Satisfactory Academic Progress Requirements at:**

[http://www.butlercc.edu/fin\\_aid/parts/1sap.pdf](http://www.butlercc.edu/fin_aid/parts/1sap.pdf)

## SCHOLARSHIPS

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 coursework must be a 3.5 GPA for students accepting an athletic scholarship. Students must complete 12 credit hours with a semester and overall 3.0 GPA to maintain the scholarship. Exception: students on athletic scholarships must maintain a 3.5 GPA per Jayhawk Conference rules.

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. These scholarships may cover up to the cost of tuition and the loan or use of textbooks for the semester. Selection is made by the individual department and students should contact the division dean, instructor or coach for information.

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 the Office of Student 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 3.5 GPA per Jayhawk Conference rules to be eligible to receive a Foundation scholarship. Athletes are allowed a \$1,000 maximum academic package due to the Jayhawk Conference rules, this includes Foundation scholarships. Visit the Foundation webpage at <http://foundation.butlercc.edu> or call 316-323-6731 for more information regarding Foundation scholarships.

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## OTHER SOURCES OF FINANCIAL AID

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### 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 Carol Hull in 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 Office of Student Financial Aid – 901 S Haverhill Rd – El Dorado, KS 67042.



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# Learning Support Services

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## Academic Advising

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements. Students are expected to initiate and maintain contact with an advisor to discuss issues which affect their academic progress. Continuing contact with an advisor is key to meeting academic goals.

## Transfer Information

Advisors utilize college/university transfer materials to assist students in making appropriate curricular choices. Students who plan to transfer to another institution to complete a degree are encouraged to work closely with both a Butler advisor and an advisor at their transfer institution to assure proper course selection.

## International Student Advising

The International Student Advisors provide admission, cross cultural and academic advising, and immigration services to Butler's international students. They also authorize off-campus employment through curricular practical training and issue letters of enrollment as requested. A newsletter is published each semester to inform students of immigration regulations and activities of the International Student Association. The International advisors maintain office hours at Butler of Andover.

## Career Coach

Career Coach is a user-friendly web-based tool designed to help students and others explore the most current data on wages, employment, job postings, and Butler's educational offerings for our region. Career Coach also provides a "Resume Builder" template and assessments for job seekers. For more information contact Career Services (Loretta Patterson at 316.322.3294 or [lpatterson@butlercc.edu](mailto:lpatterson@butlercc.edu)) or go to directly to Career Coach webpage at <https://butlercc.emsicareercoach.com/>.

## Career Exploration Services

Counselors and Advisors at all sites provide career information for students. Free assessments and career exploration links are available at [www.careeronestop.org](http://www.careeronestop.org). Students may use this information to research occupations, values, interests, skills and educational programs. Additionally, students may access career and occupational training information through the Steve Pershall and Distinguished Alumni Community Success Centers (CSC). The centers are designed to provide on-line computer information in the areas of career exploration, job information, plus college and university information. The centers also include specialized access booths with information about Wichita State University, Pittsburg State University, Newman University and Southwestern College. The centers are located in El Dorado and Andover and are available to anyone in the community.

## Tutoring Services

Butler provides a tutoring service that is free to all students. Tutoring is provided by both instructors and Tutor Ambassadors at Butler of El Dorado and Butler of Andover. Butler students who have successfully completed the classes in a requested subject and have recommendations from their instructors may apply to be Tutor Ambassadors. If chosen, they will receive a tuition/books scholarship to Butler. All tutoring takes place in Butler facilities and may involve group tutoring. The scheduling of tutoring services depends on the availability of tutors and not all subjects may be available each semester at each Butler site. We also offer a

professional 24/7 Online tutoring service to students through NetTutor. You can access NetTutor by logging in to Pipeline and looking under MyCourses or within your courses in CANVAS. For more information on tutoring services, visit [www.butlercc.edu/info/200987/tutoring](http://www.butlercc.edu/info/200987/tutoring) or 316-322-3286.

## Testing Services

The Butler Testing Centers provide a quality, secure testing environment in which high testing standards are maintained. The Centers are located at Butler of Andover and Butler of El Dorado and provide a variety of testing services. These include placement tests for prospective Butler students, tests for Butler Online courses, and make-up tests for Butler instructors. In addition, the Centers offer CASAS and GED testing. On a limited basis the Centers administer academic and certification tests to non-Butler students. For more information on testing services e-mail [testing@butlercc.edu](mailto:testing@butlercc.edu) or access [www.butlercc.edu/testing\\_center/index.cfm](http://www.butlercc.edu/testing_center/index.cfm) on the web.

## Counseling

Often students find themselves confronted with personal difficulties while attending college. Butler employs professional counselors at El Dorado, Andover and McConnell who assist students in coping with their life situations. Students are encouraged to consult a counselor to discuss personal concerns, coping with problems or stress, and relational issues in a comfortable, confidential environment.

Butler also offers a drug and alcohol educational program for students who violate campus policies. Support groups are also formed for a variety of issues for students, faculty and staff as the need arises. For more information contact a Counselor at El Dorado (316) 322-3162, Andover (316) 218-6231 and at McConnell (316) 681-0236.

## Course Placement

The Advising center requires students to take either the ACT, SAT, or Accuplacer placement test which assesses their academic skills in reading, English and math prior to class enrollment. Advisors review results with students to assist them with appropriate course selection to enhance their academic success. Students with learning and/or physical disabilities should contact the Disability Services Office to check qualifications for special accommodations for taking the Accuplacer test. See the Disability Services section below.

The College Level Examination Program (CLEP) exams are administered through the Testing Center at Andover. Interested students should contact the Advising Center in Andover at 316 218-6259 to arrange the examination.

**Nursing students** wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the three prerequisite courses, plus scores from nursing entrance test, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

## Disability Services

The Office of Disability Services provides a range of support services to all students with documented disabilities enrolled at Butler. Any prospective student, who has a documented disability that may interfere with his or her performance in course work or prevent access to classes, enrollment, etc., should contact the Director of Disability Services. The Director will familiarize the student with the accommodation process, as well as aid in the

enrollment process. Although the Disability Services Office is located in El Dorado and Andover, students at other community locations may make arrangements with advising staff to meet with the Director at their site or call 316 322-3166 or 733-3166 from the Wichita/metro area.

### Student Career Services (SCS)

Butler is fortunate to work in partnership with the Workforce Centers of South Central Kansas to extend employment services to students. Students are invited to register at [www.kansasworks.com](http://www.kansasworks.com) for job openings and to post resumes; and meet one-on-one with Workforce Center staff. Go to [www.kansasworks.com](http://www.kansasworks.com) to start your online registration and [www.workforce-ks.com](http://www.workforce-ks.com) to find scheduled workshops.

Students should contact Financial Aid for on-campus job opportunities.

### Libraries

Butler Libraries focus on your needs as a student, whether in person or online. Our librarians are people who:

- Explain how to use the library on campus or from your home
- Help you find answers/resources for your research papers
- Answer “how-to” questions
- Assist with internet and printer use
- Help you create citations for your papers

We offer resources for research papers, campus information and tech instruction, computers/printing, interlibrary loan, and great spaces for study.

To visit: come in or contact our librarians by calling 316-322-3234 for hours or via “Library Chat” on the Butler website > Students tab > Libraries. If you are in Pipeline, look for the library tab.

- El Dorado Campus – L.W. Nixon Library, 600 Building, 2nd floor
- Andover Campus –
- 6000 Building, shared with Andover High School Media Center
- 5000 Building, in the hallway near the bookstore
- Rose Hill – shared with Rose Hill High School Library
- McConnell Air Force Base, Wichita – Library, 412 Building

**Online Resources:** We buy amazing, in-depth online resources, including eBooks and full-text magazines and journals, as well as extraordinary videos. All are easily accessible to you from computers in the libraries or from your home via your Pipeline account.

Interlibrary loan adds the resources of libraries around the world to our collection of 45,000 items. The catalog can be searched online 24 hours a day; books, music, and movies may be picked up or returned at any campus location. Borrowing from anywhere in the collection is easy and quick through our branch-to-branch service.

**Locations:** Find our largest library, the L.W. Nixon Library, on the El Dorado campus on the second floor of the 600 Building. Classes often meet here in the Library Classroom. Checkout numerous books, magazines and audio-visual materials, including popular movies, video games and consoles. Our Library Latte coffee bar features Starbucks coffee, lattes, and muffins, cookies and microwave meals. It's a pleasant place to study or meet with friends.

The Andover campus library is in two sites: the shared high school library at the 6000 Building or the Learning Commons Library in the 5000 Building. Both provide expert library assistance as well as books, movies, computers/printers and study space.

McConnell AFB and Rose Hill High School both provide extended outreach to Butler students for library needs, including all our resources online.

For more information and to get a feel for the Butler Libraries, explore our blog <http://livelibrary.blogspot.com/> or visit us on Facebook as Butler Community College Libraries. Any further questions? Email us at [lw Nixon@butlercc.edu](mailto:lw Nixon@butlercc.edu).

### Online Learning Opportunities

In online learning, technology is used to provide convenient accessibility for students who need flexible scheduling options. Butler offers two formats of online learning: Online courses and Blended Learning courses.

With the increased flexibility comes an increased responsibility. Students who are considering accessing an online learning option should realize it requires:

- More self-discipline than a traditional on site course.
- Above average skill in following written directions.
- Time-management skills.

A **Butler Online** course is defined as one that is delivered entirely online via the Web using the Canvas learning management system. Exception is made for proctored exams, but provision must be made for a student to take exams administered by an approved proctor at a distance. No required on-site visits are permitted.

A **Butler Blended** course is defined as an online course in which at least half of the interaction with course materials, peers and instructors is conducted via the Web but that also has required on-site face-to-face meetings throughout the semester.

- Developed, delivered and supported through the Instructional Technology department in Canvas, the course management system adopted by the institution
- Number and focus of on-site meeting is set during the course development phase
- On-site meeting are designed for labs, guest speakers, learning activities, and performance outcomes that are more easily completed in a face-to-face environment
- On-site meetings are not to be used primarily for testing
- Meet part of term requirements

A **Butler Flipped** course is defined as a form of blended learning in which direct instruction moves from the classroom setting to individual online learning and classroom time becomes a dynamic, effective, interactive learning environment. The Canvas learning management system is used for online delivery of course materials.

A **Butler Web-Facilitated** course is defined as a course that uses web-based technology to facilitate what is essentially a face-to-face course. Students meet for each class period with no alteration in the number in-class hours. Required online activities vary depending on the instructor and course requirements. Instructors clarify expectations on the first day of class and in the course syllabus. Technology requirements may include, but are not limited to, the use of the Canvas learning management system and third party publisher materials.

### Adult Education

Adult Education classes assist adults who lack a high school diploma or who have a high school diploma and want to improve basic skills in reading, grammar, spelling, vocabulary, writing, technology, mathematics, or prepare for college or a career. The program provides support and an engaging learning environment to increase student success. Transition activities are incorporated with classroom instruction to encourage student involvement in the college community and to prepare students for entry into degree and certificate programs at Butler Community College. Butler

Community College operates the Adult Education program in conjunction with the Kansas Board of Regents

### **General Educational Development (GED®)**

Butler Community College is an official GED® testing center. When you successfully complete the GED® exam, you receive a Kansas State High School Diploma and transcript awarded by the Kansas Board of Regents. This diploma is widely accepted by employers, colleges, and Butler Testing Centers by appointment scheduled online. Call Adult Education at 316-323-6074 for information.

#### **• College Readiness Preparation**

Adult Education Math, Language Arts, and Jumpstart classes are a skill development option for students placing into math, reading, and English classes that are not eligible for federal financial aid funding.

#### **• Special Interest Classes**

Several short-term classes are offered throughout the year that are designed to build skills while focusing on a topic of interest. Some examples include technology skills, money management, work readiness, and employability skills.

#### **• Student Achievement in Reading (STAR)**

STAR classes are designed to develop the reading skills of intermediate level learners by focusing on alphabetics, vocabulary, fluency, and comprehension.

#### **• Kansas WORKReady! Certificate**

Butler's Adult Education Program is a testing site for the Kansas WORKReady! Certificate. Adult Education students, and other interested individuals, can earn a certificate by successfully completing the WorkKeys® Applied Math, Reading for Information, and Locating Information Assessments. WorkKeys® preparation instruction is integrated in Adult Education classes.

### **Multi-Media Learning Resource Center/BCTV**

The Multi-Media Learning Resources Center provides a full range of production and presentation technology services in support of classroom teaching, the Learning College principles and Butler's mission. MMLRC services include new digital video production services, with digital video, field and/or studio recording. Avid Meridian and Express DV editing workstations are utilized and CD and DVD authoring and duplication, as well as traditional analog duplication and production are available for both internal (educational) and external clients. Butler Community Television currently local cable channel 20 provides both college production and The NASA Channel which is broadcasted on the El Dorado, Towanda, and Augusta cable systems with the community cable system. Additionally, Telenet 2 (Kansas Regents Network) distance learning and taped satellite downlinks and downlink satellite video conference services are provided. MMLRC is also integrating activities with the electronic media areas in Butler's Mass Communications educational program.

### **Computer Labs**

To meet ever increasing student needs for computer and Internet access, the Information Services Division maintains up-to-date open computer labs at various college sites which contain state-of-the-art hardware and the latest word processing, databases and spreadsheet software. The El Dorado open lab in the 1500 Building is on the second floor, Room 1529. Butler of Andover's open lab is in the 6000 Building, Room 6437. The Dennis Martens Computer Lab in the L.W. Nixon Library, Building 600, offers Internet access and Microsoft Word during library hours. Other El Dorado labs which are located in Buildings 100, 200, 300 and 600, and labs at Butler of Andover, Butler of Marion, Butler of Rose Hill, and at resource centers in Council Grove are under the supervision of site directors and academic deans and may be

available, with permission, to students when classes are not scheduled. Hours of the open labs are posted; students must supply their own electronic storage device to save work, but paper is provided.

### **Online Writing Lab (OWL)**

The Butler Online Writing Lab is a free service available to students currently enrolled in courses on any Butler campus or in Butler online courses. The OWL is staffed by Butler English faculty. For more information about this service, visit <http://www.butlercc.edu/writinglab/index.cfm> on the web or look up Online Writing Lab under the A-Z index on the Butler website.

### **World Wide Web**

Butler maintains a homepage Web site on the World Wide Web: [www.butlercc.edu](http://www.butlercc.edu). Included on the homepage are activities and programs the college offers.

### **E-mail Accounts**

All Butler students are issued an e-mail account through pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu). Contact the Admissions Office, Registrar, or Advising Office for more information.

### **Student Life Centers**

The Student Life Center in El Dorado is located in the Student Union and is adjacent to Bear Necessities (snack bar). The Student Life Center serves as an information hub for student activities, events, programs and services in Student Life. The Student Life Center contains 5 large monitor computers and a printer, a 42" inch flat-screen monitor, workspace, wireless internet access, and provides information about the many student organizations that exist at Butler. This space has a reception desk to receive students managed by the Secretary to the Student Life Center, office space that houses the Coordinator of Student Involvement and Development. The Student Government Association (SGA) office is adjacent to the Student Life Center in the Purple Room

The Student Life Center at Andover is located in the Student Union at the 5000 Building. This space serves as the central location to receive information about the many exciting programs and services offered in Student Life. The Student Life Center contains several large monitor computers and a printer, workspace, student organization workroom, student life conference. The Student Life Center houses the Student Government Association, and the Director of First Year Experience.

### **First Year Experience**

The First Year Experience (FYE) Office at Butler Community College strives to support first-year students and their families as new students transition to Butler. The office is responsible for Welcome Week which is designed to support the adjustment of new students prior to and during the first week of classes. FYE also provides several programs, experiences and opportunities for students to connect with the College and succeed personally and academically during their first year. Such efforts include mentoring, welcome week events in the fall and spring, intervention for students identified as needing support personally or academically, communication with parents on updates and happenings at Butler, educational programming, activities, faculty and staff interaction with students outside of the classroom, and ongoing evaluation and assessment of current experiences while also implementing established 'best practices' from across the country. The FYE office is dedicated to the success of our students and we strive to support our new students so that they can achieve their stated goals for attending Butler. The FYE office is also responsible for Student Connect (College Orientation).

The FYE office is located in the Student Life Center on the Andover campus. You can also contact the First Year Experience Office at 316-218-6373.

### Residence Hall/On Campus Housing

Butler's residence halls at El Dorado accommodate over 376 students. The housing complex is made up of 3 halls and 4 smaller apartments: West Hall (all males), East Hall (all males), Cummins Hall and four apartments (all female). All living units are equipped with beds, desks, closets, digital cable (67 stations), small refrigerator, wireless internet access, desk chairs, air conditioning and extra-long twin mattresses. Students must furnish pillows, linens, blankets, towels and any additional personal items they may need throughout the academic year. Each of the residence halls have common areas used for studying and/or meeting new friends.

It is recommended the completed application, \$25 application fee, \$50 refundable deposit, \$50 annual maintenance fee, and required immunizations be submitted as soon as possible as space is limited. Required immunizations include two MMR shots (Measles, Mumps and Rubella), a current tetanus shot, TB test (within the last year), and the meningococcal vaccine. A student will not receive placement unless these requirements are submitted along with the Housing Application. Those wishing to reside in the residence halls can obtain an application by visiting <http://housing.butlercc.edu> and using their Pipeline credentials to log in.

All residents are required to accept a combined room and meal contract. Our dining facility provides students with nineteen well-balanced meals per week. This includes 3 meals a day on weekdays and brunch and dinner on weekends. During official school holidays, including Thanksgiving Break, Winter Break and Spring Break, the residence halls and dining facility are closed.

Residents who return to the residence halls for the following academic year will have first choice in room selection. When placing residents, every attempt is made to honor requests for roommates. The Housing Contract is for the academic year, both Fall and Spring Semesters. All residents must be a full-time student, maintaining a minimum of 12 academic hours, to live in the residence halls.

Any student wishing to live off campus and in need of assistance in finding housing to rent may contact the Housing Liaison at Butler at 316-322-3245. This individual will assist you in finding housing to meet your needs. Additional information can be found on the Butler website or by contacting the Office of Residence Life at 316-322-3295 or email [housing@butlercc.edu](mailto:housing@butlercc.edu).

### Student Union Services

The Student Union Building at El Dorado contains a snack bar (Bear Necessities), a commons/lounge area with 10 computers and a printer, meeting rooms, a bookstore, cafeteria and Student Life Center. Pizza, sandwiches, drinks, chips, etc. are available in the snack bar. The cafeteria serves meals every day of the week and operates on a controlled-access basis. Residence hall students and those on meal contracts are admitted upon presentation of their ID card with the proper marking. In addition to residence hall students, other students or visitors can purchase meals on an individual meal basis.

The Student Union in Andover contains a number of commons/lounge areas, food court/cyber café, game room, study lounge, television lounges, The Grizzly Den (a large multi-purpose room), Student Life Center as well as a mall walkway with seating and gathering space. Additional student services at Andover includes a snack bar at the 6000 building which has a variety of vending machines and gathering area.

### Bookstores

Butler operates bookstores at El Dorado and Andover - books, supplies, clothing and gifts are sold. Butler bookstores also sell educationally priced software to students and employees of the college. A book buyback is held during finals week of each semester in which books that are in good condition and needed for the upcoming semester are repurchased from the students at a discounted price. The El Dorado bookstore is located in the Student Union Building and maintains hours of 8 a.m. to 5:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. Summer hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. The Andover bookstore located at 715 E. 13th St. maintains hours of 9 a.m. to 6:30 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. Summer hours are 9 a.m. to 6 p.m. Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

Books can also be ordered online at [www.butlercc.bkstr.com](http://www.butlercc.bkstr.com).

In order to purchase textbooks, supplies and computer software using financial aid, a current Butler student ID is required.

### In order to purchase educationally priced software, a student must:

- Present a current college photo ID

Employees only need a college photo ID. A Butler photo ID can be obtained from the Registrar's office in El Dorado in Andover, room 6402 - 6000 Building.

*\*Bookstore hours may vary during peak periods in the summer and holidays. Call 322-3197 or 733-3197 direct from Wichita/metro area for El Dorado and 218-6232 from Wichita or 323-6232 from El Dorado for Andover to verify times.*

*Information concerning the 100% refund period for books and refunds for cancelled classes can be found under the "Tuition and Fees" section of this catalog.*

### Child Care (EduCare Center Learning Lab)

The EduCare Center is a 9,385 square-foot, state-of-the-art child care facility as well as a learning lab for Butler Early Childhood Education students. The center is located off Towanda Avenue on the west edge of Butler's campus in El Dorado.

CCampus Scholarships are available for children's tuition for student parents who are Pell eligible. Contact the EduCare Center for availability.

The Center is accredited through the National Association for the Education of Young Children in addition to a 5 Star Center through the Kansas Quality Rating Improvement System. The Center cares for 121 children ranging from two-weeks to 12 years old. The Center provides child care services to Butler students, faculty, and staff, and community members on a first-come, first-served basis with priority given to full-time needs.

The Center is open year round, closing only for major holidays and the week between Christmas and New Years, Monday through Friday 5:45 a.m. - 6 p.m. For additional information regarding the EduCare Center call 316 323-6845 or direct 218-6845 from the Wichita/metro area.

Butler College Health Services supports the health needs of students and staff at the college.

Butler operates the College Health Services on the El Dorado campus located in Room 162 of the 1100 Building or West Residence Hall. At the Andover campus, located in the 5000 building, room 5118-N. The health services provided include: health education and management, disease prevention, and illness care. Immunization updates and physicals are available. Health Services are available at both locations 5 days a week. A local physician, Dr. Michael Rausch M.D. is available on Mondays, while Nurse Practitioners and Registered Nurses staff the remaining days.

Services are provided for a nominal fee: physicals, immunizations, lab tests, prescription medications, over-the-counter medications, dental, and vision referrals. Other services are provided by request.

Butler College Health Services also track immunization requirements for the nursing program, residence halls, international or foreign born students, and incoming freshmen.

Appointments are recommended. To schedule, please call BOE at 316-322-3371 or 316-733-3371, or BOA at 316.218.6282, or email [collegehealth@butlercc.edu](mailto:collegehealth@butlercc.edu).

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### **Public Safety and Campus Police**

The Butler Community College Public Safety Department includes a Kansas Law Enforcement Agency recognized as the Butler Campus Police Department, staffed by experienced state certified police officers. The other Public Safety officers are trained, experienced Security officers. The mission of the department is to maintain a safe and secure learning, living and working environment. That is accomplished through vigorous patrol, response to calls for assistance, critical incident management, utilizing video surveillance systems, vehicle service requests, investigations, crime prevention and generally maintaining the peaceful order of the campus.

The El Dorado campus is staffed by officers on duty 24 hours a day. The El Dorado Public Safety Office is located in the 1100 Bldg., and the phone number is 316-321-7657. The Andover Public Safety Department has officers on duty whenever the Andover Campus is open. It is located in the 5000 Bldg., and the phone number is 316-218-6112. At all other college locations, individuals are to contact local law enforcement and the local site director. If Public Safety related reports are filed at those locations (injury, damage, criminal acts or emergencies), a copy of the report must be sent to the El Dorado Public Safety office. The Department has outstanding working relationships with area emergency response agencies.

Butler Community College has an emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies or weather related cancellations. To enroll in this emergency notification system, individuals should follow the directions as provided on Campus Pipeline. Should individuals have questions regarding this system or the enrollment process, they may contact the College Information Systems office at 316-733-3306.

# Student Activities & Organizations

Butler is proud of its comprehensive student activities program. These activity programs, ranging from athletics to livestock judging, are strongly supported by the Board of Trustees, the community, the student body, and the College administration.

## Ag Ambassadors

The Butler Ag Ambassadors Club is made up of students whose purpose is to act as a public relations branch for the College of Agriculture at Butler. The organization also provides leadership in the field of agriculture to those within the school and the community. *Contact Marcus Arnold @ [maamol@butlercc.edu](mailto:maamol@butlercc.edu)*

## Athletic Program

An athletic program of national prominence is supported by the Board of Trustees, the community, the student body and the College administration. Volleyball, basketball, track and cross country, soccer and softball are provided on an intercollegiate level for women. Football, basketball, baseball, track and cross country are offered for men. The college holds membership in the Kansas Jayhawk Junior College Conference and the National Junior College Athletic Association.

## Black Student Association (BSA)

Dedicated to the principles of self-determination, self-awareness, and unity, the Black Student Association, will strive to unite and educate students of multicultural descent about their cultural heritage. By promoting community service and stressing academic excellence, the Black Student Association will develop students into active leaders not only at Butler Community College, but in the surrounding areas and local communities. *Contact Crystal Aluko at [cjackson1@butlercc.edu](mailto:cjackson1@butlercc.edu) or Lai-L Daugherty at [ldaugherty1@butlercc.edu](mailto:ldaugherty1@butlercc.edu)*

## Butler Spirit Squad

This group is composed of a 16 member squad and one Grizzly Bear mascot. Individuals are selected during the spring semester. Applicants should contact the Athletic Department for information concerning interviews and auditions no later than March 1 for the following academic year. The Spirit Squad represents Butler in all sports and enthusiastically supports other clubs, organizations and activities in the community and on campus. College credit is available for participation.

## Campus Crusade for Christ (CRU)

CRU is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students *Contact Rachel and Alan Busenitz at [alanrachel2012@gmail.com](mailto:alanrachel2012@gmail.com)*

## Culinary & Hospitality Organization for Making Professionals (CHOMP)

This club's purpose is to raise awareness of the Culinary and Hospitality profession. If you have a passion for either culinary or hospitality then this club would be an excellent fit for you. *Contact Chef John Michael at [jmichael4@butlercc.edu](mailto:jmichael4@butlercc.edu)*

## Collegiate DECA

Collegiate DECA is the largest and most progressive student organization for college students studying marketing or management. Participation in Collegiate DECA will develop leadership skills, and marketing and management competencies through competition against the best marketing and management students in the nation. *Contact Jared McGinley at 316-322-3240 or [jmcginley@butlercc.edu](mailto:jmcginley@butlercc.edu)*

## Collegiate Farm Bureau

The BCC Collegiate Farm Bureau, or "Young Farmers and Ranchers" provides students the opportunity to enhance their skills as future Ag leaders through experiences within the Farm Bureau provides a place for like-minded individuals to spend their time and effort in their shared education to the future of Agriculture. *Contact Marcus Arnold at [maarnold@butlercc.edu](mailto:maarnold@butlercc.edu)*

## Fire Science Residential Program

Fire Science students at Butler may apply for volunteer status with local fire departments to be admitted into the Fire Science Residential Program where they receive actual experience as firefighters living in the Fire House while studying for their degree. This "real life" experience proves to be valuable when applying for full time employment as a firefighter and provides opportunities for them to develop leadership and organizational skills while promoting the college and the Fire Science Program. *Contact Dona Larimer at 316-218-6150 or [dlarimer@butlercc.edu](mailto:dlarimer@butlercc.edu)*

## Gay-Straight Alliance

The GSA provides a safe and respectful environment to educate and raise awareness and provide opportunities to share experiences, concerns, and ideas with other members regarding gay, lesbian, bisexual, transgender and allied students, faculty, and staff. *Contact Dr. Phil Speary at 316.322.3226 or [pspeary@butlercc.edu](mailto:pspeary@butlercc.edu)*

## Grizzly Ambassadors

The Grizzly Ambassadors are a student organization focused on service and representing Butler Community College in the community. Members of this student organization understand the importance of service within the community and utilize co-curricular service learning to assist them in their development and furthering their academic experiences. This student organization is made up of strong student leaders of high academic standing committed to make a difference in the community. *Contact Andrea Miller at 316-322-3353 or [aweiss2@butlercc.edu](mailto:aweiss2@butlercc.edu)*

## Hispanic American Leadership Organization (HALO)

Butler's Hispanic American Leadership Organization (HALO) provides students the opportunities to better serve fellow students through leadership development, student recognition, fostering traditions, serving as a support system, and representing the community and Butler student body. *Contact Monica Zavala at 316-218-6243 or [mcervantes@butlercc.edu](mailto:mcervantes@butlercc.edu)*

## IT Club

This organization provides members the opportunity to network with fellow students, opportunities to listen to speakers from the industry, tour company headquarters, learn about emerging technology, and more. *Contact Jon Simpson at [jsimpson@butlercc.edu](mailto:jsimpson@butlercc.edu)*

### Instrumental Music

The instrumental music department at Butler functions in three major areas: traditional band, jazz studies and keyboard music. The program provides both music and non-music majors with opportunities to develop instrumental skills. Membership in the Concert Band is conditioned primarily on instrumentation needs. Therefore, effort is made to recruit as many interested players as possible to fill instrumentation needs while maintaining a balanced ensemble. The ensemble performs in various settings including departmental concerts and concert tours. The Butler Pep Band plays at football and basketball games. The Pep Band plays arrangements ranging from traditional to rock.

The Butler Big Band is an 18-19 piece jazz ensemble consisting of five trumpets, four trombones, five saxophones, and four or five rhythm section players, all selected by audition. Students are continually urged to develop professionalism in their attitudes and to conform to the highest musical standards of ensemble playing.

The formation of instrumental combos is encouraged. These groups typically play music ranging from jazz to commercial popular styles.

Student activities in keyboard music include opportunities to provide accompaniments on piano, keyboard bass and synthesizer for performing groups such as Jazz Arts Ensemble, Headliners, Show Choir, Chamber Singers and Concert Choir, plus vocal and instrumental soloists.

### International Student Association

ISA is open to international students, resident aliens, as well as all students interested in promoting cross-cultural understanding. Members are often invited to visit with elementary classes and community groups. The ISA participates in the campus-wide Food and Music Night and Spring Fling, sharing their various cultures with students and community members through music and dance, traditional clothing, flags and exhibits. All monthly social activities are planned by members. *Contact Randy Bush at 316-218-6241 or [rbush@butlercc.edu](mailto:rbush@butlercc.edu) and/or Cynthia Meyer at 316-218-6403 or [cmeyer@butlercc.edu](mailto:cmeyer@butlercc.edu).*

### Intramurals

At Butler, intramurals are considered an integral part of student growth. We strive to make as many athletic activities and events available as possible. Our program offers students the opportunities to compete and participate in Flag Football, 5 on 5 Soccer, Dodgeball, Co-Ed Softball, Golf, and many more activities. If you miss the court or field, or just like to have fun, consider participating in our Intramural program. For more information call 316-322-3295.

### JapAniManga (J.A.M.)

The J.A.M. Society is to create and sustain a safe environment of those interested in the Japanese culture, particularly that of anime and manga. We wish to spread acceptance and create respect for those whom enjoy Japanese customs and its various aspects, and present them with the opportunity to meet new people that share the same interest. *Contact Teresa Mayginnnes at [tmayginnnes@butlercc.edu](mailto:tmayginnnes@butlercc.edu).*

### Livestock Judging Team

Livestock Judging at Butler helps young people interested in the agricultural industry become more proficient at selecting livestock. A judging team is selected from those students interested in college competition on a local, state and national level. During the year, the team has a rigorous workout schedule to prepare for competition. These young men and women are ambassadors for Butler's Agriculture program. The team travels to a number of contests within the United States. *Contact Marcus Arnold at [marnold@butlercc.edu](mailto:marnold@butlercc.edu).*

### Non-Traditional Student Organization

The Butler Non-Traditional Student Organization provides students an opportunity to network and connect with students who consider themselves "non-traditional" due to maturity, family or other life situations. *Contact Heidi Davison at 316-322-3286 or [hdavison@butlercc.edu](mailto:hdavison@butlercc.edu).*

### Phi Beta Lambda

Phi Beta Lambda is a national organization that works closely with business and charities. Each year members have the opportunity to travel to state, regional, and national conferences to compete in various areas of business. As a campus organization PBL also gives students an opportunity to be recognized by business leaders and to participate in community and charity work, such as the March of Dimes. *Contact Janice Akao at 316-322-3186 or [jakao@butlercc.edu](mailto:jakao@butlercc.edu).*

### Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for the two year college. Phi Theta Kappans are recognized for their academic achievement as well as their community service, fellowship, and leadership. The four hallmarks of Phi Theta Kappa, our guiding principles for programming, include: Scholarship, Leadership, Service, and Fellowship. Our many traditions and customs make this society a "Fellowship of Scholars". *Contact Jim Buchhorn at [wbuchhorn@butlercc.edu](mailto:wbuchhorn@butlercc.edu) or Chrissy Baker at [cbaker20@butlercc.edu](mailto:cbaker20@butlercc.edu).*

### Philosophy Club

The Butler Philosophy Club meets regularly to engage in discussions regarding various political, ethical, and philosophical principles within our culture and society. *Contact Dr. Terry Sader at 316-218-6123 or [tsader@butlercc.edu](mailto:tsader@butlercc.edu).*

### Radio/Television/Film

Butler Community College's radio and television stations offer students the opportunity to experience a "hands-on" approach to the broadcast industry. Mass Communications students gain experience as technicians, directors, producers and broadcast announcers in the College's station.

### SkillsUSA

The Butler Skills USA Chapter is affiliated with the Kansas Association of Skills USA. Its membership is open to all students enrolled in college/technical courses in trade, industrial, technical and health occupations education. *Contact 316-218-6136.*

### Society of Manufacturing Engineers

Butler's student chapter U196 is associated with the SME International Chapter 52. Its membership includes students majoring in manufacturing related engineer technology or engineering fields. *Contact 316-218-6136.*

### SoPsyched

Butler Sociology and Psychology Club (SoPsyched) has three branches: Planning, Activities, and Research. In the Planning branch members meet once a month to plan monthly events. The Activities branch consists of one-a-month events aimed at piquing interest in Psychology and sociology among students regardless of previous exposure to these fields of study. The Research branch meets weekly to learn about research including how to plan their own research, enter the data, run the analysis, and write the results suitable for publication or presentation at a regional conference. *Contact Dr. Nathan Swink at [nswink@butlercc.edu](mailto:nswink@butlercc.edu).*

### Student Government Association

The Butler SGA serves as the voice of the student body throughout the college. The SGA is composed of an Executive Board and at-large senators made up of diverse students from

various academic departments, campus locations, and student groups/organizations of Butler. Members also help lead students to engage in purposeful curricular and co-curricular activities, promote good will and make positive contributions to the College and the community at large. SGA Open Sessions are held the 1<sup>st</sup> Tuesdays in El Dorado and the 3<sup>rd</sup> Tuesdays in Andover from 3:30-4:30 pm. *Contact Sherri Conard at 316-218-6373 or [sconard@butlercc.edu](mailto:sconard@butlercc.edu) &/or Andrea Miller at 316-323-3353 or [aweiss2@butlercc.edu](mailto:aweiss2@butlercc.edu).*

### **Student Life Department**

Student Life at Butler is dedicated to providing co-curricular programs and opportunities that allow students to interact with other students, faculty and staff. The Butler experience is not complete without Student Life! At Butler there are many programs and services that will assist you to be successful in your college and lifelong endeavors. The many areas that exist within Student Life are focused on providing fun activities and programs for social interaction and engagement, living and learning experiences, leadership opportunities, initiatives, academic support services, personal support, health and wellness, and counseling.

### **Student Nurses' Association**

The association provides an avenue for contributing to nursing education by advocating the highest quality health care. Members participate in legislative activity involving nursing and health. Projects and seminars aid the student in the transition from pre-professional to professional activities, as well as offering leadership, educational and social opportunities. The Student Nurses' Association is an affiliate of the Kansas Association of Nursing Students (KANS). *Contact Sabrina Olson at 316-322-2293 or [solson5@butlercc.edu](mailto:solson5@butlercc.edu).*

## **STUDENT PUBLICATIONS**

### **The Lantern**

The Lantern, maintaining a tradition of state and national honors, is published by and for the students of Butler every Monday morning except during holidays and final examination week. Students gain hands-on experience in today's highly technical field of print journalism. Butler students who have received laboratory experience on The Lantern have made the transition to major journalism schools or directly to jobs in media organizations.

### **The Grizzly**

The Grizzly, published since 1928, is the college's student-produced, full color magazine. It serves as a history of the academic and social activities of the students while they attend college. Students may participate in the production classes for college credit. Students have gone on to major journalism schools or directly to mass media jobs.

### **The Scan**

The Scan publishes academic work, including essays and other projects undertaken as class assignments. The Scan is published once a year with deadline dates in October. Butler students, faculty, staff and alumni may submit work for the publication.

### **The Quill**

The Quill is a publication of literary and visual art produced by Butler students, faculty, staff and alumni. Poetry and Fiction are submitted to the editors for critique and publication.

### **Theatre/Delta Psi Omega**

The Butler theatre department produces four major productions and a variety of experimental productions per year. Auditions are open to all students. A full spectrum of courses for theatre majors is available.

The Chi chapter of Delta Psi Omega, the National Theatre Honor Fraternity of college students, has been at Butler of El Dorado for more than 50 years. Potential members are invited into the organization on the basis of their activity in the college theatre production program.

### **Vocal Music**

The vocal music department at Butler provides a variety of singing experiences for students. The 90-voice Butler Concert Choir presents four major concerts per year and is open to all with the instructor's approval. An audition process is used to select members of the Headliner's show choir, the Chamber Singers, and the ladies vocal ensemble. The Headliners, a show choir consisting of 28 singers/dancers and an instrumental combo, specializes in performing show and pop music. The Headliners do numerous performances each semester, including hosting the annual Butler show choir Festival and performing at the Butler Summer show choir Camp each July. The Sweet Melodies sing a variety of music and also performs at home concerts. There are also smaller select ensembles, the Smorgaschords barbershop quartet and a vocal jazz ensemble that performs for various college functions.

A full spectrum of courses for music majors is also available, including music theory, aural skills, music fundamentals, music appreciation, piano lessons, voice lessons, instrumental lessons, and dance classes.



# Business Education & Training Analysis

## BETA

The Business Education and Training Analysis serves the community beyond the traditional college setting by working collaboratively with business, economic development and workforce development organizations to strengthen the region's economy. Programs and services address distinct learning needs, yet share the common goal of helping companies, organizations, and individuals develop their most valuable asset – PEOPLE.

The center provides a wide-range of services to meet the needs of our local stakeholders and is committed to adding value to local economic development efforts through a number of services and initiatives.

This extensive selection of workplace learning options for organization and individuals includes: customized group training, open-enrollment classes and online courses. We specialize in supervision and leadership, technical skills, occupational language and business communication. Expertise of faculty and staff from throughout Butler Community College makes it possible for us to deliver customized content in a wide variety of other subject matter areas.

### Customized Training Solutions

Customized training solutions are targeted to meet the specific needs of each client organization. We design, develop and deliver affordable, leading-edge training services and programs to local, national, and global employers. This provides employees with the new skills, knowledge and abilities they need to help businesses become more productive, innovative and profitable. Programs can be tailored to address the unique concerns of an organization, or we can develop solutions specifically for a company. The expertise of our trainers, faculty, staff, Growth Development Associates, and the Global Corporate College, partnered with leading training vendors, provides us with a wealth of resources from which to create customized training solutions to reduce performance gaps at multiple levels within corporations.

Upon identifying the specific business needs, experienced consultants will work with the business to develop a customized solution to provide employers with the professional skills needed in today's diverse, fast-paced, lean, global business environment.

### Open Enrollment Training

Optimizing productivity and marketability are critical to every business. Training is offered publically as one of several opportunities easily accessed by organizations or individuals. These trainings are chosen to appeal to people working in a wide range of industries and occupations.

Our open Enrollment training schedule is based on demand. If you are interested in a training that is not listed, please call us at 316.218.6118 to offer your ideas. If you have a group of people to train, we can schedule a training just for you. If you prefer working at your own pace in your own space, be sure to explore our online offerings.

### Online Training

In today's fast-paced world, many of us find it difficult to take time away from work and family for needed training. Butler's Business Education and Training Analysis has partnered with several companies to offer a wide range of highly interactive non-credit training. These are available over the internet, requiring only internet access to begin experiencing learning outside a traditional environment.

**Education To Go:** Ed2go instructor-facilitated non-credit online courses are informative, fun, convenient, and highly interactive. Ed2go instructors are known for their ability to create supportive communities of learners. These courses run for six week periods, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, and supplementary resource links. Courses can be completed entirely from the home or office anytime of the day or night.

**Growth Development Associates:** Our Consultative Sales training is a comprehensive sales and management skills curriculum provided through our partnership with Growth Development Associates, Inc. (GDA). GDA has a 22 year track record of helping organizations from American Express to Apple Computer achieve world-wide record-level growth. Now it is our turn to add your company to their impressive client list. GDA training programs are exciting, challenging, and renowned in national and international sales training markets for delivering powerful results. The program can be delivered online, face-to-face, or in blended format. Join other major companies as you experience positive success using GDA's specialized approach to selling.

### Grizzly Adventures, ROPES Challenge Course

Climb outside your comfort zone with Grizzly Adventures. When you and your teammates take on this state-of-the-art outdoor challenge course, you'll learn taking risks most often stands in the way of achieving goals. Grizzly Adventures provides the ultimate training for building a successful team and improving your individual self-confidence. Butler Community College is excited to offer this demanding and rewarding tool for growth in leadership, problem-solving, communication skills, and more.

It's hard to imagine as you venture down the beautiful, serene nature trail at the southwest corner of Butler Community College's campus in El Dorado, Kansas that a physical and mental challenge awaits you of such proportions that it'll stir your blood and spike your adrenaline. Butler sets out to create an experience that breaks through traditional classroom walls. Grizzly Adventures, as part of Butler's academic Leadership program, is open to youth, civic, non-profit business and corporate groups who wish to stretch their skills to the brink! For more information, call Michelle Ruder, BETA director, 31-218-6124 from the Wichita/metro area or [mruder1@butlercc.edu](mailto:mruder1@butlercc.edu). **Climb outside the box...and hang on!**

### Grizzly Adventures Zip Line Tours

Butler Community College Grizzly Adventures (Grizzly Adventures) started running zip line tours as an advertising, marketing campaign. It has since grown in demand to a new business, entrepreneurship within Butler Community College. The mission of Grizzly Adventures Zip Line Tours is to provide an experiential, fun and safe element available to the public.

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# Communication Directory

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## BUTLER COMMUNITY COLLEGE

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### Board of Trustees

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Ken Bohon, Augusta  
JoAnn Craven, Augusta  
Eileen Dreiling - Augusta  
Ron Engelbrecht, Benton  
Jim Howell, Andover  
Dr. Greg Joyce, El Dorado  
Tom McKibban, El Dorado

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## BUTLER COMMUNITY COLLEGE SITES

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### BUTLER OF EL DORADO

901 South Haverhill Road  
El Dorado, KS 67042  
316 321-BCCC 2222, or (Wichita/Metro) 316-733-9731  
FAX 316 322-3109, or (Wichita/Metro) 316-733-3109

### BUTLER EMERGENCY SERVICE TRAINING CTR

2610 W. 6<sup>th</sup> Street, Bldg 2600  
El Dorado, KS 67042  
316-323-6150

### BUTLER OF ANDOVER

1810 North Andover Road  
Andover, KS 67002  
316 733-0071 • FAX 316 733-2715

### BUTLER CTR FOR HOSPITALITY & CULINARY ARTS

6655 E. Zimmerly Street  
Wichita, KS  
316-688-9301

### BUTLER OF COUNCIL GROVE

131 West Main  
Council Grove, KS 66846  
620 767-5158 • FAX 620 767-5150

### BUTLER OF MARION

Marion, KS 66861  
620 382-2183 • FAX 620 382-3988

### BUTLER OF MCCONNELL

Consolidated Education Center  
Building 412  
53474 Lawrence Ct.  
McConnell Air Force Base, KS 67221  
316 681-3522 or 759-4252 • FAX 316 681-2258

### BUTLER OF ROSE HILL

506A South Rose Hill Road  
Rose Hill, KS 67133  
316 776-9429 • FAX 316 776-0114

### BUSINESS EDUCATION AND TRAINING ANALYSIS (BETA)

715 E. 13th Street  
Andover, KS 67002  
316 218-6118 • FAX 316 733-4691  
[www.Beta.butlercc.edu](http://www.Beta.butlercc.edu) or  
[www.butlercc.edu/beta](http://www.butlercc.edu/beta)

### BUTLER WEB SITE

[www.butlercc.edu](http://www.butlercc.edu)

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**CAMPUS LOCATIONS**


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**ALLIED HEALTH CENTER (AHC)**

131 N Haverhill Rd. • El Dorado  
(316) 320-7375

**ANDOVER/FIRE RESCUE (AFR)**

911 N Andover Rd. • Andover

**ANDOVER BUILDING 9100 (AN9100)**

110 E 21st St. • Andover  
(316) 733-0071

**ANDOVER BUILDING 6000 (AN6000)**

(H) High School Rooms  
1810 N. Andover Rd. • Andover  
(316) 733-0071

**ANDOVER BUILDING 5000 (AN5000)**

715 E. 13th • Andover  
(316) 733-0071

**ANDOVER CENTRAL HIGH SCHOOL (ACHS)**

903 E. Central • Andover  
(316) 266-8800

**ANDOVER HIGH SCHOOL (AN6000)**

1744 N. Andover Rd. • Andover  
(316) 733-1335

**ANDOVER PUBLIC LIBRARY (APL)**

1511 E. Central • Andover

**AUGUSTA HIGH SCHOOL (AUG)**

2020 Ohio • Augusta

**AUGUSTA PUBLIC SAFETY (APS)**

2100 N. Ohio • Augusta  
(316) 775-4500

**BUTLER EMERGENCY SERVICE TRAINING CENTER**

2610 W. 6th St. Building 2600  
El Dorado, KS

**BLUESTEM HIGH SCHOOL (BLS)**

500 Bluestem Dr. • Leon  
(Located on the southeast edge of Leon on Highway 96)  
(316) 218-6118

**BUTLER CENTER FOR HOSPITALITY & CULINARY ARTS (BRC)**

6655 E. Zimmerly St. • Wichita  
(316) 688-9301

**BUTLER COUNTY EMERGENCY MEDICAL SERVICES (BCEMS)**

701 N. Haverhill Rd. • El Dorado

**BUSINESS EDUCATION & TRAINING ANALYSIS (BETA)**

715 East 13th St. • Andover Rd

**CENTRE HIGH SCHOOL (CHS)**

2374 310 St. • Lost Springs

**CHASE COUNTY HIGH SCHOOL (CWF)**

600 Main • Cottonwood Falls  
(620) 767-5158

**CHILD START**

1000 Oliver • Wichita

**CIRCLE HIGH SCHOOL (CIR)**

905 Main • Towanda

**COUNCIL GROVE HIGH SCHOOL (CGH)**

129 Hockaday • Council Grove

**DERBY FIRE STATION #2 (DRBYFS)**

1401 N. Rock Rd. • Derby

**DOUGLASS HIGH SCHOOL (DGL)**

910 E. First • Douglass

**EL DORADO - BOWL (ELB)**

307 S. Haverhill • El Dorado

**EL DORADO CIVIC CENTER (ECC)**

201 E. Central • El Dorado

**EL DORADO HIGH SCHOOL (EHS)**

401 McCollum Rd. • El Dorado

**EL DORADO YMCA (YMCA)**

300 N. Main • El Dorado

**EUREKA HIGH SCHOOL (EUR)**

815 N. Jefferson • Eureka

**FLINTHILLS HIGH SCHOOL (FHS)**

806 S.E. Rosalia Rd. • Rosalia

**HAYSVILLE (HAYSVI)**

1939 E. Diedrich • (71st South & Broadway, Haysville)

**HILLSBORO HIGH SCHOOL (HHS)**

500 E. Main • Hillsboro

**HOSPITAL (HOS)**

Contact Department of Nursing

**LAKE POINT NURSING CENTER (LNC)**

901 Lake Point Dr. • Augusta

**MARION COUNTY (MHILL)**

701 E Main, Hill Bldg • Marion  
(620) 382-2183

**MARION HIGH SCHOOL (MHS)**

701 E. Main • Marion

**McCONNELL**

Consolidated Education Center,  
Bldg 412 (Dole Center) (BOM412)  
53474 Lawrence Ct. • McConnell AFB  
(316) 681-3522  
Advising (316) 681-0236

**McCONNELL AIR FORCE BASE FIRE STATION (MCF)**

Contact McConnell for directions  
(316) 681-3522

**MORRIS COUNTY (CGO)**

131 W. Main • Council Grove  
(620) 767-5158

**MULVANE EMERGENCY SERVICES (MEMS)**

901 E. Main • Mulvane

**PEABODY HIGH SCHOOL (PHS)**

810 N. Sycamore St. • Peabody

**ROSE HILL (BRH & RHS)**

712 S. Rose Hill Rd. • Rose Hill  
(316) 776-9429

**RAINBOWS UNITED KIDS' POINT (RNB)**

3223 N. Oliver • Wichita  
(316) 945-7117

**REMINGTON HIGH SCHOOL (REM)**

8850 N.W. Meadowlark Rd. • Whitewater

**ROSE HILL FIRE STATION (RFS)**

911 N. Rose Hill Rd. • Rose Hill

**SEDGWICK COUNTY EMERGENCY MANAGEMENT (SCEM)**

501 S. Tyler • Wichita

**SEDGWICK COUNTY FIRE DIST. (SGF)**

Station #37  
4343 N. Woodlawn • Wichita

**SUSAN B. ALLEN MEMORIAL HOSPITAL (SBA)**

720 W. Central • El Dorado

**THE OPPORTUNITY PROJECT NORTH (TOPN)**

2330 Opportunity Drive • Wichita

**THE OPPORTUNITY PROJECT SOUTH (TOPS)**

4600 S. Clifton Ave. • Wichita

**WICHITA FIRE DEPT. TRAINING ACADEMY (WFDRTC)**

4780 E. 31st S. • Wichita

**WICHITA STATE UNIVERSITY (WSU)**

21st and Hillside • Wichita

**WHITE CITY HIGH SCHOOL (WCS)**

414 E. Goodnow • White City

**Academic Studies for****Academic Support and Effectiveness**

Dean

322-3226

The division provides a variety of programs and services to help the diverse academic support needs of Butler's students. Courses offered by these departments are both developmental and college credit courses that support the educational pursuits of all students. The Division of Academic Support and Effectiveness is responsible for the development, implementation and supervision of all academic assessment and academic continuous quality improvement (CQI) (Institutional General Education Assessment, departmental academic assessment, Learning PACT individual student assessment, and academic unit performance management) throughout the institution. Additionally, the Division is responsible for coordinating efforts with the Office of Institutional Research and Effectiveness relative to Butler's Institutional Effectiveness Planning and accreditation reports.

**Academic Studies for****Science, Technology, Engineering, and Mathematics (STEM)**

Dean

218-6302

The STEM Division provides the necessary general education requirements to graduate from Butler with an Associate in Arts, Associate in Science, Associate in Applied Science and Associate in General Studies degrees. The division also provides programs in several occupational and professional areas.

The STEM division enables students to acquire basic knowledge and skills in business and industrial technology fields. Program offerings fill the elective and specific programmatic needs of college transfer students, as well as specific needs of students entering the field of business or industrial technology after completing a two-year program.

**Academic Studies for****Fine Arts and Communication**

Dean

322-3328

The Division of Fine Arts and Communication provides general education courses to all students and freshman or sophomore degree requirements for those students majoring in Art, Dance, Mass Communications, Music, Speech, and Theatre.

**Academic Studies for****Humanities and Social Sciences**

Dean

322-6725

The Division of Humanities and Social Sciences provides general education courses to all students and freshman or sophomore degree requirements for those students majoring in Economics, English, Foreign Language, History, Humanities, Literature, Philosophy, Political Science, Religion, and Social Sciences.

**Academic Studies for****Health, Education, and Public Services**

Dean

322-3146

The Division offers an Associate of Applied Science degree in nursing which prepares the graduate for practice as a registered nurse. Allied Health offerings include, Emergency Medical Technician and Certified Nurse Assistant courses, continuing education offerings for nurses and selected courses for nursing home administrators, social workers, dietitians and dietary managers. Early Childhood Education Associate of Arts, Associate of Applied Science and certificate programs qualify the graduate to direct a center up to 100 children as well as teach and administrate in childcare centers. A Special Education option prepares graduates to work as a paraprofessional with pre-school special education children. Fire Science Associate in Applied Science degree and certificate programs provide the student with opportunity to prepare for a professional career in Firefighting.

**Accounts Receivable Information**

Accounts Receivable El Dorado Campus 316-322-3181

Accounts Receivable Andover Campus 316-218-6102

Accounts Receivable can assist with taking payments in person, over the phone, or online, with setting up payment plans, and credit counseling regarding your Butler account. Online payments and

payment plans can be accessed at the Student Payment Center by going to your Pipeline account and clicking on the Pay My Bill button.

**Admissions/Catalogs/General Info.**

Admissions

322-3255

**Adult Education/GED**

Director

323-6074

The Adult Education center provides basic skills instruction from literacy through college readiness. Butler is an official testing center for the General Educational Development test.

**Advising, Transfer Information**

Director, Academic Advising

218-6242

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements.

**Assistance with Special Needs/Class Accommodations/ADA**

Director

322-3166

The Office of Disability Services is comprised of two office locations. The El Dorado office is located in room 604 of the 600 building on the main campus and primarily services the El Dorado, Council Grove, and Marion campuses. The Andover Disability Services office is located in room 429A of the 6000 administration building. The Andover campus serves the Andover, McConnell, and Rose Hill campuses. The Disability Services Office, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, is committed to providing reasonable accommodations and equal access for students, faculty, staff, and guest with disabilities that limit their life functioning. For further information, please call (316)322-3166 or (316)733-3166 from the Wichita Metro area.

**Athletic Programs/Scholarships**

Director

322-3201

An athletic program of national prominence, Butler is a member of the Kansas Jayhawk Conference qualifying and competing in many state, regional and national events. Grizzly athletics is well-known for its winning tradition.

**Bookstores El Dorado/Andover**

Bookstore Manager

322-3197

**Butler of Flinthills/Butler of Rose Hill/Butler of McConnell/Butler Online**

Associate Vice President of Academics

322-3345

**Career Pathways**

Director

322-3254

Butler supports the Kansas State Department of Education's Career Pathways initiative in creating and maintaining articulation agreements with secondary schools. For up to 15 months after the graduation date for the high school, selected and approved courses with a grade of "C" or better will be awarded credit at Butler Community College for use with Associate of Applied Science degrees certain Associate of Arts Associate of Science degrees or for certain Certificate Programs. Articulation program details, career pathways agreements with secondary schools and articulation credit applications for students can be located at [http://www.butlercc.edu/career\\_pathways](http://www.butlercc.edu/career_pathways) or students can see their advisor or high school counselor for further information.

**College Health Services**

Director

733.3371, 322.3371, 6929 (BOE)

218.6282, 6929 (BOA)

**College Relations and Marketing**

Director, Institutional Marketing

323-6085

The College Relations and Marketing Department manages all marketing initiatives and ensures consistency of brand across the college.

#### **College Research**

Director  
322-3338

#### **Cooperative Education/Internships**

Director  
218-6211

*Students enrolled in Cooperative Education and/or internships can earn college credit while gaining valuable work experience.*

#### **Corporate Training**

Training Specialist  
218-6118

Butler offers corporate training programs for individuals and groups. Companies establish learning objectives and determine format, schedule and location.

#### **Educare Center Child Care Facilities**

Director or Assistant Director  
323-6845

#### **El Dorado/Local Dialing**

*From El Dorado, extensions you must dial 323-6 plus 3 digit extension. For all other extensions dial 322- plus 4 digit extension.*

#### **Enrollment/Transcripts/Academic Records**

Registrar  
322-3123

#### **Establishment of Memorials/Trusts/Scholarships**

Director, Foundation  
323-6729

The Butler Foundation serves as the primary vehicle for securing and stewarding private funds from individuals, corporations, businesses and private foundations and advances the comprehensive mission of the college by creating community awareness, building and nurturing meaningful relationships with our many constituencies, and connecting the college with resources to promote student opportunities and program growth.

#### **Faculty Policies Academic Regulations**

Vice President of Academics 322-3110

#### **Financial Aid/Scholarships**

Director  
322-3121

The Financial Aid Office is located in the Hubbard Center for Student Services and is open from 8 a.m. to 5 p.m., Monday through Friday. A financial aid counselor is also available daily at Butler of Andover

#### **Financial Operations Business Matters**

Vice President for Finance  
322-3103

#### **General Welfare Interest of College**

Resident  
322-3100

#### **Golden Grizzly**

Senior citizens from the Butler service area (Butler, Chase, Greenwood, Marion and Morris counties) who are 60 years of age or older will be given, upon request a college identification card entitling them to become a "Golden Grizzly". This will allow them free admission to regularly scheduled, non-athletic college-related activities, provide discounted tickets to athletic events\* and a tuition waiver (fees not included) for all Butler credit courses on a space available basis. Golden Grizzly cards will be issued through the Registrar's Office.

*\*Golden Grizzly members can receive General Admission tickets to all home, regular season athletic contests at the Golden Grizzly/Youth rate. Discounted tickets are not available for NJCAA national and Region VI events.*

#### **Registrar**

(316)322-3123

#### **International Students**

International Student Advisor  
218-6241 or 218-6226

#### **Life Enrichment**

Coordinator  
218.6355

Educational, entertaining, and cultural programs to involve adults in the life of the college.

#### **L.W. Nixon Library/Affiliate Libraries Andover/**

##### **Rose Hill**

Director  
322-3235

#### **Online Education**

Director  
322-3345

If you do not know the number of the department you wish to contact call the College switchboard operator at 316 321-BCCC (2222) for assistance.

#### **Payment Plans**

Please see – Accounts Receivable Information

#### **Physical Plant Planning/Maintenance**

Director  
322-3144

#### **Public Safety and Campus Police**

Director, Public Safety  
321-7657

The Public Safety Department includes a campus Police Department. This is a state certified law enforcement agency. The Public Safety Department works to ensure the safety and security of all stakeholders, property and facilities, and to maintain order throughout the college.

#### **Residence Life**

Director  
322-3295

#### **Student Accounts**

Accounts Receivable Manager  
322-3113

#### **Student Career Services**

Director  
322.3294

Student Career Services assists Butler students in their job search while pursuing their degrees or upon completion of a program. Career Services provides assistance with resume development and practice for an interview. Butler's Student Career Services office is located in the 600 Bldg. on the El Dorado campus (901 S. Haverhill Road). A partnership with the Workforce Centers of South Central Kansas increases our ability to serve more students. Similar career services are available through the Workforce Centers in Wichita (1220 E. 1<sup>st</sup> Street) and in El Dorado (2318 W. Central Ave.). Students are invited to register at [www.kansasworks.com](http://www.kansasworks.com) for job openings and to post resumes; and meet one-on-one with Workforce Center staff. Go to [www.kansasworks.com](http://www.kansasworks.com) to start your online registration and [www.workforce-ks.com](http://www.workforce-ks.com) to find scheduled workshops.

#### **Student Life/Student Activities**

Butler is proud of its comprehensive student activities program. We offer more than 30 activity programs, ranging from athletics to livestock judging.

218-6373 (BOA)  
322-3353 (BOE)

#### **Telecommunications/Information Technology**

Chief Information Officer  
322-3133

#### **Wichita/Metro Area Dialing**

To call any telephone extension at Butler of El Dorado from any Wichita exchange dial 733-plus the 4 digit extension, except for all 6000 numbers, dial 218-6 - - -.

# 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

## Kirsten Allen

Director of Admissions  
A.S., Pratt Community College  
B.A., Washburn University  
M.S., Southwestern College

## 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

## 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

**Associate** Professor, Behavioral Science  
B.A., St. Ambrose University  
M.S., Emporia State University

## Mark (Marcus) Arnold

Assistant Professor, Agriculture/Livestock Judging Coach  
A.S., Clarendon College  
B.S., Texas Tech University  
M.S., Colorado 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

## Katherine Barrier

Professor, English/Literature  
B.G.S., Wichita State University  
M.F.A., Wichita State University

## Judy Bastin

Reference and Instruction Librarian  
B.S., Emporia State University  
M.L.S., Emporia State University

## Bradley Beachy

Professor, English/Literature  
B.A., Purdue University  
M.A., Purdue University  
M.A., University of Illinois

## Connie Belden

Professor, Accounting  
B.S., Kansas State University  
M.S., Wichita State 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

## Connor Brewer

Information Security Analyst  
A.A.S., Butler Community College

## Freda Briggs

Professor, English/Literature  
B.A., Ottawa University  
M.E., Wichita State University

## Alan Brown

Professor, Biological Science  
B.A., Kansas Wesleyan University  
Ph.D., University of Florida

## Jared Brown

Athletic Trainer  
A.S., Butler Community College  
B.S., Sterling College  
M.S., Emporia State University

## Nancy Brown

Professor, Nursing  
A.D.N., Butler Community College  
B.S.N., Friends University  
M.S.N., University of Phoenix

## Robert Broyles

Professor, Biology  
B.A., Wichita State University  
M.S., Wichita State University

## Laurie Bruce

Developmental Mathematics Program Coordinator  
A.A.S., Butler Community College  
B.A., Wichita State University

## James T. Bryan

Chief of Police/Director-Public Safety  
B.S., Missouri Western State College

## John Buas

Professor, English/Literature  
B.A., Texas Lutheran College  
M.A., Southwest Texas State University  
Ph.D., Rice University

## William Buchhorn

Professor, English  
B.A., Wichita State University  
M.A., Wichita State University

## Benjamin Bunch

Professor, Mathematics  
B.S., Kansas University  
M.S., Wichita State University  
Ph.D., Wichita State University

## Carmen Bunch

Associate Registrar  
B.A., Wichita State University

## James Burress

Professor, EMT  
A.A., Butler Community College  
B.A., Fort Hays State University  
AEMT, I/C

## Shala Burt

Registration Office Manager/Transfer Articulation  
B.S., Manhattan Christian College

## Randy Bush

International Academic Advisor  
B.S., University of South Dakota  
M.A., University of Washington  
Ph.D., University of Washington

## Christina Byram

Director of Unified Communications  
A.S., Butler Community College

## Melody Cantrell

Assistant Professor, Nursing  
A.A.S., Butler Community College  
B.S.N., Wichita State University  
M.S.N., Wichita State University

**Robert Carlson**

Professor, Chemistry/Physics  
B.A., Fort Hays State University  
M.S., Fort Hays State University

**Marie Carroll**

Lecturer, Behavioral Science  
B.S., Tabor College  
M.Ed., Wichita State University

**Lindsey Carter**

Assistant Professor, Biology  
B.S., Oklahoma State University  
M.S., Oklahoma State University

**Todd Carter**

Director of Athletics  
B.S., South Dakota State University  
M.S., Indiana State University

**Susan Cecil**

Professor, Behavioral Science  
B.A., Wichita State University  
M.A., Wichita State University  
Ph.D., California Coast University

**Megan Chambers**

Admissions Counselor  
A.S., Butler Community College  
B.S., Fort Hays State University  
M.P.S., Fort Hays State University

**Doug Chance**

Head Coach, Softball  
B.M., Christian Leadership University

**Bethany Chandler**

Professor, Mathematics  
A.A., Butler Community College  
B.S.E., Kansas State University  
M.Ed., Wichita State University

**Amy Chastain**

Associate Professor, English  
B.A., Missouri Western State University  
M.A.A., Missouri Western State University

**Melody Choate**

Professor, Mathematics  
B.A., Baker University  
M.A., University of Kansas

**Michael Cissell**

Assistant Professor, English  
B.A., Wichita State University  
M.F.A., Wichita State University

**Robert Clark**

Assistant Professor, History  
B.A., Calvary Bible College  
M.A., Dallas Theological Seminary  
M.A., Wichita State University

**Steve Cless**

BCTV Producer/Director  
B.S., Kansas State University

Trisha Coates

Lecturer  
A.A., Grossmont Community College  
B.F.A., University of New Hampshire  
M.A., Wichita State University

**Stacy Cofer**

Vice President of Institutional  
Advancement/Special Assistant to the  
President  
B.S., Wichita State University  
M.B.A., Wichita State University

**Darrin Coffin**

Enterprise Systems Administrator

**Sherri Conard**

Director-First Year Experience/  
BOA Student Union Manager  
A.S., Butler Community College  
B.S., Emporia State University  
M.L.S., Fort Hays State University

**Kathy Conner**

Employment/Benefits Specialist  
B.I.S., Emporia State University

**Shannon Covert**

Associate Dean, Science/Technology/  
Engineering/Math  
B.S., Emporia State University  
M.Ed., Wichita State University

**Jonathan Craig**

Associate Dean, Humanities and Social  
Sciences  
B.S., Kansas State University  
M.S., Kansas State University

**Crystal Crank**

Financial Aid Risk Management and  
Compliance Officer  
A.A., Butler Community College  
B.S., Southwestern College

**Jon Cressler**

Chief Business Development Officer  
B.S., Wichita State University  
M.S., Friends University

**Phillip Crom**

Deputy Chief/Assistant Director of Public  
Safety

**Sheila Croninger**

Coordinator, Butler of McConnell  
A.S., Community College of the Air Force  
B.S., Friends University  
M.A., Webster University

**Beth Cunningham**

Assistant Professor, Business Systems  
Technology  
B.S., Emporia State University  
M.S., Emporia State University

**Sherry Currie**

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Association of Higher Education and Disability	National Council of Strength and Fitness
College Reading and Learning Association	National Council of Instructional Administrators
Collegiate DECA	National Institute for Staff and Organizational Development
Community College Humanities Association	National Junior College Athletic Association
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