

# Butler Community College 2021-22 Catalog



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

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

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

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

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

## **Notification of Changes – CATALOG REFERENCE**

(Catalog changes made up through 7/22/20 following initial publication date of 3/18/2020.)

### **DISCLAIMER STATEMENT**

The content of this catalog is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. The college reserves the right to make changes in policy, regulations and fees, as circumstances dictate, subsequent to publication. The College expects its students to have knowledge of information presented in this catalog and in other college publications. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

Butler Community College reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods and the sequence of program offerings from semester to semester for educational or financial or other reasons beyond the control of the College.

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Butler Community College expects students to be able to use computers, Internet and web-based materials proficiently both inside and outside the classroom to accomplish course outcomes. Courses may have discipline specific software requirements which will be denoted by schedule type "X". for any specific software requirements, refer to course outlines at [www.butlercc.edu/outline](http://www.butlercc.edu/outline).

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## **Enrollment and Academic Information**

### **Degree and Graduation Requirements**

Developmental Coursework Policy - Updated 3/31/21

Based on this policy, high school students may take developmental courses online or on a Butler campus, but dual credit will not be awarded. High school students include those enrolled in public and private institutions and those in-home school.

### **Admissions**

High School Student Admission - Updated 03/31/21

Based on this policy, high school students may take developmental courses online or on a Butler campus, but dual credit will not be awarded. High school students include those enrolled in public and private institutions and those in-home school.

## **BUSINESS AND INDUSTRY**

### **Courses**

CA120 - Description update 07/22/21

CA130 - Description/title update 7/22/21

CA231 - Description update 7/22/21

### **Programs of Study**

#### **Certificates**

Culinary Arts (ACF Certificate-Culinarian) - Fall 2021

Culinary Arts (ACF Certificate-Sous Chef) - Fall 2021

#### **Less Than One Year/Certifications**

## **EDUCATION AND PUBLIC SERVICES**

### **Courses**

ED290-Integrated Learning Through the Arts - prerequisite update. 3/25/21

### **Programs of Study**

Secondary Education (AS) - First Term, ED204/ED207 added as options to ED206. Updated 4/13/21

Fire Science (AAS) - Third/Fourth Terms, added IP193 as an elective. Updated 4/5/21

## **FINE ARTS AND COMMUNICATION**

### **Courses**

### **Programs of Study**

## **HEALTH SCIENCES**

### **Courses**

### **Programs of Study**

## **HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES**

### **Courses**

### **Programs of Study**

## **SCIENCE, ENGINEERING, AND MATHEMATICS**

### **Courses**

### **Programs of Study**

## **TECHNOLOGY**

### **Courses**

### **Programs of Study**

Added: Diesel Technology AAS/Certificate. 6/15/21

Added: Construction Technology certificates. 5/13/21

## OFFICE OF THE PRESIDENT

### WELCOME TO BUTLER COMMUNITY COLLEGE

For more than 91 years, Butler has been dedicated to academic excellence and student success. Embedded within our College's culture is a dynamic learning environment which will support not only your personal but professional goals. Whether you are enrolled as a high school student, coming to us as a recent graduate, returning to prepare for the workforce, or taking courses for personal enrichment, you'll discover a focus on student learning, development, and success both inside and outside the classroom.

Our mission and vision today are more vital and vibrant than ever before. Learning is at the heart of our institution which is driven by quality and is dedicated to engaging you in your educational experience. Butler will help you be ready for life. Not only today or tomorrow, but for your entire journey. Butler's outstanding faculty and staff will not only challenge you to learn and grow but will mentor and connect with you. They are innovators and leaders with an eye on excellence and a focus on helping you achieve your educational goals and everything that comes next. They are here to make sure you finish what you start. As students, when you choose us, we choose you. When you succeed, so do we.

At Butler Community College, we understand you, your life and your goals and will help you get ready. On behalf of the Board of Trustees, faculty, and staff, I'm pleased you have chosen Butler's outstanding living and learning opportunities. Butler Community College is ready to rise to the challenge.

Together, *"We're ready."*  
Kimberly W. Krull, Ph.D.

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## **READY FOR LIFE!**

Welcome to Butler Community College! We are an institution that values learning, diversity and engagement across our campuses. Our dynamic learning environments, whether face-to-face or online, foster a college-wide commitment to your success inside and outside the classroom. Your time spent with us provides you a support network for your professional development, individual growth, and academic goals. By choosing Butler it is clear you value quality in higher education. It is our mission to not only deliver on that but to exceed your expectations as you get *Ready for Life!*

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## **Navigating the Catalog**

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

**Course Delivery** - Butler Community College is committed to flexible pathways for our student's success. Courses are offered in varying delivery formats; face-to-face, blended and online. When viewing a program of study, please check the *Class Schedule* link on the Navigation panel to identify which format the course is offered in to make sure you are selecting the delivery modality that fits your needs.

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

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

**Kansas SystemWide Transfer Courses** - There is a growing list of courses approved by the Kansas Board of Regents for System Wide Transfer (SWT) among all Kansas public post secondary institutions offering an equivalent course. This symbol (T►) identifies courses approved by the Kansas Board of Regents for system Wide Transfer (SWT) among all Kansas public post secondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please contact our Advising office or visit [http://www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation) to learn more.

**Milestone Courses** - Milestone courses are considered essential for progress within a selected Pathway and are indicated by a diamond symbol (◆).

**Online Courses** are identified with this symbol (O).

## **Program Pathway Learning Outcomes**

For more information or questions, please contact Phil Speary at [pspeary@butlercc.edu](mailto:pspeary@butlercc.edu) or 316.322.3226.

## **Degree & Graduation Requirements**

*Butler Community College offers students a choice of four degrees and multiple certificates, each with a special emphasis to meet individual needs. The requirements for the certificates, degrees, and additional graduation requirements are listed on the following pages. (T► Kansas State Wide Transfer course.)*

### **General Education at Butler Community College**

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

#### **P = Personal Development Skills**

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

#### **A = Analytical Thinking Skills**

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

#### **C = Communication Skills**

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

#### **T = Technology Skills**

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

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

productive future in an increasingly complex and diverse global community.

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

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

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

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

Butler accepts transfer hours from these institutions regionally accredited by the Higher Learning Commission or regional accreditation's accepted by the U.S. Department of Education. International transcripts must be evaluated and translated by a member company of National Association of Credential Evaluation Services (NACES).

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

General Education courses are part of all degrees at Butler. These courses are required to develop at least 3 Learning PACT Outcomes. 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>Required courses:</b> <i>All grades must be a C or better.</i>	<b>9 credit hours</b>
Communications English Comp 1 English Comp 2 Public Speaking or Interpersonal Communication	
<b>Required courses:</b>	<b>7-8 credit hours</b>
Science and Math	
Must include one math course MA130 (please see specific math courses noted in each pathway) or above and one laboratory science course.	
<b>Required courses:</b>	<b>18-19 credit hours</b>
Select a minimum of one course from four different disciplines in the following list.	
Fine Arts Communications Humanities Social Science Behavioral Science Physical Activity course in the Fitness and Wellness, Dance, or select Human Performance Mathematics Science Computer Literacy	
<b>Required Gen Ed courses</b>	<b>34 credit hours</b>
<b>Additional courses necessary to complete Program of Study</b>	<b>26 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

## Associate in Science A.S.

### Minimum Degree Requirements

General Education courses are part of all degrees at Butler. These courses are required to develop at least 3 Learning PACT Outcomes. 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.

Must include 3 credit hours of math courses MA 135 or above and one laboratory science course and may include a computer science course.	
<b>Required courses:</b>	<b>15-16 credit hours</b>
Select a minimum of one course from four different disciplines in the following list.	

Fine Arts Communications Humanities Social Science Behavioral Science Physical Activity course in the Fitness and Wellness, Dance, or select Human Performance Mathematics Science Computer Literacy	
<b>Required Gen Ed courses</b>	<b>34 credit hours</b>
<b>Additional courses necessary to complete Program of Study</b>	<b>26 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

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

### Minimum Degree Requirements

General Education courses are part of all degrees at Butler. These courses are required to develop at least 3 Learning PACT Outcomes. 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>**</b>
<ul style="list-style-type: none"> <li>Personal management</li> <li>Make smart personal life choices</li> <li>Interpersonal interaction</li> <li>Interact with respect for others in a diverse world</li> </ul>	
<b>Required Courses:</b>	
Social and Behavioral Science One activity course may be required in Fitness and Wellness or Dance. See specific program of study	
<b>A = Analytical Thinking Skills</b>	<b>**</b>
<ul style="list-style-type: none"> <li>Critical thinking</li> <li>Make informed decisions for challenging situations</li> <li>Problem solving</li> <li>Find workable solutions for real life</li> </ul>	
<b>Required Courses: Humanities and Fine Arts</b>	
<b>Required Course:</b>	<b>3 credit hours</b>
Must include one math course MA 114 or above as identified in the specific Program requirements.	
<b>C = Communication Skills</b>	<b>**</b>
<ul style="list-style-type: none"> <li>Creation and delivery of messages</li> <li>Write and speak effectively</li> <li>Reception and interpretation of messages</li> </ul>	
<b>Required course:</b> <i>Grade must be C or better</i>	
English Comp I	<b>3 credit hours</b>
<b>T = Technology Skills</b>	<b>**</b>



<ul style="list-style-type: none"> <li>General computer use</li> <li>Use computers and the internet proficiently</li> <li>Discipline-specific technology</li> <li>Use specialized technology effectively</li> </ul> <i>These outcomes are integrated throughout the</i>	
**In addition to the 6 required hours noted above, students must take additional 9 credit hours from any PACT area for a total of 15 hours.	<b>9 credit hours</b>
Fine Arts Communications Humanities Social Science Behavioral Science Physical Activity course in the Fitness and Wellness, Dance, or select Human Performance Mathematics Science	
<b>Required Gen Ed courses</b>	<b>15 credit hours</b>
<b>Required Technical Specialty/Related courses</b>	<b>45 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

## Associate in General Studies A.G.S.

### Minimum Degree Requirements

General Education courses are part of all degrees at Butler. These courses are required to develop at least 3 Learning PACT Outcomes. 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>
<b>Required courses: All grades must be C or</b>	<b>6 credit hours</b>
<b>Communications</b>	
English Comp 1 <i>and</i> one of the following:	
English Comp 2	
Public Speaking or Interpersonal Communication	
<b>Required Courses:</b>	<b>7-8 credit hours</b>
<b>Science and Math</b>	
Must include 3 credit hours of math courses MA 125 or above and one laboratory science course	
<b>Required Courses:</b>	<b>11-12 credit hours</b>
Select a minimum of one course from four different disciplines in the following list:	
Fine Arts Communications Humanities Social Science Behavioral Science Physical Activity course in the Fitness and Wellness, Dance, or select Human Performance Mathematics Science	
<b>Required Gen Ed courses</b>	<b>25 credit hours</b>

<b>Additional courses to complete Program of Study</b>	<b>35 credit hours (minimum)</b>
<b>Minimum Graduation Requirement</b>	<b>60 credit hours</b>

### Certificate Program

Community colleges offer a variety of certificates based upon the number of credit hours required of the student. A Career and Technical Education Certificate may be granted for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours.

Certificates of Completion may be awarded for a course or sequence of courses not exceeding 15 semester hours. These certificates of completion will not appear on the transcript and are not aid eligible.

### Additional Degree Policy

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

### Courses That Meet General Education Requirements

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

### Communication

The following list of courses must be C or better:

- EG 101. English Composition 1 (T►) Credits: 3 (ENG1010)
- EG 102. English Composition 2 (T►) Credits: 3 (ENG1020)
- SP 100. Public Speaking (T►) Credits: 3 (COM1010)
- SP 102. Interpersonal Communication (T►) Credits: 3 (COM1020)

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

See specific programs of study.

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

### **Math**

For an A.A. degree: MA 130-Quantitative Reasoning (T► MAT1040) or above. See specific programs of study.

For an A.S. degree: MA 135-College Algebra (T► MAT1010)

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

For an A.G.S. degree: MA 125-Intermediate Algebra or above

### **Laboratory Science**

- BI 110. General Biology (T►) Credits: 5
- BI 215. Majors Biology 1 (Cell) (T►) Credits: 4
- BI 220. Majors Biology 2 (Organisms) (T►) Credits: 5
- BI 226 . Anatomy and Physiology 1 (T►)Credits: 4
- BI 227 . Anatomy and Physiology 2 (T►)Credits: 4
- BI 232 . Human Anatomy 1 (T►) Credits: 4 (BIO2030)
- BI 240. Anatomy and Physiology (T►) Credits: 5 (BIO2020)
- BI 250. Microbiology Credits: 5
- BI 262. Human Physiology (T►) Credits: 4 (BIO2030)
- CH 106. Introductory Chemistry: General, Organic, and Biochemistry (T►) Credits: 5 (CHM1030)
- CH 110. College Chemistry 1 (T►) Credits: 5 (CHM1010)
- CH 115. College Chemistry 2 (T►) Credits: 5 (CHM1020)
- PH 103. Descriptive Astronomy (T►) Credits: 4 (PHY1020)
- PH 111. Introduction to Meteorology Credits: 4
- PH 130. Basic Physics 1 Credits: 5
- PH 143. General Physics 1 (T►) Credits: 5 (PHY1010)
- PH 146. General Physics 2 (T►) Credits: 5 (PHY2020)
- PH 251. Physics 1 (T►) Credits: 5 (PHY1030)
- PH 252. Physics 2 (T►)Credits: 5 (PHY2030)
- PS 100. General Physical Science (T►) Credits: 5 (PSI1010)
- PS 102. Physical Geology (T►) Credits: 4 (PSI1030)

### **Computer Literacy**

- AG 107. Microcomputers in Agriculture Credits: 3 (For Agricultural majors only)
- BA 104. Information Processing Systems (T►) Credits: 3 (CSC1010)
- BA 245. Advanced Computer Applications Credits: 3
- BE 165. Introduction to Word Processing Credits: 1
- BE 170. Introduction to Spreadsheets Credits: 1
- BE 175. Presentation Graphics Credits: 3
- BE 180. Introduction to Database Credits: 1

### **Social Science**

- AG 120. Agriculture Economics Credits: 3 (For Agricultural majors only)
- EC 200. Principles of Microeconomics (T►) Credits: 3 (ECO1010)
- EC 201. Principles of Macroeconomics (T►) Credits: 3 (ECO1020)
- EC 250. Engineering Economics Credits: 3
- HS 121. History of Western Civilization 1 Credits: 3
- HS 122. History of Western Civilization 2 Credits: 3
- HS 131. US History 1 (T►) Credits: 3 (HIS1010)
- HS 132. US History 2 (T►) Credits: 3 (HIS1020)
- HS 201. History of World Civilization 1 (T►) Credits: 3 (HIS1030)
- HS 202. History of World Civilization 2 (T►) Credits: 3 (HIS1040)
- PO 141. American Federal Government (T►) Credits: 3 (POL1020)
- PO 142. State and Local Government Credits: 3
- PO 201. International Relations (T►) Credits: 3 (POL1030)
- SC 120. Principles of Geography (T►) Credits: 3 (GEO1010)

### **Behavioral Science**

- BS 103. Human Sexuality Credits: 3
- BS 105. Sociology (T►) Credits: 3 (SOC1010)
- BS 106. Introduction to Cultural Anthropology (T►) Credits: 3 (ANT1010)
- BS 107. Women and Gender Studies (T►) Credits: 3 (GCS1010)
- BS 110. Contemporary Social Problems (T►) Credits: 3 (SOC2010)
- BS 115. Substance Abuse Awareness Credits: 3
- BS 160. General Psychology (T►) Credits: 3 (PSY1010)
- BS 210. Marriage and Family (T►) Credits: 3 (SOC2020)
- BS 212. Abnormal Psychology Credits: 3
- BS 222. Diversity and Inequality in the United States Credits: 3
- BS 260. Developmental Psychology (T►) Credits: 3 (PSY2020)
- BS 270. Child Psychology (T►) Credits: 3 (PSY2030)
- HP 279. Sport Psychology Credits: 3 (For Exercise Science majors only.)

### **Humanities**

#### **Literature**

- LT any course except LT 260 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 (T►) Credits: 3 (REL1030)
- RG 191. Old Testament Credits: 3
- RG 210. Comparative Religions (T►) Credits: 3 (REL1010)
- PL 101. Introduction to Logic (T►) Credits: 3 (PHL1030)
- PL 290. Philosophy (T►) Credits: 3 (PHL1010)
- PL 291. Ethics (T►) Credits: 3 (PHL1020)
- HU 100. Humanities: Ancient to Medieval Credits: 3
- HU 101. Humanities: Renaissance to Modern Credits: 3

**Fine Arts****Art**

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

**Music**

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

**Theatre**

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

**Fitness and Wellness**

- HP 190. Fitness for Life Credits: 2
- HP 220. Healthy Living (T►) Credits: 3 (HSC1020)
- HP 221. First Aid/CPR/AED (T►) Credits: 2 (HSC1040)

Physical Activity Course. This link will provide a table of course options to fulfill the Any Physical Activity Course requirement.

- Any fitness activity course (FW)
- Any dance course (DN)

### **Catalog Compliance**

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

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

Students who begin attendance in the summer semester will follow the catalog of the upcoming academic year.

### **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.

<b>Application deadline:</b>	
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 portal on its website for all courses that transfer as equivalent across all public colleges and universities within the state. From the main webpage at [www.kansasregents.org](http://www.kansasregents.org), you can find common course information using the Transfer Kansas Portal link. In this catalog, approved courses are identified with the KRSN in parentheses at the end of the course description.

### **Butler's Current Career Pathways Articulation Agreements**

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

For students to receive credit through these agreements, the following is required: 1) the student's high school must have a signed, current articulation agreement on file with Butler in the subject area, 2) the student must complete an articulation

application form, 3) the student must maintain a C or better in the specified high school course and 4) the student must complete 12 credit hours with Butler before applying for articulated credit. Articulation credit will be posted as "CR" credit.

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

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

## Early College Academy Programs

**Agriculture:** Prepare directly for a career in the thriving agriculture industry or continue studying after Butler in a wide variety of agricultural sciences at 4-year institutions. Students will have opportunities to do location learning on active farms and ranches, learn crop and livestock management, and gain experience on the business and accounting side.

**Business:** Learn the mechanics of owning your own business or helping someone run theirs. Develop a business plan, understand how marketing works, and study the true meaning of leadership.

**Construction:** Prepare for a career in construction, learning HVAC, masonry, electrical, cabinet making, building systems, flooring, carpentry, and general craft skills. This program is ideal for those looking to begin their construction career, those wanting to explore a broad range of construction trades, or those hoping to pursue further study in a specified construction process.

**Culinary Arts:** Bring out your creativity while you learn to prepare exquisite meals at Butler's nationally-known program. Learn how to take your cuisine to new heights and hone classical techniques as experienced professionals guide you in the culinary program's industrial kitchen. Take your knowledge and head straight into the workforce...anywhere in the world.

**Cyber Security:** Study the science of digital forensics and learn to protect and defend digital assets in Cyber Security. Earn TESTOUT PCPRO, NETWORK PRO, SECURITY PRO, CLIENT PRO, SERVER PRO, and other certifications to start work immediately at a higher paying job.

**Education:** Transfer to a four-year education program, including Butler and Emporia State's BEST program – where you earn your teaching degree while taking classes on Butler's campus. Observe classes at the elementary, middle school and high school levels.

**Engineering Studies:** Prepare for multiple different engineering disciplines by laying a strong foundation through this pathway. Learn the industry standards of engineering graphics, while simultaneously taking basic and advanced math courses and use state-of-the-art equipment to learn applicable skills, getting you ahead in your college and career goals.

**Game and Simulation Design:** Prepare for an immediate career in the field of Game and Simulation Design. Working with the latest technologies you will learn the art and technical skills of game design, simulation design, stop-motion animation, motion capture, and video editing as you prepare for entry into this expanding and exciting field. Classes will help prepare you for a career in game design, film, 3D animation and design, simulation design for training and education, augmented and virtual reality design and many others.

**Health Sciences:** Transfer to a nursing program or major in the sciences at a four-year university for a career in health care. While at Butler, you can obtain your CNA credentials and start work immediately at a higher paying job while you attend school. Apply for the KU nursing program and stay on Butler's campus while you earn your four-year nursing degree.

**Humanities:** Earn a comprehensive associate degree. Take a broad range of transferable classes and then enter a four-year university. Students choose their emphasis by selecting career-specific electives and completing related job shadows and internships.

**Humanities (Online):** Similar in scope to our Humanities Pathway, this option is for students who cannot attend courses in person. Rather than coming to our campus we offer a degree pathway within the Academy entirely online. Take a wide variety of classes and electives on your schedule.

**Welding:** Get a jump on a career that is red hot with opportunities. Learn from experienced faculty, all the major welding and cutting processes, as well as Blueprint reading and Metallurgy, while earning an industry recognized certification from the American Welding Society (AWS). You will train on state-of-the-art industry equipment and develop skill sets that can serve you for a lifetime.

### **Requirements**

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

Entrance interview with Academy staff.

## **Developmental Education Program**

### **Vision**

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

### **Mission**

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

### **College Goals and Objectives**

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

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

### **Student Goals and Objectives**

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

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

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

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

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

### **Developmental Courses**

BI 050. Chemistry Review

EG 010. ESL Pronunciation of English Fundamentals

EG 013. ESL Pronunciation of English Applied

EG 053. ESL Sentence to Paragraph  
EG 063. ESL Fundamentals of English  
EG 060. Fundamentals of English  
CH 050. Math Review for the Sciences.  
MA 051. Pre-Algebra 1 (Algebra Module 1)  
MA 052. Pre-Algebra 2 (Algebra Module 2)  
MA 053. Pre-Algebra 3 (Algebra Module 3)  
MA 060. Fundamentals of Algebra  
MA 064. Fundamentals of Algebra 1 (Algebra Module 4)  
MA 065. Fundamentals of Algebra 2 (Algebra Module 5)  
MA 066. Fundamentals of Algebra 3 (Algebra Module 6)  
RD 011. College Reading 1  
RD 014. ELL College Reading 1  
RD 015. ELL College Reading 2  
RD 012. College Reading 2

**Developmental Coursework Policy (rev. 3/31/21)**

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 post secondary 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, high school students may take developmental courses online or on a Butler campus, but dual credit will not be awarded. High school students include those enrolled in public and private institutions and those in home school.

## Programs of Study

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Business Technology A.A.S.	34
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Farm and Ranch Management A.A.S.	35
Hotel Management A.A.S.	36
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Marketing A.S.	37
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Physical Coding A.A.S.	339
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Workforce Division, Electrical A.A.S.	41
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### BUSINESS AND INDUSTRY CERTIFICATE

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Culinary Arts: ACF Sous Chef	45
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Data Analytics Certificate	48
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Criminal Justice A.A.	349
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Secondary Education A.S.	55
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### EDUCATION AND PUBLIC SERVICES CERTIFICATES

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### HEALTH SCIENCES

Athletic Training A.S.	58
Exercise Science A.S.	59
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Diesel Technology A.A.S.	96
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Engineering Technology A.A.S.	97
Interactive, Digital, and 3D Technology A.A.S.	97
Internetworking Management A.A.S.	98
Software Development A.A.S.	99
Web Development A.A.S.	99
Welding Technology A.A.S.	100

### TECHNOLOGY CERTIFICATES

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Construction Technology Certificate	101
Cyber Security Certificate	101
Diesel Technology Certificate	102
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Engineering Technology Certificate	102
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Engineering Technology-Industrial Controls Certificate	103
Engineering Technology-Manufacturing Certificate	103
Interactive, Digital, and 3D Technology Certificate	103
Web Development Certificate	104
Welding Certificate	104



## Programs of Study

Butler Community College is committed to flexible pathways for our student's success. Courses are offered in varying delivery formats; face-to-face, blended and online. When viewing a program of study, please check the [Class Schedule](#) to identify which format the course is offered in to make sure you are selecting the delivery modality that fits your needs.

♦ Indicates a milestone course for a program

T► Indicates a Kansas State Wide Transfer course

## **Fine Arts and Communication**

### **Art (AA)**

#### **Program information**

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

#### **Recommendations**

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

#### **Contact Information**

Valerie Haring

Lead Instructor

316.322.3176

Office: BOA, Room 5237

vharing@butlercc.edu

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

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

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 121. Two-Dimensional Design (T►) **Credits: 3**
- AR 161. Ceramics 1 **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- Any Physical Activity Course Credits: 1-3

Select one: 3 Credit Hours

- AR 121. Two-Dimensional Design (T►) **Credits: 3 ♦**

**Credits: 3 ♦**

- AR 161. Ceramics 1 **Credits: 3 ♦**

Select one: 3 Credit Hours

- AR 142. Drawing 2 **Credits: 3**
- AR 241. Life Drawing **Credits: 3**

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

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

- AR 122. Three-Dimensional Design (T►) **Credits: 3 ♦**
- AR 251. Painting 1 **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

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

- Studio Art Courses Elective Credits: 3
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3**
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**
- EV 150. Environmental Issues (O, T►) **Credits: 3 ♦**
- IP 192. Internship 1.1 (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**

**Total Degree Pathway Credit Hours: 61-65**

### **Dance (AA)**

#### **Program Information**

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

In addition to the Tap, Jazz, Modern, and Ballet courses required each semester, Dance Majors are also encouraged to take additional dance courses offered such as Jazz Fusion and Hip Hop.

Butler Community College is committed to flexible

#### **Contact Information**

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

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

- DN 130. Modern Dance 1 **Credits: 2**
- DN 133. Beginning Jazz Dance **Credits: 1**
- DN 136. Ballet 1 **Credits: 2 ♦**
- DN 137. Beginning Tap Dance **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3 (or higher)**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- DN 131. Modern Dance 2 **Credits: 2**
- DN 134. Jazz Dance 2 **Credits: 1**
- DN 136. Ballet 2 **Credits: 2 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- DN 138. Tap Dance 2 **Credits: 1**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- DN 235. Ballet 3 **Credits: 2 ♦**
- DN 230. Modern Dance 3 **Credits: 2**
- DN 233. Jazz Dance 3 **Credits: 1**
- DN 237. Tap Dance 3 **Credits: 1**
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**

Select one: 5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

Select one: 1-2 Credit Hours

- MU 101. Piano Class 1 **Credits: 1**
- MU 130. Class Voice 1 **Credits: 1**
- MU 160. Applied Band 1 **Credits: 2**

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

- DN 236. Ballet 4 **Credits: 2 ♦**
- DN 231. Modern Dance 4 **Credits: 2**
- DN 234. Jazz Dance 4 **Credits: 1**
- DN 238. Tap Dance 4 **Credits: 1**
- DN 250. Choreography Capstone **Credits: 2**
- EV 150. Environmental Issues (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 1 Credit Hours

- DN 120. Hip-Hop Dance 1 **Credits: 1**

- DN 121. Hip-Hop Dance 2 **Credits: 1**
- DN 220. Hip-Hop Dance 3 **Credits: 1**
- DN 221. Hip-Hop Dance 4 **Credits: 1**

Select one: 1-2 Credit Hours

- MU 102. Piano Class 2 **Credits: 1**
- MU 131. Class Voice 2 **Credits: 1**
- MU 161. Applied Band 2 **Credits: 2**

**Total Degree Pathway Credit Hours: 61-63**

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

### **Contact Information**

Richard Nichols  
Dean, Fine Arts and Communication  
316.322.3328  
Office: BOE 733  
rnichols9@butlercc.edu

### **Fine Arts and Communication Common Courses Credits: 29-30**

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

**Additional General Education Course Credits: 6-8  
Pathways - Credits: 26**

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

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

**Total Degree Pathway Credit Hours: 61-64**

## **Mass Communication (AS)**

### **Program Information**

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

### **Contact Information**

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

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

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- MC 161. Introduction to Mass Communications (O, T►) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### **Second Term: 16-20 Credit Hours**

- **MC 162. Reporting 1 Credits: 3 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- Any Physical Activity Course Credits: 1-3

Select one: 3 Credit Hours

- MC 170. Audio Production 1 **Credits: 3**
- MC 175. Video Production 1 **Credits: 3**
- Free Elective Credits: 3 (See an Advisor)

Select one: 3-5 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

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

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 4-5 Credit hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

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

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

- Free Elective Credit: 3 (See an advisor).

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**

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

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 61-67****Mass Communication, Journalism (AAS)****Program Information**

The AAS Mass Communication-Journalism degree prepares students to create news, documentary, feature, interview, editorial and visual content using professional multimedia equipment and techniques. Students are exposed to all facets of journalism through work at our award-winning newspaper, magazine, radio, television, and online media outlets. Writing, advanced reporting, audio-video production, and media buying and selling are part of the course of study.

**Contact Information**

Mike Swan

Department Chair, Professor  
316.322.3280

Office: BOE, 105

mswan@butlercc.edu

**First Term: 17 Credit Hours**

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- MC 100. Photojournalism **Credits: 3**
- MC 161. Introduction to Mass Communications (O, T►) **Credits: 3 ♦**
- MC 162. Reporting 1 **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

Select one: 1 Credit Hour

- MC 145. Newspaper Practicum 1 **Credits: 1**

- MC 147. Magazine Practicum 1 **Credits: 1**

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

- MC 210. Broadcast Reporting **Credits: 3**
- MC 175. Video Production 1 **Credits: 3 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MC 261. Reporting 2 **Credits: 3**

Select one: 1 Credit Hour

- MC 146. Newspaper Practicum 2 **Credits: 1**
- MC 148. Magazine Practicum 2 **Credits: 1**

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

- MC 291. Media Buying and Selling **Credits: 3 ♦**
- MC 170. Audio Production 1 **Credits: 3**
- IP 192. Internship 1.1 (O) **Credits: 1**

Select one: 1 Credit Hour

- MC 245. Newspaper Practicum 3 **Credits: 1**
- MC 247. Magazine Practicum 3 **Credits: 1**

Select one: 3-4 Credit Hours

- BA 110. Introduction to Business (O, T►) **Credits: 3**
- CJ 102. Introduction to Criminal Justice (O, T►) **Credits: 3**
- EV 150. Environmental Issues (O, T►) **Credits: 3**
- PH 111. Introduction to Meteorology (O) **Credits: 4**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- MC 290. Convergence Media **Credits: 3 ♦**
- MC 205. Writing for Electronic Media **Credits: 3**
- IP 292. Internship 2.1 **Credits: 1**

Select one: 1 Credit Hour

- MC 246. Newspaper Practicum 4 **Credits: 1**
- MC 248. Magazine Practicum 4 **Credits: 1**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

### **Mass Communication, Radio/TV (AAS)**

#### **Program Information**

The AAS Mass Communication-Radio Television degree prepares students to use professional multimedia equipment to create informational, entertainment, educational, and artistic content primarily for electronic media. Students are exposed to all facets of broadcast and convergence media through work at our award-winning newspaper, magazine, radio, television, and online media outlets. Writing, production management/planning, and media buying and selling are part of the course of study.

#### **Contact Information**

Mike Swan

Department Chair, Professor

316.322.3280

Office: BOE, 105

mswan@butlercc.edu

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

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- MC 163. Applied Radio 1 **Credits: 1**
- MC 165. Applied Television 1 **Credits: 1**
- MC 170. Audio Production 1 **Credits: 3**
- MC 175. Video Production 1 **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- MC 206. Introduction to Film Theory **Credits: 3**
- MC 283. Video Editing 1 **Credits: 3**

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

- MC 161. Introduction to Mass Communications (O, T►) **Credits: 3 ♦**
- MC 162. Reporting 1 **Credits: 3**
- MC 164. Applied Radio 2 **Credits: 1**
- MC 166. Applied Television 2 **Credits: 1**
- MC 176. Video Production 2 **Credits: 3**
- MC 205. Writing for Electronic Media **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

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

- MC 171. Audio Production 2 **Credits: 3**
- MC 263. Applied Radio 3 **Credits: 1**
- MC 265. Applied Television 3 **Credits: 1**
- MC 291. Media Buying and Selling **Credits: 3 ♦**
- IP 192. Internship 1.1 (O) **Credits: 1**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- MC 264. Applied Radio 4 **Credits: 1**
- MC 266. Applied Television 4 **Credits: 1**
- MC 290. Convergence Media **Credits: 3 ♦**

- MC 210. Broadcast Reporting **Credits: 3**
- Select one: 3 Credit Hours
- BS 105. Sociology (O, T►) **Credits: 3**
  - BS 160. General Psychology (O, T►) **Credits: 3**
- Select one: 3 Credit Hours
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
  - EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
  - HS 131. US History 1 (O, T►) **Credits: 3**
  - HS 132. US History 2 (O, T►) **Credits: 3**
  - HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
  - HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
  - PO 141. American Federal Government (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61**

### Mass Communication, Sports Media (AAS)

#### Program Information

The AAS Mass Communication-Sports Media degree prepares students to use professional multimedia equipment to create news, documentary, feature, interview, analysis, and game coverage content. Students are exposed to all facets of sports media through work at our award-winning newspaper, magazine, radio, television, and online media outlets. Writing, advanced reporting, and media buying and selling are part of the course of study.

#### Contact Information

Mike Swan  
Department Chair, Professor  
316.322.3280  
Office: BOE, 105  
mswan@butlercc.edu

#### First Term: 16 Credit Hours

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- MC 126. Sports Media Practicum 1 **Credits: 3**
- MC 161. Introduction to Mass Communications (O, T►) **Credits: 3 ♦**
- MC 162. Reporting 1 **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

#### Second Term: 15 Credit Hours

- MC 127. Sports Media Practicum 2 **Credits: 3**
- MC 170. Audio Production 1 **Credits: 3**
- MC 175. Video Production 1 **Credits: 3 ♦**
- MC 210. Broadcast Reporting **Credits: 3**
- MC 261. Reporting 2 **Credits: 3**

#### Third Term: 14 Credit Hours

- MC 100. Photojournalism **Credits: 3**
- MC 226. Sports Media Practicum 3 **Credits: 3**

- MC 291. Media Buying and Selling **Credits: 3 ♦**
- IP 192. Internship 1.1 (O) **Credits: 1**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 1 Credit Hour

- MC 163. Applied Radio 1 **Credits: 1**
- MC 165. Applied Television 1 **Credits: 1**

#### Fourth Term: 15 Credit Hours

- MC 227. Sports Media Practicum 4 **Credits: 3**
- MC 290. Convergence Media **Credits: 3 ♦**
- MC 205. Writing for Electronic Media **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

### Music (AA)

#### Program Information

Butler Music departments offer the opportunity to perform in a variety of ensembles. You do not need to be a music major to audition for the many ensembles or scholarships. You will learn several different musical styles through individual instruction and performance classes.

Student must specify Vocal or Instrumental music as primary focus. While not required, music majors should audition for and participate in small ensembles in addition to College Band or Chorus. Students with a Vocal focus should also strongly consider taking Dance classes. The following small ensembles may be available in addition to College Band and Chorus:

- |                       |                       |
|-----------------------|-----------------------|
| • Pep Band            | • Chamber Singers     |
| • Jazz Ensemble       | • A Cappella          |
| • Show Band           | • Headliners          |
| • Chamber Ensembles   | • Barbershop Quartets |
| • Percussion Ensemble |                       |

Music (AA) majors are strongly encouraged to enroll in general education courses during a summer semester to reduce course load during the Fall and Spring. Scholarships may be available for Music Majors. Visit the Fine Arts and Communication ([www.butlercc.edu/fine-arts](http://www.butlercc.edu/fine-arts)) homepage for more information.

#### Contact Information

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

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

- MU 111. Theory of Music 1 (T►) **Credits: 3 ♦**
- MU 156. Aural Skills 1 **Credits: 2 ♦**
- MU 122. Applied Piano 1 (T►) **Credits: 1-2**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 1 Credit Hour

- MU 140. Chorus 1 **Credits: 1**
- MU 145. College Band 1 **Credits: 1**

Select one: 2 Credit Hour

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

#### **Second Term: 17-18 Credit Hours**

- MU 112. Theory of Music 2 (T►) **Credits: 3 ♦**
- MU 157. Aural Skills 2 **Credits: 2 ♦**
- MU 123. Applied Piano 2 (►) **Credits: 1-2**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 1 Credit Hour

- MU 143. Chorus 2 **Credits: 1**
- MU 146. College Band 2 **Credits: 1**

Select one: 2 Credit Hours

- MU 119. Applied Voice 2 **Credits: 2**
- MU 161. Applied Band 2 **Credits: 2**

Select one: 5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

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

- MU 213. Theory of Music 3 **Credits: 3 ♦**
- MU 256. Aural Skills 3 **Credits: 2 ♦**
- MU 124. Applied Piano 3 **Credits: 1-2**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 1 Credit Hour

- MU 210. College Band 3 **Credits: 1**
- MU 218. Chorus 3 **Credits: 1**

Select one: 2 Credit Hours

- MU 120. Applied Voice 3 **Credits: 2**
- MU 162. Applied Band 3 **Credits: 2**

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**

- RG 210. Comparative Religions (O, T►) **Credits: 3**

#### **Fourth Term: 18-19 Credit Hours**

- MU 214. Theory of Music 4 **Credits: 3 ♦**
- MU 257. Aural Skills 4 **Credits: 2 ♦**
- MU 125. Applied Piano 4 **Credits: 1-2**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 1 Credit Hours

- MU 211. College Band 4 **Credits: 1**
- MU 219. Chorus 4 **Credits: 1**

Select one: 2 Credit Hours

- MU 121. Applied Voice 4 **Credits: 2**
- MU 163. Applied Band 4 **Credits: 2**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 71-75**

#### **Music Education (AA)**

##### **Program Information**

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

Student must specify Vocal or Instrumental music as primary focus. While not required, music majors should audition for and participate in small ensembles in addition to College Band or Chorus. Students with a Vocal focus should also strongly consider taking Dance classes. The following small ensembles may be available in addition to College Band and Chorus:

- |                       |                       |
|-----------------------|-----------------------|
| • Pep Band            | • Chamber Singers     |
| • Jazz Ensemble       | • A Capella           |
| • Show Band           | • Headliners          |
| • Chamber Ensembles   | • Barbershop Quartets |
| • Percussion Ensemble |                       |

Music Ed (AA) majors are strongly encouraged to enroll in general education courses during a summer semester to reduce course load during the Fall and Spring. Scholarships may be available for Music Majors. Visit the Fine Arts and Communication ([www.butlercc.edu/fine-arts](http://www.butlercc.edu/fine-arts)) homepage for more information.

### Contact Information

Brett Martinez  
Department Chair  
316.322.3117  
Office: BOE 724  
bmartinez11@butlercc.edu

#### First Term: 19-20 Credit Hours

- MU 111. Theory of Music 1 (T►) **Credits: 3 ♦**
- MU 156. Aural Skills 1 **Credits: 2 ♦**
- MU 171. Orientation to Music Education **Credits: 1 ♦**
- MU 122. Applied Piano 1 (T►) **Credits: 1-2**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 2 Credit Hours

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

Select one: 1 Credit Hour

- MU 140. Chorus 1 **Credits: 1**
- MU 145. College Band 1 **Credits: 1**

#### Second Term: 18-19 Credit Hours

- MU 112. Theory of Music 2 (T►) **Credits: 3 ♦**
  - MU 157. Aural Skills 2 **Credits: 2 ♦**
  - MU 123. Applied Piano 2 (►) **Credits: 1-2**
  - EG 102. English Composition 2 (O, T►) **Credits: 3**
  - BS 160. General Psychology (O, T►) **Credits: 3**
- Choose from:

- ED 206. Introduction to Teaching (O, T►) **Credits: 3 or**
- ED 204. Introduction to the Teaching Profession (T►) **Credits: 2 and**
- ED 207. Field Experience in the Teaching Profession (O, T►) **Credits: 1**

Select one: 2 Credit Hours

- MU 119. Applied Voice 2 **Credits: 2**
- MU 161. Applied Band 2 **Credits: 2**

Select one: 1 Credit Hour

- MU 143. Chorus 2 **Credits: 1**
- MU 146. College Band 2 **Credits: 1**

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

- MU 213. Theory of Music 3 **Credits: 3 ♦**
- MU 256. Aural Skills 3 **Credits: 2 ♦**
- MU 124. Applied Piano 3 **Credits: 1-2**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 2 Credit Hours

- MU 120. Applied Voice 3 **Credits: 2**
- MU 162. Applied Band 3 **Credits: 2**

Select one: 1 Credit Hour

- MU 210. College Band 3 **Credits: 1**
- MU 218. Chorus 3 **Credits: 1**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

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

- MU 214. Theory of Music 4 **Credits: 3 ♦**
- MU 257. Aural Skills 4 **Credits: 2 ♦**
- MU 125. Applied Piano 4 **Credits: 1-2**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 1 Credit Hour

- MU 211. College Band 4 **Credits: 1**
- MU 219. Chorus 4 **Credits: 1**

Select one: 2 Credit Hours

- MU 121. Applied Voice 4 **Credits: 2**
- MU 163. Applied Band 4 **Credits: 2**

Select one: 5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

**Total Degree Pathway Credit Hours: 75-79**

### Speech Communication (AA)

#### Program Information

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

### Contact Information

Alexis Reisig-Hopkins  
Department Chair  
316.218.6267  
Office: BOA, Room 5117  
ahopkins@butlercc.edu

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

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- SP 120. Introduction to Human Communication (O) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- Transfer Gen Ed course **Credits: 2-3**



Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- SP 100. Public Speaking (O, T►) **Credits: 3 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

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

- SP 102. Interpersonal Communication (O, T►) **Credits: 3 ♦**
- MC 161. Introduction to Mass Communications (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**

- PS 100. General Physical Science (O, T►) **Credits: 5**

- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- ID 103. Illustrator Fundamentals (O) **Credits: 3**
- ID 112. Digital Video Production 1 (O) **Credits: 3**

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

- SP 201. Intercultural Communication **Credits: 3 ♦**
- EV 150. Environmental Issues (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

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

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**

- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-67**

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

#### **Program Information**

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

- Musical
  - Children's theatre show
  - Innovative restaging of a classic piece
  - Premiere of an original script when available
- Students interested in theatre scholarships, including technical scholarships, should contact the theatre department.

#### **Contact Information**

Bob Peterson  
Department Chair  
316.322.3261  
Office: BOE 729  
bpeterson@butlercc.edu

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

- TA 110. Acting 1(T►) **Credits: 3 ♦**
- TA 125. Stagecraft (T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- SP 100. Public Speaking (O, T►) **Credits: 3**
- TA 151. Theatre Practicum 1 (T►) **Credits: 1**

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

- TA 112. Acting 2 (T►) **Credits: 3 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- TA 152. Theatre Practicum 2 (T►) **Credits: 1**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**

Select one: 3 Credit Hours

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

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

- TA 212. Audition Techniques for the Theatre **Credits: 3 ♦**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**
- TA 250. Theatre Practicum 3 **Credits: 1**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- TA 127. Stage Makeup **Credits: 3 ♦**
- TA 251. Theatre Practicum 4 **Credits: 1**
- Voice/Dance elective Credits: 1

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- LT 218. Shakespeare **Credits: 3**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- TA 131. Children's Theatre 1 **Credits: 3**
- TA 132. Children's Theatre 2 **Credits: 3**
- General Elective Credits: 3

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

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

#### **Program Information**

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

#### **Contact Information**

Bob Peterson  
Department Chair  
316.322.3261  
Office: BOE 729  
bpeterson@butlercc.edu

#### **First Term: 13 Credit Hours**

- TA 125. Stagecraft (T►) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- SP 100. Public Speaking (O, T►) **Credits: 3**
- TA 151. Theatre Practicum 1 (T►) **Credits: 1**

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

- TA 110. Acting 1 (T►) **Credits: 3 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- TA 152. Theatre Practicum 2 (T►) **Credits: 1**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- TA 108. Play Production **Credits: 3**
- TA 131. Children's Theatre 1 **Credits: 3**
- General Elective Credits: 3-4

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

- AR 141. Drawing 1 (T►) **Credits: 3 ♦**
- TA 250. Theatre Practicum 3 **Credits: 1**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**

- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

**Fourth Term: 17-18 Credit Hours**

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

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- TA 131. Children's Theatre 1 **Credits: 3**
- TA 132. Children's Theatre 2 **Credits: 3**
- General Elective **Credits: 3**

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

## **Business and Industry**

### **Accounting (AS)**

#### **Program Information**

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

#### **Contact Information**

Janice Akao  
Department Chair  
316.322.3186  
Office: BOE, 804A  
jakao@butlercc.edu

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

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** ♦

Select one: 3 Credit Hours

- BA 110. Introduction to Business (O, T►) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### **Second Term: 12-14 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3** ♦

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**
- BA 110. Introduction to Business (O, T►) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

Select one: 3 Credit Hours

- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 140. Introduction to Marketing (O) **Credits: 3**

- BA 210. Principles of Management (O, T►) **Credits: 3**
- EG 112. Technical Writing (O) **Credits: 3**

**Third Term: 18 Credit Hours**

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4 ♦**
- Transfer Gen Ed course **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

**Fourth Term: 15 Credit Hours**

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- BA 204. Managerial Accounting (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-63**

**Accounting Assistant (AAS)**

**Program Information**

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

**Requirements**

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

**Contact Information**

Janice Akao  
Department Chair  
316.322.3186  
Office: BOE 804A  
jakao@butlercc.edu

**First Term: 16 Credit Hours**

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

- BA 112. Personal Finance (O, T►) **Credits: 3**
- BE 121. Business Math/10-Key (O) **Credits: 3 ♦**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Second Term: 16 Credit Hours**

- BE 130. Business Communications (O) **Credits: 3**
- BA 245. Advanced Computer Applications (O) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4 ♦**
- MA 135. College Algebra (O, T►) **Credits: 3 (or higher)**

Select one: 3 Credit Hours

- BA 109. Entrepreneurship (O) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 184. Human Resource Management (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**
- DA 100. Introduction to Data Analysis (O) **Credits: 3**
- DA 140. Data Visualization (O) **Credits: 3**
- DA 160. Tableau (O) **Credits: 3**

**Third Term: 15 Credit Hours**

- BA 110. Introduction to Business (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BA 178. Payroll Accounting (O) **Credits: 3 ♦**
- BA 220. Business Ethics (O) **Credits: 3**

Select one: 3 Credit Hours

- BA 109. Entrepreneurship (O) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 184. Human Resource Management (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**
- DA 100. Introduction to Data Analysis (O) **Credits: 3**
- DA 140. Data Visualization (O) **Credits: 3**
- DA 160. Tableau (O) **Credits: 3**

**Fourth Term: 15 Credit Hours**

- BA 211. Computerized Accounting (O) **Credits: 3 ♦**
- BA 204. Managerial Accounting (O, T►) **Credits: 3**

Select three: 9 Credit Hours

- BA 109. Entrepreneurship (O) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 184. Human Resource Management (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**

- DA 100. Introduction to Data Analysis (O)  
**Credits: 3**
- DA 140. Data Visualization (O) **Credits: 3**
- DA 160. Tableau (O) **Credits: 3**

**Total Degree Pathway Credit Hours: 62**

### **Agribusiness (AS)**

#### **Program Information**

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

#### **Recommendations**

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

#### **Contact Information**

Joseph Leibbrandt  
Department Chair  
316-322-3145  
Office: BOE 1404  
jleibbrandt@butlerccc.edu

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

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

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►)  
**Credits: 3**

#### **Second Term: 21 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►)  
**Credits: 4 ♦**
- HP 220. Healthy Living (O, T►) **Credits: 3**
- AG 211. Fundamentals of Livestock Nutrition (O)  
**Credits: 3**

Select one: 3 Credit Hours

- AG 107. Microcomputers in Agriculture **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 5 Credit hours

- CH 106. Introduction to General Chemistry (O, T►)  
**Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

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

- SP 100. Public Speaking (O, T►) **Credits: 3**
- AG 120. Agricultural Economics (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►)  
**Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 201. Principles of Macroeconomics (O, T►)  
**Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►)  
**Credits: 3**

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

- BA 204. Managerial Accounting (O, T►)  
**Credits: 3**
- AG 220. Crop Science (O) **Credits: 4 ♦**

Select 6 Credit Hours

- AG 213. Introduction to Food Science (O)  
**Credits: 3**
- AG 216. Livestock Health and Disease **Credits: 3**
- AG 218. Principles of Futures Markets **Credits: 3**
- AG 221. Beef Management **Credits: 3**
- AG 240. Livestock Rations **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- IP 193. Internship 1.2 (O) **Credits: 2**
- MA 148. Calculus with Applications (O, T►)  
**Credits: 3**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

**Total Degree Pathway Credit Hours: 64**

### **Agriculture (AS)**

#### **Program Information**

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

labs. Butler's Agriculture instructors and Livestock Judging teams are nationally recognized.

### **Recommendations**

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

### **Contact Information**

Joe Leibbrandt  
Department Chair  
316.322.3145  
Office: BOE 1404  
jleibbrandt@butlercc.edu

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

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

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### **Second Term: 17-18 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- AG 211. Fundamentals of Livestock Nutrition (O) **Credits: 3 ♦**

Select one: 3-4 Credit Hours

- BA 130. Financial Accounting (O, T►) **Credits: 4**
- HP 220. Healthy Living (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AG 107. Microcomputers in Agriculture **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 5 Credit Hours

- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

### **Third Term: 17-19 Credit Hours**

- SP 100. Public Speaking (O, T►) **Credits: 3**
- AG 120. Agricultural Economics (O) **Credits: 3 ♦**
- PS 100. General Physical Science (O, T►) **Credits: 5**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**

- PL 291. Ethics (O, T►) **Credits: 3**

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

- AG 220. Crop Science (O) **Credits: 4 ♦**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select 6 Credit Hours

- AG 133. Livestock Selection 1 **Credits: 3**
- AG 136. Livestock Judging Lab 1 **Credits: 2**
- AG 213. Introduction to Food Science (O) **Credits: 3**
- AG 215. Farm Management and Finance (O) **Credits: 3**
- AG 216. Livestock Health and Disease **Credits: 3**
- AG 218. Principles of Futures Markets **Credits: 3**
- AG 221. Beef Management **Credits: 3**
- AG 240. Livestock Rations **Credits: 3**
- AG 275. Livestock Concepts and Practices **Credits: 3**
- BA 103. Principles of Advertising (O) **Credits: 3**
- BA 204. Managerial Accounting (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EN 101. Engineering Graphics 1 **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

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

### **Business Administration (AS)**

#### **Program Information**

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

#### **Requirements**

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

### Contact Information

Janice Akao  
Department Chair  
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#### First Term: 16 Credit Hours

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BA 110. Introduction to Business (O, T►) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### Second Term: 12-14 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3 ♦**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**
- BA 110. Introduction to Business (O, T►) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

Select one: 3 Credit Hours

- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 140. Introduction to Marketing (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**

#### Third Term: 18 Credit Hours

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4 ♦**
- Transfer Gen Ed course Credits: 3

- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

#### Fourth Term: 15 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- BA 204. Managerial Accounting (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-63**

### Business and Industry Meta Major (AS)

#### Contact Information

Mel Whiteside  
Dean, Science, Technology, Engineering, and Math  
316-218-6302  
Office: BOA 5109A  
mwhiteside@butlercc.edu

#### Business and Industry Common Courses Credits: 42

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- BA 130. Financial Accounting (O, T►) **Credits: 4**

Select one: 5 Credit hours

- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**



Select one: 3 Credit Hours

- AG 120. Agricultural Economics (O) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

#### **Pathways - Credits: 19-20**

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

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

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

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

##### **Program Information**

This program prepares you to become a key member of a medical office team, supporting medical staff and playing a key role in the successful operation of a physician's office, health care facility or medical clinic. You will be able to perform specialized data entry, classification and record-keeping procedures related to medical diagnostics, treatment, billing, and insurance documentation. Pursue a Business Medical Specialist Associate's Degree by taking classes including Microsoft Applications, Medical Terminology, Legal and Ethical Issues in Health Care, Business Communications, and have the opportunity to obtain Microsoft Office Specialist (MOS) certifications.

##### **Completion 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. To receive this degree or certificate, a student must:

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

##### **Contact Information**

Lisa Schmidt  
Co-Department Chair  
316.322.3392  
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lschmidt7@butlercc.edu

Karen Waddell  
Co-Department Chair  
316.322.3176  
Office: BOE 216A  
kwaddell@butlercc.edu

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

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- BE 165. Introduction to Word (O) **Credits: 1**
- BE 170. Introduction to Excel (O) **Credits: 1**
- BE 180. Introduction to Access (O) **Credits: 1**
- BE 102. Intermediate Document Processing (O) **Credits: 3**
- BE 120. Business English (O) **Credits: 3**
- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3**
- BE 122. Introduction to Health Information (O) **Credits: 3 ♦**

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

- BA 245. Advanced Computer Applications (O) **Credits: 3**
- BE 108. Records Management (O) **Credits: 3**
- BE 121. Business Math/10-Key (O) **Credits: 3**
- BE 123. Legal and Ethical Issues in Health Care (O) **Credits: 3**
- BE 124. Reimbursement Methodologies (O) **Credits: 3 ♦**

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

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BE 112. Digital Office Technology (O) **Credits: 3**
- BE 126. Medical Office Management (O) **Credits: 3 ♦**
- MA 125. Intermediate Algebra (O) **Credits: 3 (or higher)**
- BE 115. Microsoft Outlook Level 1 (O) **Credits: 1**
- BE 116. Microsoft Outlook Level 2 (O) **Credits: 1**

Select 3 Credit Hours

- BE 100. Keyboarding (O) **Credits: 1**
- BE 175. Presentation Graphics (O) **Credits: 3**
- BE 176. Introduction to Internet (O) **Credits: 1**
- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**
- BS 160. General Psychology (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**
- SP 100. Public Speaking (O, T►) **Credits: 3**

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

- BE 109. Human Relations (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**
- BE 202. Business Procedures (O) **Credits: 3 ♦**
- IP 193. Internship 1.2 (O) **Credits: 2**

Select 4 Credit Hours

- BE 100. Keyboarding (O) **Credits: 1**

- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**
- BE 275. Desktop Publishing (O) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 63**

## **Business Technology (AAS)**

### **Program Information**

This program prepares you for an entry-level position with the career goal of managing the operations and personnel of business offices. You will take classes 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. You will develop and refine your office technical skills using current technology and have the opportunity to obtain Microsoft Office 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. Please see the department chair for details.

### **Completion 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. To receive this degree or certificate, a student must:

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

### **Contact Information**

Lisa Schmidt  
Co-Department Chair  
316.322.3392  
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lschmidt7@butlercc.edu

Karen Waddell  
Co-Department Chair  
316.322.3176  
Office: BOE 216A  
kwaddell@butlercc.edu

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

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- BE 165. Introduction to Word (O) **Credits: 1 ♦**
- BE 170. Introduction to Excel (O) **Credits: 1 ♦**
- BE 180. Introduction to Access (O) **Credits: 1 ♦**

- BE 102. Intermediate Document Processing (O) **Credits: 3**
- BE 120. Business English (O) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

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

- BA 245. Advanced Computer Applications (O) **Credits: 3 ♦**
- BE 121. Business Math/10-Key (O) **Credits: 3**
- BE 108. Records Management (O) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4**

### **Related Electives: 3 Credit Hours**

- BA 210. Principles of Management (O, T►) **Credits: 3**
- BE 100. Keyboarding (O) **Credits: 1**
- BE 176. Introduction to Internet (O) **Credits: 1**
- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**
- PD 100. Career Readiness (O) **Credits: 1**

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

- BE 112. Digital Office Technology (O) **Credits: 3 ♦**
- BA 220. Business Ethics (O) **Credits: 3**
- MA 125. Intermediate Algebra (O) **Credits: 3 (or higher)**
- BE 115. Microsoft Outlook Level 1 (O) **Credits: 1**
- BE 116. Microsoft Outlook Level 2 (O) **Credits: 1**
- BE 175. Presentation Graphics (O) **Credits: 3**

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

- BE 275. Desktop Publishing (O) **Credits: 3**
- BE 109. Human Relations (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**
- BE 202. Business Procedures (O) **Credits: 3 ♦**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Total Degree Pathway Credit Hours: 60**

## **Culinary Arts (AAS)**

### **Program Information**

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

### **Additional Cost Requirements**

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

### **Contact Information**

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Department Chair  
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lpenalugo@butlercc.edu

Niomi Thompson  
Associate Dean  
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Mel Whiteside  
Dean  
316.218.6302  
Office: BOA 5109A  
mwhiteside@butlercc.edu

**First Term: 15 Credit Hours**

- CA 120. Professional Culinary Skills 1 **Credits: 3 ♦**
- HM 101. Sanitation Management **Credits: 1 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- CA 109. Culinary Nutrition **Credits: 2**
- CA 151. Kitchen Essentials/Culinary Math **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

**Second Term: 15 Credit Hours**

- CA 220. Professional Culinary Skills 2 **Credits: 3** (SP, SU) ♦
- HM 190. Food and Beverage Management **Credits: 3**
- CA 130. Professional Pastry Skills **Credits: 3**
- HM 180. Introduction to Hospitality and Tourism **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

**Summer: 2 Credit Hours**

- IP 193. Internship 1.2 (O) **Credits: 2**

**Third Term: 15 Credit Hours**

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

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

**Fourth Term: 15 Credit Hours**

- CA 152. Menu Development **Credits: 3 ♦**
- CA 231. Garde Manger **Credits: 3** (SP)
- CA 233. Cuisines of Northern Europe **Credits: 3** (SP)
- CA 234. Cuisines of Southern Europe **Credits: 3** (SP)
- FL 130. Spanish for Culinary Arts (O) **Credits: 3**

**Total Degree Pathway Credit Hours: 62**

**Farm and Ranch Management (AAS)**

**Program Information**

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

**Recommendations**

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

**Contact Information**

Joe Leibbrandt  
Department Chair  
316.322.3145  
Office: BOE 1404  
jleibbrandt@butlercc.edu

**First Term: 15 Credit Hours**

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

**Second Term: 17 Credit Hours**

- BA 130. Financial Accounting (O, T►) **Credits: 4**
- AG 211. Fundamentals of Livestock Nutrition (O) **Credits: 3** (SP)
- AG 107. Microcomputers in Agriculture **Credits: 3** (SP)
- AG 220. Crop Science (O) **Credits: 4 ♦** (SP)

Select one: 3 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- EG 112. Technical Writing (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

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

- AG 215. Farm Management and Finance (O) **Credits: 3** (FA) ♦
- AG 230. Range Management **Credits: 3** (FA)
- AG 108. Feeder Livestock Production Management **Credits: 3** (FA)

Select one: 5 Credit hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

Select one: 2-3 Credit Hours

- AG 212. Meat Science Fundamentals **Credits: 2** (FA)
- AG 213. Introduction to Food Science (O) **Credits: 3** (FA)
- AG 217. Marketing Agricultural Products **Credits: 3** (FA)
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 140. Introduction to Marketing (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**

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

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

Related Electives: 11-12 Credits

- AG 212. Meat Science Fundamentals **Credits: 2**
- AG 216. Livestock Health and Disease **Credits: 3** (SP)
- IP 193. Internship 1.2 (O) **Credits: 2**
- AG 218. Principles of Futures Markets **Credits: 3** (SP)
- AG 221. Beef Management **Credits: 3** (SP)
- AG 240. Livestock Rations **Credits: 3** (SP)
- AG 275. Livestock Concepts and Practices **Credits: 3** (SP)

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

### **Hotel Management (AAS)**

#### **Program Information**

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

#### **Contact Information**

Chef Luis Peña  
Department Chair  
316.323.6256  
Office: BOA 5303  
lpenalugo@butlercc.edu

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

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- HM 180. Introduction to Hospitality and Tourism **Credits: 3** ♦

- HM 101. Sanitation Management **Credits: 1**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 3 Credit Hours

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

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

- HM 115. Hospitality Human Resources **Credits: 3** (SP)
- HM 116. Event Planning 1 **Credits: 3** ♦
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)
- FL 130. Spanish for Culinary Arts (O) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- IP 193. Internship 1.2 (O) **Credits: 2**

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

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

Select one: 3 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

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

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

**Total Degree Pathway Credit Hours: 61**

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

#### **Program Information**

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

#### **Recommendations**

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

### Contact Information

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316.322.3145  
Office: BOE, 1404  
jleibbrandt@butlercc.edu

#### First Term: 15 Credit Hours

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

#### Second Term: 17 Credit Hours

- BA 130. Financial Accounting (O, T►) **Credits: 4**
- AG 211. Fundamentals of Livestock Nutrition (O) **Credits: 3 ♦ (SP)**
- AG 107. Microcomputers in Agriculture **Credits: 3 (SP)**
- AG 220. Crop Science (O) **Credits: 4**

Select one: 3 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- EG 112. Technical Writing (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

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

- AG 215. Farm Management and Finance (O) **Credits: 3 (FA) ♦**
- AG 230. Range Management **Credits: 3 (FA)**
- AG 108. Feeder Livestock Production Management **Credits: 3 (FA)**

Select one: 5 Credit hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

Select one: 2-3 Credit Hours

- AG 212. Meat Science Fundamentals **Credits: 2 (FA)**
- AG 213. Introduction to Food Science (O) **Credits: 3 (FA)**
- AG 217. Marketing Agricultural Products **Credits: 3 (FA)**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 140. Introduction to Marketing (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**

#### Fourth Term: 14-15 Credit Hours

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

Select four: 11-12 Credit Hours

- AG 212. Meat Science Fundamentals **Credits: 2**
- AG 216. Livestock Health and Disease **Credits: 3 (SP)**
- AG 218. Principles of Futures Markets **Credits: 3 (SP)**
- AG 221. Beef Management **Credits: 3 (SP)**
- AG 240. Livestock Rations **Credits: 3 (SP)**
- AG 275. Livestock Concepts and Practices **Credits: 3 (SP)**
- IP 193. Internship 1.2 (O) **Credits: 2**

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

### Marketing (AS)

#### Program Information

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

**Note:** An exception to the Minimum AS General Education Requirements was made on this Pathway to accommodate variations in transfer forward policies at partner schools.

#### Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

### Contact Information

Jared McGinley  
Department Chair  
316.322.3240  
Office: BOA, Room 5104  
jmcginley@butlercc.edu

#### First Term: 16 Credit Hours

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3 ♦**
- MA 135. College Algebra (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BA 140. Introduction to Marketing (O) **Credits: 3 ♦**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- Transfer Gen Ed course Credits: 3

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

**Third Term: 15 Credit Hours**

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4 ♦**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Fourth Term: 15 Credit Hours**

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- BA 204. Managerial Accounting (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BA 115. Business Law 1 (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-63**

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

### **Program Information**

This program prepares students for entry level positions in marketing and management such as sales, distribution, advertising and others. Students will complete courses in aspects of starting and/or managing a business from marketing to management to accounting.

### **Requirements**

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

### **Accreditation**

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

### **Contact Information**

Jared McGinley  
Department Chair  
316.322.3240  
Office: BOA 5104  
jmcginley@butlercc.edu

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

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BA 110. Introduction to Business (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**

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

- BA 140. Introduction to Marketing (O) **Credits: 3 ♦**
- BA 130. Financial Accounting (O, T►) **Credits: 4**
- BA 115. Business Law 1 (O) **Credits: 3**

Select one: 3 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- EG 112. Technical Writing (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

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

- BA 103. Principles of Advertising (O) **Credits: 3**
- BA 215. Personal Selling (O) **Credits: 3**

- BA 204. Managerial Accounting (O, T►) **Credits: 3**
- BA 109. Entrepreneurship (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 219. Internet Marketing (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**
- HP 231. Introduction to Sport Management (O) **Credits: 3**

#### **Fourth Term: 16-20 Credit Hours**

- BA 203. Retail Management (O) **Credits: 3**
- BA 184. Human Resource Management (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3 ♦**
- Free Elective Credit: 1-3 (See an advisor)

Select: 2-3 Credit Hours

- PD 100. Career Readiness (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- BI 250. Microbiology **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PH 252. Physics 2 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 60-64**

#### **Physician Coding (AAS)**

##### **Program Information**

This program prepares you to take the CPC exam to become a Certified Professional Coder Apprentice (CPC-A)\*. You will take classes in Medical Terminology, Health Information, and Legal and Ethical Issues in Healthcare, as well as Beginning and Advanced Medical Coding. Students successfully completing the program will be prepared to sit for the American Academy of Professional Coders (AAPC) national certification exam.

This industry seeks ethical, attentive, independent-working and detail-oriented students who are eager to meet the growing need for certified coders in the medical field.

\*To become a certified coder, the applicant must have passed the national certification exam plus have two years of coding experience. The 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. After two years of validated work experience in medical coding, full certification is awarded and the apprentice designation is removed.

##### **Completion 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. 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.
4. Be prepared to purchase reference materials that would be used in a medical office.
5. Be prepared to pay a fee to take the national certification exam.

##### **Contact Information**

Lisa Schmidt  
Co-Department Chair  
316.322.3392  
Office: BOE 216B  
lschmidt7@butlercc.edu

Karen Waddell  
Co-Department Chair  
316.322.3176  
Office: BOE 216A  
kwaddell@butlercc.edu

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

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- BE 165. Introduction to Word (O) **Credits: 1**
- BE 170. Introduction to Excel (O) **Credits: 1**
- BE 180. Introduction to Access (O) **Credits: 1**
- BE 102. Intermediate Document Processing (O) **Credits: 3**
- BE 120. Business English (O) **Credits: 3**
- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3 ♦**
- BE 122. Introduction to Health Information (O) **Credits: 3**

### Second Term: 15-18 Credit Hours

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

Choose from:

- BI 240. Anatomy and Physiology (T►) **Credits: 5**  
*or*
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**  
*and*
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**

### Third Term: 16 Credit Hours

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BE 126. Medical Office Management (O) **Credits: 3**
- MA 125. Intermediate Algebra (O) **Credits: 3** (or higher)
- BE 127. Advanced Medical Coding (O) **Credits: 3 ♦**
- BE 128. Coding Certification Test Preparation. (O) **Credits: 1**

Select one: 3 Credit Hours

- BE 100. Keyboarding (O) **Credits: 1**
- BE 115. Microsoft Outlook Level 1 (O) **Credits: 1**
- BE 116. Microsoft Outlook Level 2 (O) **Credits: 1**
- BE 175. Presentation Graphics (O) **Credits: 3**
- BE 176. Introduction to Internet (O) **Credits: 1**
- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**
- PD 100. Career Readiness (O) **Credits: 1**

### Fourth Term: 15 Credit Hours

- BI 231. Pathophysiology (O) **Credits: 4 ♦**
- BE 202. Business Procedures (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**
- BE 109. Human Relations (O) **Credits: 3**

Select One: 3 Credit Hours

- BE 100. Keyboarding (O) **Credits: 1**
- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**
- BE 275. Desktop Publishing (O) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**

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

### Restaurant Management (AAS)

#### Program Information

Develop skills for a career in one of the world's largest and fastest growing industries. Classes explore various types of restaurant facilities with special emphasis in operations and management.

Classes include an in-depth study of food, beverage, and labor cost management, catering management, food production and menu planning, hospitality marketing, hospitality law, hospitality human resources, sanitation and maintenance. Hands-on experiences and networking opportunities are available with hospitality industry leaders through cooperative education opportunities with internships, job shadowing, and field experiences available as part of the educational experience.

#### Contact Information

Chef Luis Peña  
Department Chair  
316.323.6256  
Office: BOA 5303  
lpenalugo@butlercc.edu

### First Term: 14 Credit Hours

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- HM 180. Introduction to Hospitality and Tourism **Credits: 3**
- HM 101. Sanitation Management **Credits: 1 ♦**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 3 Credit Hours

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

### Second Term: 15 Credit Hours

- FL 130. Spanish for Culinary Arts (O) **Credits: 3**
- HM 190. Food and Beverage Management **Credits: 3 ♦**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)
- HM 115. Hospitality Human Resources **Credits: 3** (SP)

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

### Summer: 2 Credit Hours

- IP 193. Internship 1.2 (O) **Credits: 2**

### Third Term: 15 Credit Hours

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

Select one: 3 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

### Fourth Term: 15 Credit Hours

- CA 153. Essentials of Purchasing **Credits: 3 ♦**
- HM 258. Hospitality Marketing (O) **Credits: 3**



- HM 202. Quality Management /Customer Service (O) **Credits: 3**
- HM 228. Facilities and Design Management (O) **Credits: 3**
- HM 260. Hospitality Financial Management **Credits: 3 (SP)**

**Total Degree Pathway Credit Hours: 61**

**Workforce Division: Construction Trades (AAS)**

This program is a partnership between select apprenticeship training organizations and Butler Community College (BCC). The goal of this arrangement is to provide an opportunity for apprentices to earn an Associate of Applied Science (15 credit hours-general education) while meeting the requirements needed to obtain their Journeyman's card during their apprenticeship indenture. A maximum of 47 Butler CC college credit hours will be applied towards the AAS degree once the Journeyman's Card has been issued.

**Contact Information**

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.6124  
Office: BOA 5220C  
mruder1@butlercc.edu

**General Education Degree Requirements: 15 Credit Hours**

- BE 120. Business English (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- Industry Partner Transcript Credits: 47

**Total Degree Pathway Credit Hours: 62**

**Workforce Division: Electrical (AAS)**

This program is a partnership between select apprenticeship training organizations and Butler Community College (BCC). The goal of this arrangement is to provide an opportunity for apprentices to earn an Associate of Applied Science (15 credit hours – general education) while meeting the requirements needed to obtain their Journeyman's card during their apprenticeship indenture. A maximum of 47 Butler CC college credit hours will be applied towards the AAS degree once the Journeyman's Card has been issued.

**Contact Information**

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.2118  
Office: BOA 5220C  
beta@butlercc.edu

**General Education Degree Requirements: 15 Credit Hours**

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BE 120. Business English (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- BA 109. Entrepreneurship (O) **Credits: 3**
- Electrical Apprenticeship Transcript Credits: 47 (Transcript credits: 44 )  
(Will earn 3 credits for MA114-Technical Math)

**Total Degree Pathway Credit Hours: 62**

**Workforce Division: Plumber and Pipefitter (AAS)**

This program is a partnership between select apprenticeship training organizations and Butler Community College (BCC). The goal of this arrangement is to provide an opportunity for apprentices to earn an Associate of Applied Science (15 credit hours – general education) while meeting the requirements needed to obtain their Journeyman's card during their apprenticeship indenture. A maximum of 47 Butler CC college credit hours will be applied towards the AAS degree once the Journeyman's Card has been issued.

**Contact Information**

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.2118  
Office: BOA 5220C  
beta@butlercc.edu

**General Education Degree Requirements: 15 Credit Hours**

- BE 120. Business English (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BA 109. Entrepreneurship (O) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- Plumber and Pipefitter Apprenticeship Training of Kansas Credits: 47  
(Transcript Credits: 44 from PPATKS)  
(Will earn 3 credits for MA114-Technical Math)

**Total Degree Pathway Credit Hours: 62**

**Workforce Division: Workforce Development (AAS) Program Information**

Butler and Pittsburg State University have teamed up to provide students the opportunity to earn a four-year Workforce Development degree. The Bachelor of Science in Workforce Development is an online bachelor's degree completion program designed for busy working adults seeking flexible and convenient way to finish their degree. Prospective majors have completed the two-year Butler associate of applied science degree and are

interested in pursuing a career in management (leadership and supervision). The Bachelor of Science in Workforce Development is an ideal program for those who are work bound and cannot attend on-campus classes at a college or university.

### Contact Information

Michelle Ruder  
Director of BETA-Employee/Corporate Training  
316.218.2118  
Office: BOA 5220C  
beta@butlercc.edu

### General Education Degree Requirements: 26 Credit Hours

**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. The general education courses listed below are preferred, but previously completed courses in the same general education area may also meet the requirement. See advisor for details.

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
  - EG 101. English Composition 1 (O, T►) **Credits: 3**
  - EG 102. English Composition 2 (O, T►) **Credits: 3**
  - PO 141. American Federal Government (O, T►) **Credits: 3**
  - BS 105. Sociology (O, T►) **Credits: 3**
  - SP 100. Public Speaking (O, T►) **Credits: 3**
  - MA 114. Technical Mathematics 1 (O) **Credits: 3**
- Physical Science with Lab
- PS 100. General Physical Science (O, T►) **Credits: 5**

Fine Arts and Communication

- MU 100. Music Appreciation (O, T►) **Credits: 3**

### AAS Degree Focus 32-33 Credit Hours

#### Select one of the following emphasis:

- Construction
- Electrical Apprenticeship\*\*
- Plumbing/Pipefitter\*\*

(\*\*Will earn 3 credits for MA114-Technical Math.)

**Total Degree Pathway Credit Hours: 61+**

## Certificate

### Accounting Assistant (Certificate)

#### Program Information

This program prepares students for a career as an Accounting Assistant. The courses will provide students with knowledge necessary for an entry-level bookkeeper

#### Requirements

All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take a placement test prior to enrolling in English or mathematics courses.

### Contact Information

Janice Akao  
Department Chair  
316.322.3186  
Office: BOE 804A  
jakao@butlercc.edu

### First Term: 16 Credit Hours

- BE 121. Business Math/10-Key (O) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4**
- BE 130. Business Communications (O) **Credits: 3**
- BA 110. Introduction to Business (O, T►) **Credits: 3**

### Second Term: 15 Credit Hours

- BA 178. Payroll Accounting (O) **Credits: 3**
- BA 245. Advanced Computer Applications (O) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 211. Computerized Accounting (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**

**Total Certificate Pathway Credit Hours: 31**

### Business Medical Specialist (Certificate)

#### Program Information

This program prepares you to become a key member of a medical office team, supporting medical staff and playing a key role in the successful operation of a physician's office, health care facility or medical clinic. You will be able to perform specialized data entry, classification and record-keeping procedures related to medical diagnostics, treatment, billing, and insurance documentation. Pursue a Business Medical Specialist Certificate by taking classes including Microsoft Applications, Medical Terminology, and Legal and Ethical Issues in Health Care.

#### Completion 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. To receive this degree or certificate, a student must:

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

### Contact Information

Lisa Schmidt  
Co-Department Chair  
316.322.3392  
Office: BOE 216B  
lschmidt7@butlercc.edu

Karen Waddell  
Co-Department Chair  
316.322.3176  
Office: BOE 216A  
kwaddell@butlercc.edu

**First Term: 18 Credit Hours**

- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3**
- BE 165. Introduction to Word (O) **Credits: 1**
- BE 170. Introduction to Excel (O) **Credits: 1**
- BE 180. Introduction to Access (O) **Credits: 1**
- BE 102. Intermediate Document Processing (O) **Credits: 3**
- BE 121. Business Math/10-Key (O) **Credits: 3**
- BE 122. Introduction to Health Information (O) **Credits: 3 ♦**
- BE 126. Medical Office Management (O) **Credits: 3**

**Second Term: 17 Credit Hours**

- BE 109. Human Relations (O) **Credits: 3**
- BE 120. Business English (O) **Credits: 3**
- BE 123. Legal and Ethical Issues in Health Care (O) **Credits: 3**
- BE 124. Reimbursement Methodologies (O) **Credits: 3 ♦**
- BE 202. Business Procedures (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Total Certificate Pathway Credit Hours: 35**

**Business Technology (Certificate)**

**Program Information**

This program prepares you for an entry-level position with the career goal of managing the operations and personnel of business offices. You will take classes 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. You will develop and refine your office technical skills using current technology and have the opportunity to obtain Microsoft Office Specialist (MOS) certifications.

**Microsoft Certification**

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

**Completion 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.

To receive this degree or certificate, a student must:

1. Attain a grade of C or higher in each required course.

2. Attain a minimum overall grade point average of 2.0 (C).
3. Complete at least one semester of internship.

**Contact Information**

Lisa Schmidt  
Co-Department Chair  
316.322.3392  
Office: BOE 216B  
lschmidt7@butlercc.edu

Karen Waddell  
Co-Department Chair  
316.322.3176  
Office: BOE 216A  
kwaddell@butlercc.edu

**First Term: 16 Credit Hours**

- BE 165. Introduction to Word (O) **Credits: 1 ♦**
- BE 170. Introduction to Excel (O) **Credits: 1 ♦**
- BE 180. Introduction to Access (O) **Credits: 1 ♦**
- BE 102. Intermediate Document Processing (O) **Credits: 3**
- BE 112. Digital Office Technology (O) **Credits: 3**
- BE 115. Microsoft Outlook Level 1 (O) **Credits: 1**
- BE 121. Business Math/10-Key (O) **Credits: 3**
- BE 175. Presentation Graphics (O) **Credits: 3**

**Second Term: 18 Credit Hours**

- BA 245. Advanced Computer Applications (O) **Credits: 3**
- BE 108. Records Management (O) **Credits: 3**
- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**
- BE 202. Business Procedures (O) **Credits: 3 ♦**
- BE 275. Desktop Publishing (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**

Select one: 3 Credit Hours

- BE 109. Human Relations (O) **Credits: 3**
- BE 120. Business English (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**

**Total Certificate Pathway Credit Hours: 34**

**Culinary Arts (Certificate)**

**Program Information**

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

**Additional Costs**

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

### Contact Information

Chef Luis Peña  
Department Chair  
316.323.6256  
Office: BOA 5303  
lpenalugo@butlercc.edu

Niomi Thompson  
Associate Dean  
316.218.6157  
Office: BOA 5209  
nthompson12@butlercc.edu

Mel Whiteside  
Dean  
316.218.6302  
Office: BOA 5109A  
mwhiteside@butlercc.edu

#### First Term: 15 Credit Hours

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

#### Second Term: 15 Credit Hours

- CA 220. Professional Culinary Skills 2 **Credits: 3 ♦**
- CA 152. Menu Development **Credits: 3**
- CA 153. Essentials of Purchasing **Credits: 3**
- FL 130. Spanish for Culinary Arts (O) **Credits: 3**
- CA 130. Professional Pastry Skills **Credits: 3**

#### Total Certificate Pathway Credit Hours: 30

### Culinary Arts (ACF Certificate: Culinarian) Program Information

A Chef Apprenticeship Program Certificate allows students to use their creativity and business acumen to solve problems and please customers in careers such as Executive Chefs, Banquet Chef, Restaurant owner or culinary entrepreneur, food writer/photographer, culinary educator, Corporate or research chef. Students will demonstrate and present their skills in Professional cooking and food preparation including Garde-manger (cold-food preparation), baking and pastry, butchering and regional cuisines. Students will participate in Supervisory management, sanitation and kitchen design/engineering, nutrition and meal planning, cost accounting and business mathematics, seminars in purchasing and menu design planning. Throughout this time students gain a comprehensive business management foundation for preparing food, meeting customer needs, and running a kitchen.

for the ACF exam to be certified Culinarian or Certified Sous Chef. ACF Written and Practical Exam could be administered at JCCC or BCC.

\*HMGT practicum courses are offered by Johnson County Community College (JCCC) and completed at Butler locations. Students will enroll in HMGT practicum courses with JCCC. Upon successful completion of the HMGT courses, students will send official JCCC transcripts to Butler Community College to complete certificate requirements.

### Work Requirement

Upon completion of these courses and 2000 hours working under an ACF qualified supervising chef, apprentice will qualify to test for the **Certified Culinarian Certification**.

### Contact Information

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#### First Term: 14 Credit Hours

- CA 109. Culinary Nutrition **Credits: 2**
- CA 120. Professional Culinary Skills 1 **Credits: 3**
- HM 101. Sanitation Management **Credits: 1**
- HM 180. Introduction to Hospitality and Tourism **Credits: 3**
- HM 195. Beverage Control **Credits: 3**
- HMGT 281. Culinary Arts Practicum I (JCCC) **Credits: 2 \***

#### Second Term: 11 Credit Hours

- CA 153. Essentials of Purchasing **Credits: 3**
- HMGT 282. Culinary Arts Practicum II (JCCC) **Credits: 2 \***
- HM 115. Hospitality Human Resources **Credits: 3**

Select one: 3 Credit Hours

- CA 233. Cuisines of Northern Europe **Credits: 3 or**
- CA 234. Cuisines of Southern Europe **Credits: 3**

#### Total Certificate Pathway Credit Hours: 25

## **Culinary Arts: (ACF Certificate: Sous Chef)**

### **Program Information**

A Chef Apprenticeship Program Certificate allows students to use their creativity and business acumen to solve problems and please customers in careers such as Executive Chefs, Banquet Chef, Restaurant owner or culinary entrepreneur, food writer/photographer, culinary educator, Corporate or research chef. Students will demonstrate and present their skills in Professional cooking and food preparation including Garde-manger (cold-food preparation), baking and pastry, butchering and regional cuisines. Students will participate in Supervisory management, sanitation and kitchen design/engineering, nutrition and meal planning, cost accounting and business mathematics, seminars in purchasing and menu design planning. Throughout this time students gain a comprehensive business management foundation for preparing food, meeting customer needs, and running a kitchen.

During the final semester, the student will qualify to sit for the ACF exam to be certified Culinarian or Certified Sous Chef. ACF Written and Practical Exam could be administered at JCCC or BCC.

\*HMGT practicum courses are offered by Johnson County Community College (JCCC) and completed at Butler locations. Students will enroll in HMGT practicum courses with JCCC. Upon successful completion of the HMGT courses, students will send official JCCC transcripts to Butler Community College to complete certificate requirements.

### **Work Requirement**

Specific courses and credit hour requirements for both Culinarian and Sous Chef are provided below.

### **Contact Information**

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Dean  
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Office: BOA 5109A  
mwhiteside@butlercc.edu

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

- CA 109. Culinary Nutrition **Credits: 2**
- CA 120. Professional Culinary Skills 1 **Credits: 3**
- HM 101. Sanitation Management **Credits: 1**

- HM 180. Introduction to Hospitality and Tourism **Credits: 3**
- HM 195. Beverage Control **Credits: 3**
- HMGT 281. Culinary Arts Practicum I (JCCC) **Credits: 2 \***

### **Second Term: 11 Credit Hours**

- CA 153. Essentials of Purchasing **Credits: 3**
- HMGT 282. Culinary Arts Practicum II (JCCC) **Credits: 2 \***
- HM 115. Hospitality Human Resources **Credits: 3**

Select one: 3 Credit Hours

- CA 233. Cuisines of Northern Europe **Credits: 3 or**
- CA 234. Cuisines of Southern Europe **Credits: 3**

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Upon completion of these courses and 2000 hours working under an ACF qualified supervising chef, apprentice will qualify to test for the **Certified Culinarian Certification.**

### **Third Term: 11 Credit Hours**

- CA 151. Kitchen Essentials/Culinary Math **Credits: 3**
- CA 130. Professional Pastry Skills **Credits: 3**
- CA 152. Menu Development **Credits: 3**
- HMGT 285. Culinary Arts Practicum III (JCCC) **Credits: 2 \***

### **Fourth Term: 11 Credit Hours**

- CA 220. Professional Culinary Skills 2 **Credits: 3**
- CA 231. Garde Manger **Credits: 3**
- HMGT 286. Culinary Arts Practicum IV (JCCC) **Credits: 2 \***

Select one: 3 Credit Hours

- CA 152. Menu Development **Credits: 3**
  - CA 232. Cuisines of Asia **Credits: 3**
  - CA 235. Cuisines of America **Credits: 3**
  - HM 116. Event Planning 1 **Credits: 3**
  - HM 190. Food and Beverage Management **Credits: 3**
  - HM 202. Quality Management /Customer Service (O) **Credits: 3**
  - HM 203. Rooms Management **Credits: 3**
  - HM 215. Introduction to Catering **Credits: 3**
  - HM 216. Event Planning 2 **Credits: 3**
  - HM 217. Convention Management **Credits: 3**
  - HM 228. Facilities and Design Management (O) **Credits: 3**
  - HM 255. Hospitality Law **Credits: 3**
  - HM 256. Hotel/Motel Operations **Credits: 3**
  - HM 258. Hospitality Marketing (O) **Credits: 3**
  - HM 260. Hospitality Financial Management **Credits: 3**
-

Upon completion of these courses and 4000 hours working under an ACF qualified supervising chef, apprentice will qualify to test for **Certified Sous Chef Certification**.

**Total Certificate Pathway Credit Hours: 44**

**Entrepreneurship (Certificate)**

**Program Information**

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

**Contact Information**

Jared McGinley  
Department Chair  
316.322.3240  
Office: BOA, Room 5104  
jmcginley@butlercc.edu

**First Term: 16 Credit Hours**

- BA 110. Introduction to Business (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4**
- BA 140. Introduction to Marketing (O) **Credits: 3**
- BA 109. Entrepreneurship (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BA 103. Principles of Advertising (O) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 184. Human Resource Management (O) **Credits: 3**
- BA 204. Managerial Accounting (O, T►) **Credits: 3**
- BA 219. Internet Marketing (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**
- HP 231. Introduction to Sport Management (O) **Credits: 3**

**Second Term: 15 Credit Hours**

- BA 215. Personal Selling (O) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 203. Retail Management (O) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BA 103. Principles of Advertising (O) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 184. Human Resource Management (O) **Credits: 3**
- BA 204. Managerial Accounting (O, T►) **Credits: 3**
- BA 211. Computerized Accounting (O) **Credits: 3**
- BA 219. Internet Marketing (O) **Credits: 3**
- BA 220. Business Ethics (O) **Credits: 3**
- BE 130. Business Communications (O) **Credits: 3**

- HP 231. Introduction to Sport Management (O) **Credits: 3**

**Total Certificate Pathway Credit Hours: 31**

**Hotel Management (Certificate)**

**Program Information**

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

**Contact Information**

Chef Luis Peña  
Department Chair  
316.323.6256  
Office: BOA 5303  
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**First Term: 15 Credit Hours**

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

**Second Term: 17 Credit Hours**

- HM 115. Hospitality Human Resources **Credits: 3 (SP) ♦**
- HM 202. Quality Management /Customer Service (O) **Credits: 3**
- HM 258. Hospitality Marketing (O) **Credits: 3**
- HM 260. Hospitality Financial Management **Credits: 3**
- HM 203. Rooms Management **Credits: 3 (SP)**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Total Certificate Pathway Credit Hours: 32**

**Livestock Management and Merchandising (Certificate)**

**Program Information**

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

### Recommendations

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

### Contact Information

Joe Leibbrandt  
Department Chair  
316.322.3145  
Office: BOE 1404  
jleibbrandt@butlercc.edu

### First Term: 15-18 Credit Hours

- BA 130. Financial Accounting (O, T►) **Credits: 4**
- AG 102. Principles of Animal Science (O) **Credits: 3 ♦**
- AG 120. Agricultural Economics (O) **Credits: 3 (FA)**

### Select 5-8 Credit Hours

- AG 108. Feeder Livestock Production Management **Credits: 3**
- AG 111. Agriculture in our Society (O) **Credits: 2**
- AG 212. Meat Science Fundamentals **Credits: 2 (FA)**
- AG 213. Introduction to Food Science (O) **Credits: 3**
- AG 217. Marketing Agricultural Products **Credits: 3 (FA)**
- AG 230. Range Management **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- IP 193. Internship 1.2 (O) **Credits: 2**

### Second Term: 16-18 Credit Hours

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

### Select 6-8 Credit Hours

- AG 109. Breeding Livestock Production Management **Credits: 3**
- AG 216. Livestock Health and Disease **Credits: 3 (SP)**
- AG 218. Principles of Futures Markets **Credits: 3 (SP)**
- AG 221. Beef Management **Credits: 3 (SP)**
- AG 240. Livestock Rations **Credits: 3 (SP)**
- AG 275. Livestock Concepts and Practices **Credits: 3 (SP)**
- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**

- CH 110. College Chemistry 1 (T►) **Credits: 5**
- IP 293. Internship 2.2 **Credits: 2**

**Total Certificate Pathway Credit Hours: 31-36**

### Physician Coding (Certificate)

#### Program Information

This program prepares you to take the CPC exam to become a Certified Professional Coder Apprentice (CPC-A). \* You will take classes in Medical Terminology, Health Information, and Legal and Ethical Issues in Healthcare, as well as Beginning and Advanced Medical Coding. Students successfully completing the program will be prepared to sit for the American Academy of Professional Coders (AAPC) national certification exam. This industry seeks ethical, attentive, independent-working and detail-oriented students who are eager to meet the growing need for certified coders in the medical field.

\*To become a certified coder, the applicant must have passed the national certification exam plus have two years of coding experience. The 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. After two years of validated work experience in medical coding, full certification is awarded and the apprentice designation is removed.

If a student has a strong professional background in medical terminology 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 national certification.

#### Completion 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. 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.
4. Be prepared to purchase reference materials that would be used in a medical office.
5. Be prepared to pay a fee to take the national certification exam.

### Contact Information

Lisa Schmidt  
Co-Department Chair  
316.322.3392  
Office: BOE 216B  
lschmidt7@butlercc.edu

Karen Waddell  
Co-Department Chair  
316.322.3176  
Office: BOE 216A  
kwaddell@butlercc.edu

**First Term: 15-18 Credit Hours**

- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3 ♦**
- BE 122. Introduction to Health Information (O) **Credits: 3**
- BE 126. Medical Office Management (O) **Credits: 3**
- BE 165. Introduction to Word (O) **Credits: 1**  
Choose from:
- BI 240. Anatomy and Physiology (T►) **Credits: 5**  
or
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**  
and
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**

**Second Term: 12 Credit Hours**

- AH 202. Health Professions Medical Terminology 2 (O) **Credits: 1**
- BE 123. Legal and Ethical Issues in Health Care (O) **Credits: 3**
- BE 124. Reimbursement Methodologies (O) **Credits: 3**
- BE 125. Beginning Medical Coding (O) **Credits: 3 ♦**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Third Term: 8 Credit Hours**

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

**Total Certificate Pathway Credit Hours: 35-38**

**Restaurant Management (Certificate)**

**Program Information**

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

**Contact Information**

Chef Luis Peña  
Department Chair  
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Office: BOA 5303  
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**First Term: 13 Credit Hours**

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

Select one: 3 Credit Hours

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

**Second Term: 17 Credit Hours**

- HM 195. Beverage Control **Credits: 3**
- HM 228. Facilities and Design Management (O) **Credits: 3**
- CA 152. Menu Development **Credits: 3 ♦**
- HM 260. Hospitality Financial Management **Credits: 3**
- HM 258. Hospitality Marketing (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Total Certificate Pathway Credit Hours: 30**

**Less than 1-Year programs/certifications**

*Butler Community College does not award certificates for these programs, however students may be eligible to test for industry recognized certifications/credentials upon completion (where applicable). Refer to specific Pathway for more information.*

**Data Analytics**

**Program Information**

This program prepares students to analyze data for use in decision making. The courses involve developing skills in sorting through massive amounts of data, developing key insights, and communicating that information effectively using data visualization.

**Contact Information**

Janice Akao  
Department Chair  
316.322.3186  
Office: BOE 804A  
jakao@butlercc.edu

**First 8 Weeks: 6 Credit Hours**

- DA 100. Introduction to Data Analysis (O) **Credits: 3**
- SD 228. Introduction to SQL Language (O) **Credits: 3**



### **Second 8 Weeks: 9 Credit hours**

- DA 120. Data Mining (O) **Credits: 3**
- DA 140. Data Visualization (O) **Credits: 3**
- DA 160. Tableau (O) **Credits: 3**

**Total Certification Credit Hours: 15**

### **Microsoft Office Certification**

#### **Program Information**

Students in this program will gain valuable experience and skills making them more sought after in most careers than their peers. Certifications are widely recognized as evidence of Microsoft Office skills mastery, indicators of immediate productivity, and differentiating factors among other applicants. Employers regularly use certifications as selection criteria for hiring and promotion, and are often willing to pay certified professionals more.

#### **Completion Requirements**

To receive this degree or certificate, a student must:

- Attain a grade of C or higher in each required course.
- Attain a minimum overall grade point average of 2.0 (C).
- Take at least 3 nationally recognized Microsoft Office certification tests.

#### **Contact Information**

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Co-Department Chair  
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#### **First Term: 9 Credit Hours**

- BE 165. Introduction to Word (O) **Credits: 1**
- BE 170. Introduction to Excel (O) **Credits: 1**
- BE 175. Presentation Graphics (O) **Credits: 3**
- BE 180. Introduction to Access (O) **Credits: 1**
- BE 115. Microsoft Outlook Level 1 (O) **Credits: 1**
- BE 116. Microsoft Outlook Level 2 (O) **Credits: 1**
- BE 196. MOS Test Preparation and Certification (O) **Credits: 1**

**Total Certification Credit Hours: 9**

## **Education and Public Services**

### **Criminal Justice (AA)**

#### **Program Information**

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

training academies. These courses also meet requirements of Criminal Justice agencies for employment preparation and inservice professional training.

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

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

#### **Contact Information**

Miles Erpelding  
Lead Instructor  
316.322.3241  
Office: BOE 804B  
merpeldi@butlercc.edu

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

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

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- CJ 212. Criminology (O) **Credits: 3** ♦
- CJ 215. Criminal Procedures (O) **Credits: 3**
- CJ 211. Criminal Investigation (O) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

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

- CJ 103. Agency Administration (O) **Credits: 3** ♦
- BI 110. General Biology (O, T►) **Credits: 5**

- CJ 204. Criminal Law (O) **Credits: 3**
- Select one: 3 Credit Hours
- BS 105. Sociology (O, T►) **Credits: 3**
  - BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
  - BS 160. General Psychology (O, T►) **Credits: 3**
  - IP 194. Internship 1.3 (O) **Credits: 3**
- Select one: 3 Credit Hours
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
  - LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
  - LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
  - PL 290. Philosophy 1 (O, T►) **Credits: 3**
  - PL 291. Ethics (O, T►) **Credits: 3**
  - RG 190. New Testament (O, T►) **Credits: 3**
  - RG 191. Old Testament (O) **Credits: 3**
  - RG 210. Comparative Religions (O, T►) **Credits: 3**
- Fourth Term: 13-14 Credit Hours**
- CJ 116. Juvenile Delinquency and Justice (O) **Credits: 3 ♦**
  - SP 100. Public Speaking (O, T►) **Credits: 3**
- Select one: 3 Credit Hours
- AR 100. Art Appreciation (O, T►) **Credits: 3**
  - MU 100. Music Appreciation (O, T►) **Credits: 3**
  - TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**
- Select one: 4-5 Credit hours
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
  - CH 110. College Chemistry 1 (T►) **Credits: 5**
  - PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
  - PH 111. Introduction to Meteorology (O) **Credits: 4**
  - PH 143. General Physics 1 (T►) **Credits: 5**
  - PS 100. General Physical Science (O, T►) **Credits: 5**
  - PS 102. Physical Geology (O, T►) **Credits: 4**
- Total Degree Pathway Credit Hours: 61-62**

## Early Childhood Education (AAS)

### Program Information

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

### Requirements

Students must have completed a health physical on the Kansas Department of Health & Environment (KDHE) form before participating in the required program practicums CD 223 and CD 224. Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum and/or at the time of employment in a licensed childcare center. All students must achieve grades of C or better in all subjects courses with a CD indication. All students are required to have

taken Pediatric First Aid and Pediatric CPR. There are 9 Health and Safety subject areas a newly hired staff member at a KDHE licensed site has to have completed within 30 calendar days of being hired or acting as a volunteer counted within the ratio. Students may find these trainings on the following sites: [www.kccto.org](http://www.kccto.org), [www.kcsl.org](http://www.kcsl.org), and [www.ks.train.org](http://www.ks.train.org).

### Contact information

Teresa Thompson  
Department Chair  
316.323.6883  
Office: BOE 1600 Building  
[tthompson@butlercc.edu](mailto:tthompson@butlercc.edu)

### First Term: 15 Credit Hours

- CD 122. Principles of Early Childhood Education 1 (O, T►) **Credits: 3**
- CD 124. Infant and Toddler Development (O) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

### Second Term: 15 Credit Hours

- CD 123. Principles of Early Childhood Education 2 (O) **Credits: 3 ♦**
- CD 115. Creative Experiences for Young Children **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

### Select one: 3 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

### Select one: 3 Credit Hours

- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**

### Third Term: 16 Credit Hours

- CD 135. Special Needs in Early Childhood **Credits: 3**
- CD 125. Child Nutrition, Health and Safety (O) **Credits: 3**
- CD 220. Early Childhood Program and Curriculum Planning **Credits: 3 ♦**
- CD 221. Early Childhood Program and Curriculum Planning Lab **Credits: 1**
- LT 260. Children's Literature (O) **Credits: 3**

### Select one: 3 Credit Hours

- CD 213. Licensed Home Day Care Practicum 1 **Credits: 3** or
- CD 223. Child Care Practicum 1 **Credits: 3**

### Fourth Term: 15 Credit Hours

- CD 225. Interaction Techniques with Young Children **Credits: 3**
- CD 222. Child Care Administration (O) **Credits: 3**

- CD 226. Building Relationships with Families (O)  
**Credits: 3**
- CD 295. Leadership in Early Childhood  
**Credits: 3 ♦**

Select one: 3 Credit Hours

- CD 214. Licensed Home Day Care Practicum 2  
**Credits: 3 or**
- CD 224. Child Care Practicum 2 **Credits: 3**

**Total Degree Pathway Credit Hours: 61**

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

#### **Contact Information**

Christy Streeter

Dean, Health, Education, and Public Services

316.322.3146

Office: BOE, 15245

cstreeter1@butlercc.edu

### **Education and Public Services Common Courses**

**Credits: 36-38**

Select one of these two.

- PD 125. Engaging in Public Service (O)  
**Credits: 1 or**
- ED 206. Introduction to Teaching (O, T►)  
**Credits: 3**

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- LT 201. Introduction to Literature 1 (O, T►)  
**Credits: 3**
- PO 141. American Federal Government (O, T►)  
**Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►)  
**Credits: 3**

### **Additional General Education Course Credits: 6**

#### **Pathways - Credits 25**

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

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

**Total Degree Pathway Credit Hours: 61-63**

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

#### **Contact Information**

Christy Streeter

Dean, Health, Education, and Public Services

316.322.3146

Office: BOE, 15245

cstreeter1@butlercc.edu

### **Education and Public Services Common Courses: 40-42 credit hours**

Select one of these two courses.

- PD 125. Engaging in Public Service (O)  
**Credits: 1 or**
- ED 206. Introduction to Teaching (O, T►)  
**Credits: 3**

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- LT 201. Introduction to Literature 1 (O, T►)  
**Credits: 3**
- HP 190. Fitness for Life (O) **Credits: 2**
- PS 100. General Physical Science (O, T►)  
**Credits: 5**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 107. Women and Gender Studies (O, T►)  
**Credits: 3**
- BS 222. Diversity and Inequality in the United States **Credits: 3**
- BS 260. Developmental Psychology (O, T►)  
**Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►)  
**Credits: 3**

### **Pathways - Credits: 21**

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

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

**Total Degree Pathway Credit Hours: 61-63**

### **Elementary Education (AS)**

#### **Program Information**

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

### Contact Information

Shellie Gutierrez  
Department Chair  
316.322.3291

Office: BOA, Room 5116

sgutier@butlercc.edu

### First Term: 15 Credit Hours

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**

Choose from:

- ED 206. Introduction to Teaching (O, T►) **Credits: 3 ♦ or**
- ED 204. Introduction to the Teaching Profession (T►) **Credits: 2 and ♦**
- ED 207. Field Experience in the Teaching Profession (O, T►) **Credits: 1 ♦**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

### Second Term: 15-17 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**
- ED 220. Introduction to Special Education (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BS 222. Diversity and Inequality in the United States **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**

### Third Term: 16 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- ED 222. Technology in the Classroom (O) **Credits: 3 ♦**
- HP 190. Fitness for Life (O) **Credits: 2**

Select one: 3 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**

- BS 107. Women and Gender Studies (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

### Fourth Term: 16-17 Credit Hours

- ED 290. Integrated Learning Through the Arts (O) **Credits: 3 ♦**

Select two: 6 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 205. Introduction to the Short Story **Credits: 3**
- LT 211. British Literature 1: Origins-1784 **Credits: 3**
- LT 212. British Literature 2: 1784 to Present (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- LT 218. Shakespeare **Credits: 3**
- LT 260. Children's Literature (O) **Credits: 3 or**
- MU 105. Fundamentals of Music **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 142. State and Local Government (O) **Credits: 3**

Select one: 4-5 Credit Hours

- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

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

### Elementary Education/BEST (AS)

#### Program Information

BEST Program – This 2 + 2 Elementary Education partnership with Emporia State University enables students to earn their Associate of Science degree at Butler during the first two years of the program.

Thereafter, during the subsequent two years, students will continue their teacher preparation coursework at either the Butler of El Dorado or Butler of Andover campus to complete a Bachelor of Science degree in Elementary Education from Emporia State University.

### Contact Information

Shellie Gutierrez  
Department Chair  
316.322.3291  
Office: BOA, Room 5116  
sgutier@butlercc.edu

### First Term: 15 Credit Hours

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- Choose from:
- ED 206. Introduction to Teaching (O, T►) **Credits: 3 ♦ or**
- ED 204. Introduction to the Teaching Profession (T►) **Credits: 2 ♦ and**
- ED 207. Field Experience in the Teaching Profession (O, T►) **Credits: 1 ♦**

### Second Term: 15 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- ED 220. Introduction to Special Education (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

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

### Third Term: 17 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- MU 105. Fundamentals of Music **Credits: 3**
- HP 220. Healthy Living (O, T►) **Credits: 3**
- ED 222. Technology in the Classroom (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3**

### Fourth Term: 16 Credit Hours

- LT 260. Children's Literature (O) **Credits: 3**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- HP 190. Fitness for Life (O) **Credits: 2**
- ED 290. Integrated Learning Through the Arts (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 63**

### Fire Science (AAS) - Update 4/5/21

#### Program Information

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

#### Additional Costs

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

#### Service Certification Exams

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

#### Contact Information

Evan Seiwert  
Department Chair, Fire and EMS  
Office: BOE, Bldg 2600  
eseiwert@butlercc.edu  
316.218.6148

Teresa Long  
Administrative Assistant  
316.323.6150  
Office: BOE, Bldg 2600  
tlong@butlercc.edu

**First Term: 13.5 Credit Hours**

- FS 100. Firefighter 1 **Credits: 4.5 ♦**
- FS 207. Hazardous Materials for First Responders **Credits: 3 ♦**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

**Second Term: 15 Credit Hours**

- FS 212. Emergency Medical Technician (EMT) **Credits: 12 ♦**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Third Term: 17 Credit Hours**

- SP 100. Public Speaking (O, T►) **Credits: 3**
- FS 125. Fire Inspector 1 **Credits: 3**
- MA 125. Intermediate Algebra (O) **Credits: 3** (or higher)
- FS 200. Firefighter 2 **Credits: 3 ♦**
- FS 130. Building Construction for the Fire Service (O) **Credits: 3**

Select one or two: 2 Credit Hours (Spring/Summer only)

- FS 141. Rope Rescue 1 **Credits: 1**
- FS 142. Rope Rescue 2 **Credits: 1**
- FS 146. Confined Space Rescue 1 **Credits: 1**
- FS 147. Confined Space Rescue 2 **Credits: 1**
- FS 151. Ice Water Rescue Technician **Credits: 1** (Weather dependent.)
- FS 149. Surface Water Rescue **Credits: 1**
- FS 152. Swift Water Rescue Technician **Credits: 2**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Fourth Term: 17 Credit Hours**

- FS 110. Fire and Emergency Services Safety and Survival **Credits: 3**
- FS 145. Fire Protection Systems (O) **Credits: 3**
- EG 112. Technical Writing (O) **Credits: 3 ♦**
- FS 135. Fire Prevention (O) **Credits: 3**
- FS 140. Fundamentals of Technical Rescue **Credits: 3**

Select one or two: 2 Credit Hours (Spring/Summer only)

- FS 141. Rope Rescue 1 **Credits: 1**
- FS 142. Rope Rescue 2 **Credits: 1**
- FS 146. Confined Space Rescue 1 **Credits: 1**
- FS 147. Confined Space Rescue 2 **Credits: 1**
- FS 149. Surface Water Rescue **Credits: 1**
- FS 151. Ice Water Rescue Technician **Credits: 1** (Weather dependent.)
- FS 152. Swift Water Rescue Technician **Credits: 2**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Total Degree Pathway Credit Hours: 62.5**

**Secondary Education (AA)****Program Information**

If a teaching career interests you, Butler is the place for you to study elementary or secondary education. Butler courses will fulfill the first two years toward a bachelor's

degree at a four-year college. Requirements vary at four-year colleges so work with a Butler advisor to ensure a smooth and complete transfer process.

**Contact Information**

Shellie Gutierrez

Department Chair

316.322.3291

Office: BOA, Room 5116

sgutier@butlercc.edu

**First Term: 15 Credit Hours**

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)

Choose from:

- ED 206. Introduction to Teaching (O, T►) **Credits: 3 ♦ or**
- ED 204. Introduction to the Teaching Profession (T►) **Credits: 2♦ and**
- ED 207. Field Experience in the Teaching Profession (O, T►) **Credits: 1 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- ED 220. Introduction to Special Education (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

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

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**

- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3-5 Credit Hours

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

### **Third Term: 16-20 Credit Hours**

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

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 142. State and Local Government (O) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**
- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 205. Introduction to the Short Story **Credits: 3**
- LT 211. British Literature 1: Origins-1784 **Credits: 3**
- LT 212. British Literature 2: 1784 to Present (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- LT 218. Shakespeare **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

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

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

**Total Degree Pathway Credit Hours: 62-69**

### **Secondary Education (AS) - Updated 4/13/21 Program Information**

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

### Contact Information

Shellie Gutierrez  
Department Chair  
316.322.3291

Office: BOA, Room 5116

sgutier@butlercc.edu

### First Term: 15 Credit Hours

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- ED 206. Introduction to Teaching (O, T►) **Credits: 3 ♦ or**  
Choose from:
  - ED 204. Introduction to the Teaching Profession (T►) **Credits: 2♦ and**
  - ED 207. Field Experience in the Teaching Profession (O, T►) **Credits: 1 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### Second Term: 16-19 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- ED 220. Introduction to Special Education (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

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

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3-5 Credit Hours

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

### Third Term: 15-17 Credit Hours

- Transfer Gen Ed course Credits: 3 (See and advisor)
- SP 100. Public Speaking (O, T►) **Credits: 3**
- ED 222. Technology in the Classroom (O) **Credits: 3 ♦**  
Transfer Courses Credits: 3 (See and advisor)

Select one: 3-5 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 140. Trigonometry (O, T►) **Credits: 3 or higher**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

### Fourth Term: 15 Credit Hours

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

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

### Unified Teaching (AS)

#### Program Information

If a teaching career in Early Childhood Special Education interests you, Butler is the place for you! The Butler Unified Elementary Education Program will offer courses to fulfill the first two years toward a related licensure program at a four-year college. This program is designed



for dual licensure in the state of Kansas—K-6 Elementary Education and PK-3 Unified (Special) Education--after the successful completion an approved bachelor's degree. Requirements vary at four-year colleges so work with a Butler advisor to ensure a smooth and complete transfer process.

### Contact Information

Shellie Gutierrez

Department Chair

316.322.3291

Office: BOA 5116

sgutier@butlercc.edu

### First Term: 15 Credit Hours

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- CD 122. Principles of Early Childhood Education 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**  
Choose from:
- ED 206. Introduction to Teaching (O, T►) **Credits: 3 ♦ or**
- ED 204. Introduction to the Teaching Profession (T►) **Credits: 2 and ♦**
- ED 207. Field Experience in the Teaching Profession (O, T►) **Credits: 1 ♦**

### Second Term: 15 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- CD 124. Infant and Toddler Development (O) **Credits: 3**
- ED 220. Introduction to Special Education (O) **Credits: 3 ♦**

### Third Term: 14 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- ED 222. Technology in the Classroom (O) **Credits: 3 ♦**
- CD 222. Child Care Administration (O) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

### Fourth Term: 17 Credit Hours

- PS 100. General Physical Science (O, T►) **Credits: 5**
- ED 290. Integrated Learning Through the Arts (O) **Credits: 3 ♦**
- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MA 210. Applied Statistics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61**

## Certificate

### Early Childhood (Certificate)

#### Program Information

This is a vocationally oriented program and includes 30 hours of Early Childhood Education courses. Students may add general education requirements to this certificate and additional early childhood hours to complete an associate's degree. Any exceptions to the list of required courses for this certificate must be approved by the Department Chair of Early Childhood Education, Teresa Thompson, tthompson@butlercc.edu, 316-323-6883.

#### Requirements

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

#### Contact Information

Teresa Thompson

Department Chair

316.323.6883

Office: BOE 1600 Building

tthompson@butlercc.edu

#### First Term: 15 Credit Hours

- CD 122. Principles of Early Childhood Education 1 (O, T►) **Credits: 3**
- CD 124. Infant and Toddler Development (O) **Credits: 3 ♦**
- CD 220. Early Childhood Program and Curriculum Planning **Credits: 3**
- CD 135. Special Needs in Early Childhood **Credits: 3**

Select one: 3 Credit Hours

- CD 213. Licensed Home Day Care Practicum 1  
**Credits: 3 or**
- CD 223. Child Care Practicum 1 **Credits: 3**

**Second Term: 15 Credit Hours**

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

Select one: 3 Credit Hours

- CD 214. Licensed Home Day Care Practicum 2  
**Credits: 3 or**
- CD 224. Child Care Practicum 2 **Credits: 3**

**Total Certificate Pathway Credit Hours: 30**

### **Less than 1-Year programs/certifications**

*Butler Community College does not award certificates for these programs, however students may be eligible to test for industry recognized certifications/credentials upon completion (where applicable). Refer to specific Pathway for more information.*

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

#### **Program Information**

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

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

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

#### **Contact Information**

Teresa Thompson  
Department Chair  
316.323.6883  
Office: BOE 1600 Building  
[tthompson@butlercc.edu](mailto:tthompson@butlercc.edu)

**First Term: 10 Credit Hours**

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

Select one: 3 Credit Hours

- CD 122. Principles of Early Childhood Education 1  
(O, T►) **Credits: 3**
- CD 123. Principles of Early Childhood Education 2  
(O) **Credits: 3**

Select one: 3 Credit Hours

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

**Total Degree Pathway Credit Hours: 10**

## **Health Sciences**

### **Athletic Training (AS)**

#### **Program Information**

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

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

#### **Contact Information**

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

**First Term: 17 Credit Hours**

- HP 275. Introduction to Exercise Science (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- HP 280. Prevention and Care of Athletic Injuries **Credits: 3 ♦**
- HP 183. Field Experience in Athletic Training 1 **Credits: 1**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**

**Second Term: 16 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- HP 279. Sport Psychology **Credits: 3**
- HP 184. Field Experience in Athletic Training 2 **Credits: 1**
- HP 285. Assessment of Lower Extremity Injuries **Credits: 2 ♦** (SP 2021)
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**

**Third Term: 15 Credit Hours**

- HP 278. Sport Nutrition (O, T►) **Credits: 3 ♦**
- HP 220. Healthy Living (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

- HP 283. Field Experience in Athletic Training 3  
**Credits: 1**

**Fourth Term: 15 Credit Hours**

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- HP 286. Assessment of Upper Extremity Injuries **Credits: 2 ♦**
- HP 284. Field Experience in Athletic Training 4  
**Credits: 1**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 63**

**Exercise Science (AS)**

**Program Information**

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

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

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

Butler's Department of Human Performance 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 that include: Muscle Pump, Fitness Circuit, Zumba, Yoga, Pilates, Karate, Rock Climbing, Bowling and Archery. And Fitness for Life. Degree Program tracks include Exercise Science and Athletic Training.

**Contact Information**

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

**First Term: 16 Credit Hours**

- HP 275. Introduction to Exercise Science (O, T►) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- HP 220. Healthy Living (O, T►) **Credits: 3**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**

**Second Term: 16 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- HP 279. Sport Psychology **Credits: 3 ♦**
- BS 160. General Psychology (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**

**Third Term: 14 Credit Hours**

- HS 131. US History 1 (O, T►) **Credits: 3**
- HP 278. Sport Nutrition (O, T►) **Credits: 3 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Fourth Term: 16 Credit Hours**

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- HP 299. Field Experience in Exercise Science **Credits: 2**
- PH 143. General Physics 1 (T►) **Credits: 5**
- HP 225. Principles of Personal Training **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 62**

## Health Sciences Meta Major (AS)

### Contact Information

Christy Streeter

Dean, Health, Education, and Public Services

316.322.3146

Office: BOE, 15245

cstreeter1@butlercc.edu

### Health Sciences Common Core Courses Credits: 36-38

- PD 123. Engaging in Health Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- PH 143. General Physics 1 (T►) **Credits: 5**

Select one: 5 Credit Hours

- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

### Pathways - Credits 25

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

- Athletic Training (AS)
- Exercise Science (AS)
- Pre-Nursing/Health Science (AS)
- Pre-Physical Therapy (AS)
- Pre-Physician Assistant (AS)
- Sport Management (AS)

### Total Degree Pathway Credit Hours: 61-63

## Nursing (AAS)

### Program Information

This program will prepare you for licensure and practice as a registered nurse. Butler nursing graduates are highly recruited by area hospitals and clinics.

### Prior to Admission

Students must make a separate application to the Nursing Program. Check deadline dates for application and admission requirements. Be sure to follow the Nursing Program Selective Admission Policy.

The Nursing Department supports the Kansas Nursing Articulation Plan and provides the opportunity for advanced placement of the licensed practical nurse into the second level of the associate degree in nursing curriculum. Validation of current Kansas LPN license and LPN IV certification is required. Visit our Web site at <http://www.butlercc.edu/nursing/> for more information on Advanced Placement.

Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program.

The LPN option is available only as part of the RN curriculum; There is not a separate LPN program or applicant selection process.

\*Anatomy, Physiology and Microbiology must have been completed within 5 years of admission into the program of nursing.

\*\*All NR courses must be completed with a grade of C or better. If a student fails one or both NR courses that are offered simultaneously, 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 simultaneous NR courses again. All NR courses within one semester must be successfully completed in order to progress to the next level.

### Additional Costs

Nursing student fees are assessed each term of the nursing program, including liability insurance, lab supplies, and digital resources such as Kaplan and Evolve e-books and resources. Students are responsible for cost of uniforms, testing software, a senior fee, 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.
5. The nursing student is required to maintain health insurance and provide proof of health insurance prior to and during participation in clinical.

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 <https://ksbn.kansas.gov/wp-content/uploads/NPA/74-1112.pdf>

- Qualifications for writing the state board licensure examinations. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
- Grounds for disciplinary action/denial of license <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1120.pdf>

Crimes against persons

[http://www.kslegislature.org/li/b2017\\_18/statute/021\\_000\\_0000\\_chapter/021\\_054\\_0000\\_article/](http://www.kslegislature.org/li/b2017_18/statute/021_000_0000_chapter/021_054_0000_article/)

#### **Accreditation**

Accreditation Commission for Education of Nursing  
3343 Peachtree Rd NE, Suite 850

Atlanta, GA 30326

404-975-5000

[www.acenursing.org](http://www.acenursing.org)

Kansas State Board of Nursing

Landon State office Building

900 SW Jackson Street, Suite 1051

Topeka, KS 66612-1230

Main: 785-296-4929

Fax: 785-296-3929

[www.ksbn.org](http://www.ksbn.org)

#### **Contact Information**

Kerri Smith

Administrative Assistant

316.322.3140

Office: BOE 1500

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

Michele Ridder, MSN, APRN, FNP-BC

Curriculum Chair

316.322.3367

Office: BOE, Bldg 1500

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

Caleb Ediger, DNP, RN

Associate Dean of Nursing and Allied Health

316.218.6223

Office: BOE, 15242

[cediger1@butlercc.edu](mailto:cediger1@butlercc.edu)

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

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BI 240. Anatomy and Physiology (T►) **Credits: 5 ♦**
- BS 160. General Psychology (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**

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

- NR 101. Health Assessment for the Practice of Nursing **Credits: 3 ♦**
- NR 116. Professional Nursing 1 **Credits: 1**  
(Note: 1<sup>st</sup>-8 weeks, NR101 and NR116 must be taken together.)
- NR 102. Patient Centered Care (PCC) 1: Foundations **Credits: 4 ♦**
- NR 161. Pharmacology for Nursing 1 (O) **Credits: 1**  
(Note: 2<sup>nd</sup>-8 weeks, NR102 and NR161 must be taken together.)
- BI 231. Pathophysiology (O) **Credits: 4**

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

- NR 122. Patient Centered Care (PCC) 2: Common, Acute and Chronic Health Problems **Credits: 7 ♦**
- NR 262. Pharmacology for Nursing 2 (O) **Credits: 2**  
(Note: 1<sup>st</sup>-8 weeks, NR122 and NR262 must be taken together.)
- NR 117. Professional Nursing 2 **Credits: 1**  
(Note: 2<sup>nd</sup>-8 weeks, NR117 and NR122 must be taken together.)
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- AH 111. Therapeutic Nutrition (O) **Credits: 3**

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

- NR 243. Patient Centered Care (PCC) 3: Complex Physical and Mental Health Problems **Credits: 7 ♦**
- NR 263. Pharmacology for Nursing 3 (O) **Credits: 1**  
(Note: 1<sup>st</sup>-8 weeks, NR243 and NR263 must be taken together.)
- NR 218. Professional Nursing 3 **Credits: 1**  
(Note: 2<sup>nd</sup>-8 weeks, NR 218 and NR243 must be taken together.)
- BI 250. Microbiology **Credits: 5**

#### **Fifth Term: 12 Credit Hours**

- NR 244. Patient Centered Care (PCC) 4: Multisystem or Emergent Health Problems **Credits: 5 ♦**
- NR 246. Concept Synthesis **Credits: 4 ♦**

Select one: 3 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 69**

## **Pre-Nursing/Health Sciences (AS)**

### **Program Information**

This program will provide preparation for many health care professions. The Pre-Nursing/Health Science Degree offers the prerequisites required for health care professional degrees offered at Butler and beyond. Students planning to apply to Butler's Nursing program will be enrolled as a Pre-Nursing/Health Science Major, but will only be required to take the four required prerequisites (English Comp 1-EG 101 , College Algebra-MA 135 , Anatomy and Physiology-BI 240 or BI 226 /BI 227 , General Psychology-BS 260 ) to be considered for admission into the nursing program. Students should work closely with a Butler Academic Advisor to determine how the courses within this degree will apply to Butler and other institutions' professional health care programs. Prerequisite requirements for Butler's Nursing program: Students planning to apply to Butler's Nursing program are only required to take the courses designed with a (\*) to meet required nursing prerequisites to be considered for admission.

### **Contact Information**

Caleb Ediger, DNP, RN  
Associate Dean of Nursing and Allied Health  
316.322.6223  
Office: BOE, 15242  
cediger1@butlercc.edu

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

- PD 123. Engaging in Health Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3 ♦ \***
- BS 160. General Psychology (O, T►) **Credits: 3 \***
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5 or**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 135. College Algebra (O, T►) **Credits: 3 \***

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

- BI 240. Anatomy and Physiology (T►) **Credits: 5 ♦ \***
- AH 111. Therapeutic Nutrition (O) **Credits: 3**
- HP 190. Fitness for Life (O) **Credits: 2**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**

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

- MA 210. Applied Statistics (O, T►) **Credits: 3**
- BI 250. Microbiology **Credits: 5 ♦**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

### **Fourth Term: 16-25 Credit Hours**

- BI 231. Pathophysiology (O) **Credits: 4 ♦**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**

Select one: 3-12 Credit Hours

- AH 122. Nurse Aide **Credits: 5**
- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3**
- FS 212. Emergency Medical Technician (EMT) **Credits: 12**
- NR 245. Pharmacology (O) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-70**

## **Pre-Physical Therapy (AS)**

### **Program Information**

The pre-physical therapy pathway will prepare you to enter a bachelor's degree program in pre-physical therapy and successful completion assures the student a strong foundation for further study in chemistry and physics related fields as well. This degree is for students planning to pursue a Doctorate of Physical Therapy degree. Do you like to help people? Do you like working directly with patients? Do you want to have flexibility in the hours and locations where you work? Would you like to enter a profession which is highly in demand and has great job stability? Physical therapists provide services that help improve mobility, restore function, relieve pain and prevent or limit permanent physical disabilities of patients with injuries or disease. They work closely with patients and clients to restore, maintain and promote their overall fitness and wellness for healthier and more active lifestyles. Physical Therapists practice in a variety of settings including hospitals, schools, home health agencies, sports and fitness facilities and outpatient clinics.

### **Contact Information**

Matt Sanders  
Department Chair  
316.322.3395  
Office: BOE 500, Rm 501  
msanders4@butlercc.edu

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

- BI 110. General Biology (O, T►) **Credits: 5 ♦ or**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 135. College Algebra (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

**Second Term: 17 Credit Hours**

- BS 160. General Psychology (O, T►) **Credits: 3 ♦**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- MA 140. Trigonometry (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Third Term: 14 Credit Hours**

- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3**
- PH 143. General Physics 1 (T►) **Credits: 5 ♦**

**Fourth Term: 16 Credit Hours**

- PH 146. General Physics 2 (T►) **Credits: 5 ♦**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 63**

**Pre-Physician Assistant (AS)****Program Information**

The pre-physician assistant pathway will prepare you to pursue a higher degree to become a Physician Assistant. According to U.S. News & World Report (2013), physician assistant is one of the Top 15 Best Jobs in America.

Physician assistants, also known as PAs, practice medicine on teams with physicians, surgeons, and other healthcare workers. They examine, diagnose, and treat patients. PAs may be the principal care providers in rural or inner-city clinics and confer with the supervising physicians and other medical professionals as needed or as required by law. PAs also may make house calls or go to hospitals and long-term care facilities to check on patients and report back to the physician. They are trained to function in a variety of settings including clinics, hospitals, emergency departments, armed services, and federal and state agencies.

**Contact Information**

Matt Sanders  
Department Chair  
316.322.3395  
Office: BOE 500, Rm 501  
msanders4@butlerccc.edu

**First Term: 16 Credit Hours**

- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 135. College Algebra (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

**Second Term: 19 Credit Hours**

- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5 ♦**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- BS 160. General Psychology (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Third Term: 14 Credit Hours**

- PH 143. General Physics 1 (T►) **Credits: 5 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- AH 201. Health Professions Medical Terminology 1 (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**

**Fourth Term: 13 Credit Hours**

- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 62**

**Sport Management (AS)****Program Information**

Butler's Sport Management Pathway prepares the student planning to pursue a degree to work in the sports industry in a variety of roles including Sport Administration, Marketing, Sales, Recreation, Event Management and Logistics. The student learning continues beyond the classroom, enabling students to gain real world experience serving in a variety of roles for Butler Grizzly athletic events.

As the student moves on to a 4-year program, areas of focused study may include, but are not limited to:

Sport Management	Public Recreation
Children and Family	Fitness Club Management
Commercial Recreation	Outdoor Leadership
Outdoor Recreation	Youth at Risk

Career opportunities for Sport Management positions are found in university and professional sports including Sport Marketing, Athletic Administration, Sport Facility Management, Public Recreation Administration, Special Event Development, and Commercial Recreation Enterprise.

### Contact Information

Matt Sanders, Department Chair  
316.322.3395

Office: BOE 500, Rm 501  
msanders4@butlercc.edu

#### First Term: 15 Credit Hours

- MA 135. College Algebra (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- HP 231. Introduction to Sport Management (O) **Credits: 3 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- HP 279. Sport Psychology **Credits: 3 ♦**
- Lab Science Requirement: 4-5 Credit Hours
- BS 105. Sociology (O, T►) **Credits: 3**
- HP 232. Sport Management Practicum **Credits: 3**

#### Third Term: 15 Credit Hours

- HP 275. Introduction to Exercise Science (O, T►) **Credits: 3 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- MC 161. Introduction to Mass Communications (O, T►) **Credits: 3**
- MC 162. Reporting 1 **Credits: 3**

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

#### Fourth Term: 15 Credit Hours

- BA 140. Introduction to Marketing (O) **Credits: 3 ♦**
- BA 220. Business Ethics (O) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**

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

### Less than 1-Year programs/certifications

*Butler Community College does not award certificates for these programs, however students may be eligible to test for industry recognized certifications/credentials upon completion (where applicable). Refer to specific Pathway for more information.*

#### Advanced Emergency Medical Technician (AEMT) Program Information

An Advanced Emergency Medical Technician (AEMT) provides advanced emergency medical care for patients. An AEMT is a part of a comprehensive Emergency Medical Services (EMS) Response Team and operates under medical oversight. Once you obtain AEMT certification you will be able to work in an ambulance or in an emergency department of a facility. An AEMT must obtain 250 hours of EMS Field Internship, 96 hours of hospital ED clinicals and be able to perform specific skills, including, intravenous application, distribution of medication, EKG Facilitation and Interpretation. Butler instructors provide you with practical experience and training in this in-demand job.

#### Accreditation

State of Kansas Board of EMS Approval

#### Requirements

Provide valid State of Kansas EMT Certification and up to date immunization records. Students must have a specific background check. Previous background checks will not meet this requirement, unless done through BCC within a year of starting class. Some felony criminal convictions may prevent the student from participating in course clinicals and field internship and taking the state and national certification exams.

#### Additional Costs

State application, lab fee cost associated with on-campus lab (does include uniform shirt), background check, immunization updates, Uniform i.e. boots and pants, practical and didactic exam fees.

#### Related Programs

EMT is a prerequisite for Paramedic programs and AEMT. A Butler/Cowley partnership allows students to complete an AAS Degree at the Butler of Andover Campus.

#### Contact Information

Evan Seiwert  
Department Chair, Fire and EMS  
Office: BOE, Bldg 2600  
eseiwert@butlercc.edu  
316.218.6148

#### Required Courses (courses run concurrently)

- FS 255. Advanced Emergency Medical Technician (AEMT) **Credits: 10**
- FS 256. Advanced Emergency Medical Technician (AEMT)-Field Internship **Credits: 10**

**Program credits: 20**



### **Butler/Cowley Partnership Paramedic Program Information**

Successful completion of these classes allows the student to challenge the registry examination to become certified as a Kansas and National EMT.

#### **Accreditation**

State of Kansas Board of EMS Approval

#### **Additional Costs**

Lab fee cost associated with on campus lab, immunization update and physical examination, uniform, and state application, preparatory exams fees.

#### **Contact Information**

Evan Seiwert

Department Chair, Fire and EMS

Office: BOE, Bldg 2600

eseiwert@butlercc.edu

316.218.6148

Chris Cannon

EMS Program Director

Office: Winfield Center

1406 East 8th Avenue, Winfield, KS 67156

Phone: 620-229.5985

Email: Chris.Cannon@cowley.edu

#### **Required Courses**

- FS 212. Emergency Medical Technician (EMT) **Credits: 12**  
In addition to completing FS212 Emergency Medical Technician (EMT) at Butler Community College, the remaining prerequisite courses are:
- BS 105. Sociology (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

#### **Lab Science 4-5 Credit Hours**

- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**  
*and*
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**  
*or*
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

#### **Program credits: 22-23**

### **Emergency Medical Technician**

#### **Program Information**

Successful completion of this one course allows the student to challenge the registry examination to become certified as a Kansas and National EMT.

#### **Requirements**

A score at a pre-determined level in reading, writing and math on a placement instrument.

Students must be 17 years old to attend class and 17 in Kansas, 18 for National Certification, to become certified as EMT. Students must have a specific background check. Previous background checks will not meet this requirement.

Some felony criminal convictions may prevent the student from taking the state and national certification exams.

EMT is a prerequisite for MICT paramedic.

The following documents must be on file AND

COMPLETE prior to the date specified in the course

syllabus. These health documents are to be sent directly to Butler College Health Services at 901 S. Haverhill Road, El Dorado, KS 67042. FAX 316-323-6850.

1. A Butler Department of EMS Education Health Record (physical exam form) completed and signed by a health care provider demonstrating compliance with the clinical facility requirements.
2. The Health Record includes verification of two-step TB skin test. The immunization record also includes a Tdap, two MMR's, Varicella (chickenpox), and the Hepatitis B series or signed refusal form. Butler College Health Services can do physicals and immunizations if needed. For an appointment (required), call Butler of El Dorado (BOE) College Health Service at 733-3371, 322-3371, 323-6829, or 323-6934. Or Butler of Andover (BOA) College Health Service phone at 218-6282 or 322-3371, or 733-33713.

#### **Contact Information**

Evan Seiwert

Department Chair, Fire and EMS

Office: BOE, Bldg 2600

eseiwert@butlercc.edu

316.218.6148

#### **Required Course**

- FS 212. Emergency Medical Technician (EMT) **Credits: 12**

#### **Program credits: 12**

### **Home Health Aide**

#### **Program Information**

Must be active in the Kansas Certified Nurse Aide Registry. Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316-322-3163 El Dorado or 316-218-6259 Andover. Your Butler experience will prepare you to adapt basic healthcare services to clients in their own homes under the supervision of a registered nurse.

#### **Accreditation**

Course approved by KDADS.

#### **Contact Information**

Caleb Ediger, DNP, RN

Associate Dean of Nursing and Allied Health

316.218.6223

Office: BOE, 15242

cediger1@butlercc.edu

Required Course

- AH 117. Home Health Aide (O) **Credits: 2**

#### **Program credits: 2**

Certification of completion as approved by KDADS.

## **Medication Aide**

### **Program Information**

The student must be active in the Kansas Certified Nurse Aide Registry. After successful completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide Test which is required for work as Certified Medication Aide. Student must have a TB skin test, current within one year and a statement of good health.

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

### **Prerequisite**

- Must be a Certified Nurse Aide (CNA) in Kansas (active), or
- Completed AH122 Nurse Aide for Kansas Nursing Homes with a C or better.
- Student must be 18 years or older by the last day of class to enroll in this course.
- Receive a score at a predetermined level on a placement instrument. See an advisor for details.

### **Additional Costs**

Additional lab fees will be assessed to each program course and subject to change

### **Contact Information**

Caleb Ediger, DNP, RN  
Associate Dean of Nursing and Allied Health  
316.218.6223  
Office: BOE, 15242  
cediger1@butlercc.edu

### **Required Courses**

- AH 120. Certified Medication Aide **Credits: 5**

### **Related Courses**

- AH 123. Medication Aide Update (O) **Credits: 1**

### **Note**

\*The AH 123-Medication Aide Update course is required every two years for certificate renewal for Continuing Education for the CMA.

### **Requirement for KDADS Certification**

### **Nurse Aide**

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

### **Program Information**

Nurse Aide is the basic course for paraprofessionals. This person might also be called a geriatric aide, nurse's aide, nursing attendant, nursing assistant or patient care assistant. A Certified Nurse Aide CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. The CNA course at Butler is a total of 104 clock hours which includes classroom lecture and discussion, practice of skills in the learning lab and clinical experience in a nursing home. After successful completion of all class components, the student is eligible to take the state exam and is "certified" by the KDADS.

## **Additional Costs**

Textbook and workbook bundle, physical examination and TB skin test, state exam, uniforms, and watch with second hand. Additional lab fees will be assessed to each program course and subject to change.

### **Contact Information**

Caleb Ediger, DNP, RN  
Associate Dean of Nursing and Allied Health  
316.218.6223  
Office: BOE, 15242  
cediger1@butlercc.edu

### **Required Courses**

- AH 122. Nurse Aide **Credits: 5**

### **Related Courses**

- AH 150. CNA Refresher: Topics on Aging for Long Term Care **Credits: 1**  
(\*Requirement of KDADS to reactivate the CNA certificate.)

## **Operator Training for Assisted Living**

### **Program Information**

Your Butler experience will prepare you to be an operator of assisted living facilities, residential healthcare facilities, home plus and adult day care facilities. Upon completion of the course, the student is eligible to take the state exam given by KDADS.

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

### **Prerequisite for enrollment**

Kansas requires validation of:

- Option A: Official transcript of a Baccalaureate degree in any area of study
- Option B: Official transcript of an Associate's degree in a relevant field as determined by Health Occupations Credentialing
- Option C: Official transcript of a high school diploma or equivalent, with one year relevant experience required by Health Occupations Credentialing or department approval.

### **Hints for successful completion**

Experience in long term care will be beneficial.

### **Additional costs**

Additional lab fees will be assessed to each program course and subject to change

### **Contact Information**

Caleb Ediger, DNP, RN  
Associate Dean of Nursing and Allied Health  
316.218.6223  
Office: BOE, 15242  
cediger1@butlercc.edu

### Required Course

- AH 225. Operator Training for Assisted Living.  
**Credits: 3**

### Program credits: 3

Certification of completion as approved by KDADS

### Patient Care Pathways

BUTLER CERTIFICATION OF COMPLETION  
KANSAS DEPT FOR AGING AND DISABILITY  
SERVICES (KDADS) CERTIFICATION (CNA)

### Program Information

There is high demand for supportive allied health occupations. The Patient Care Pathways Certificate will develop the skills nurse aides need for successful employment in Hospitals and Medical Centers. Following completion, the nurse aide assumes an expanded role as a "patient care assistant" or "nurse aide tech," (local terminology).

(•) Nurse Aide (AH 122) is a prerequisite to AH 125, all other courses may be taken concurrently. The courses are rigorous and demand study and preparation time outside of the required course hours.

The student should have a general knowledge of popular software applications including word processing, database management and the Windows system.

Certificate students must have a physical examination, verification of immunizations and test free from Tuberculosis. The student must have a specified background check before the acute care clinical experience.

### Additional Costs

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

### Contact Information

Caleb Ediger, DNP, RN

Associate Dean of Nursing and Allied Health

316.218.6223

Office: BOE, 15242

cediger1@butlercc.edu

### Required Courses

- AH 122. Nurse Aide **Credits: 5**
- AH 125. Nurse Aide II-Acute Care Environment  
**Credits: 2**
- AH 126. Nurse Assistant Success Skills **Credits: 2**
- AH 130. Basic Life Support for Health Care Professionals **Credits: 0.5**
- AH 201. Health Professions Medical Terminology 1  
(O, T►) **Credits: 3**

**Program credits: 12.5**

## Humanities, Social and Behavioral Sciences

### Economics (AA)

### Program Information

Economics is about choice and the impact of those choices on individuals and society. The field relates to the decisions made as individuals and the structures created by governments and firms. Studying the economic way of thinking can provide the student with the ability to make better choices and become an informed citizen. Butler Community College's Economics Department offers classes in Microeconomics, which focuses on the small economy of individuals and businesses; Macroeconomics, which focuses on the large economy of the government and the Federal Reserve; and Engineering Economics, which focuses on economic principles and their application to engineering projects.

### Contact Information

Noreen Templin

Department Chair

316.322.3165

Office: BOE 804C

ntemplin@butlercc.edu

### First Term: 16 Credit Hours

- PD 127. Engaging in Social and Behavioral Sciences  
(O) **Credits: 1**
- MA 135. College Algebra (O, T►) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►)  
**Credits: 3**

### Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- MA 140. Trigonometry (O, T►) **Credits: 3 ♦**
- MA 148. Calculus with Applications (O, T►)  
**Credits: 3 ♦**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►)  
**Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►)  
**Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

### **Third Term: 14-16 Credit Hours**

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3 ♦**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3 ♦**

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

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

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3 ♦**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 211. British Literature 1: Origins-1784 **Credits: 3**
- LT 212. British Literature 2: 1784 to Present (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**

- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- LT 218. Shakespeare **Credits: 3**

Free Elective Credits: 3 (See an advisor)

**Total Degree Pathway Credit Hours: 61-65**

### **Economics (AS)**

#### **Program Information**

Economics is about choice and the impact of those choices on individuals and society. The field relates to the decisions made as individuals and the structures created by governments and firms. Studying the economic way of thinking can provide the student with the ability to make better choices and become an informed citizen. Butler Community College's Economics Department offers classes in Microeconomics, which focuses on the small economy of individuals and businesses; Macroeconomics, which focuses on the large economy of the government and the Federal Reserve; and Engineering Economics, which focuses on economic principles and their application to engineering projects.

#### **Contact Information**

Noreen Templin  
Department Chair  
316.322.3165  
Office: BOE 804C  
ntemplin@butlercc.edu

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

- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- MA 135. College Algebra (O, T►) **Credits: 3 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- MA 140. Trigonometry (O, T►) **Credits: 3 ♦**
- MA 148. Calculus with Applications (O, T►) **Credits: 3 ♦**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**

- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

### **Third Term: 15-17 Credit Hours**

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3 ♦**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3 ♦**

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

Select one: 3 Credit Hours

- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**

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

- BA 204. Managerial Accounting (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3 ♦**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3 ♦**

Select: 10-11 Credit Hours

- BA 245. Advanced Computer Applications (O) **Credits: 3**
- BE 165. Introduction to Word (O) **Credits: 1**
- BE 170. Introduction to Excel (O) **Credits: 1**
- BE 175. Presentation Graphics (O) **Credits: 3**
- BE 180. Introduction to Access (O) **Credits: 1**
- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- Any Physical Activity Course: Credits 1-3

**Total Degree Pathway Credit Hours: 61-65**

### **English/Literature (AA)**

#### **Program Information**

Butler's composition and literature classes will help you further develop your skills as a writer by teaching you how to compose, proofread, and edit your own work. You will also learn how to analyze and evaluate other texts in

your writing. Literature classes offer you a broad literary selection and also provide an opportunity to discuss the events and conflicts of life. Whatever your major, Butler's English and literature courses will help you build a solid communications foundation. Butler students also have the opportunity to become published authors through two internal publications: *The Quill* and *Scan*.

#### **Contact Information**

Jim Buchhorn

Department Chair

316.323.3327

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

- PD 124. Engaging in the Humanities (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3 ♦**

- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### **Second Term: 14 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3 ♦**
- LT 204. Introduction to Poetry (O) **Credits: 3 ♦**
- LT 211. British Literature 1: Origins-1784 **Credits: 3 ♦**
- LT 212. British Literature 2: 1784 to Present (O) **Credits: 3 ♦**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3 ♦**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3 ♦**
- LT 235. Ethnic and Minority Literature **Credits: 3 ♦**

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

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

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3 ♦**
- LT 204. Introduction to Poetry (O) **Credits: 3 ♦**
- LT 211. British Literature 1: Origins-1784 **Credits: 3 ♦**
- LT 212. British Literature 2: 1784 to Present (O) **Credits: 3 ♦**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3 ♦**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3 ♦**
- LT 235. Ethnic and Minority Literature **Credits: 3 ♦**

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**

### **Fourth Term: 15-19 Credit Hours**

Select one: 3 Credit Hours

- LT 204. Introduction to Poetry (O) **Credits: 3 ♦**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3 ♦**

Select one: 3-5 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- EG 104. Creative Writing (O, T►) **Credits: 3**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**
- FL 201. Intermediate Spanish (O, T►) **Credits: 5**

Select one: 3 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BA 220. Business Ethics (O) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3 ♦**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3 ♦**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- LT 218. Shakespeare **Credits: 3**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 60-65**

## Foreign Language (AA)

### Program Information

Whether you're taking a foreign language course in an effort to work toward graduation or to assist you in the workplace, Butler is the place to be. Our professors can help you reach your goals with various levels of foreign language instruction. Classes are taught with an emphasis on target-language proficiencies in reading, writing, listening and speaking, as well as cultural understanding. Butler's Foreign Language Department also offers courses to support education and business curriculum.

### Contact Information

Kelsey Harper  
Chair, Foreign Language  
316.323.6725

Office: BOA 5307

kharper3@butlercc.edu

### First Term: 15 Credit Hours

- PD 124. Engaging in the Humanities (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5 ♦**
- FL 109. Beginning German 1 **Credits: 5 ♦**
- FL 111. Beginning Russian 1 (O) **Credits: 5 ♦**
- FL 118. Beginning French 1 (T►) **Credits: 5 ♦**
- FL 127. Beginning Japanese 1 **Credits: 5 ♦**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

### Second Term: 17-19 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- Transfer Gen Ed course Credits: 2-3

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5 ♦**
- FL 110. Beginning German 2 **Credits: 5 ♦**
- FL 112. Beginning Russian 2 (O) **Credits: 5 ♦**
- FL 119. Beginning French 2 (T►) **Credits: 5 ♦**
- FL 128. Beginning Japanese 2 **Credits: 5 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►)

**Credits: 5**

- PS 102. Physical Geology (O, T►) **Credits: 4**

### Third Term: 16-17 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select 3 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- EV 150. Environmental Issues (O, T►) **Credits: 3**
- IP 192. Internship 1.1 (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- FL 201. Intermediate Spanish (O, T►) **Credits: 5 ♦ or**
- Transfer elective course ♦

### Fourth Term: 13-14 Credit Hours

- FL 205. Conversational Spanish 1 **Credits: 3 ♦ or**
- FL 214. Conversational Russian (O) **Credits: 3**

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- LT 218. Shakespeare **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**

- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 61-65**

## History (AA)

### Program Information

History is the gateway subject to many careers including journalism, law, and education. More importantly, a knowledge of history is crucial to becoming a well-prepared and active citizen of the United States and the world. Butler Community College's history program offers courses in U.S. History as well as Western and World Civilization.

### Contact Information

Tim Myers

Department Chair

316.218.6228

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lmyers@butlercc.edu

### First Term: 16 Credit Hours

- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3 ♦**
- HS 131. US History 1 (O, T►) **Credits: 3 ♦**
- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### Second Term: 14 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3 ♦**
- HS 132. US History 2 (O, T►) **Credits: 3 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

### Third Term: 15-19 Credit Hours

- Transfer Gen Ed course Credits: 3 (See an advisor)

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3 ♦**

- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BA 112. Personal Finance (O, T►) **Credits: 3**
- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

### Fourth Term: 16-19 Credit Hours

Select one: 3 Credit Hours

- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HU 100. Humanities: Ancient to Medieval (O) **Credits: 3**
- HU 101. Humanities: Renaissance to Modern (O) **Credits: 3**
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865



- (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- FL 201. Intermediate Spanish (O, T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 61-68**

### **Humanities, Social and Behavioral Science Meta Major (AA)**

#### **Contact Information**

Susan Bradley

Dean, Humanities, Social and Behavioral Sciences

316.323.6725

Office: BOE 226B

sbradley@butlercc.edu

#### **Humanities Common Core Courses: 36-38 Credit Hours**

Select one of these two courses.

- PD 124. Engaging in the Humanities (O) **Credits: 1** or
- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- Any Physical Activity Course Credits: 1-3

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**

- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 5 Credit hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 5 Credit Hours

\*In addition to courses listed below, any FL course numbered 100 or above (except Vocational Spanish).

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

#### **Pathways - Credits: 25**

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

- Economics (AA)
- English/Literature (AA)
- Foreign Language (AA)
- History (AA)
- Philosophy (AA)
- Political Science (AA)
- Psychology (AA)
- Religion (AA)
- Sociology and Social Work (AA)

**Total Degree Pathway Credit Hours: 61-63**

### **Humanities, Social and Behavioral Science Meta Major (AS)**

#### **Contact Information**

Susan Bradley

Dean, Humanities, Social and Behavioral Sciences

316.323.6725

Office: BOE 226B

sbradley@butlercc.edu

#### **Humanities Common Core Courses: 38 Credit Hours**

Select one of these two courses.

- PD 124. Engaging in the Humanities (O) **Credits: 1** or
- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 5 Credit hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- MA 140. Trigonometry (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**

#### **Pathway - Credits: 23**

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

- Economics (AS)
- Psychology (AS)

**Total Degree Pathway Credit Hours: 61**

#### **Liberal Arts (AA)**

##### **Program Information**

Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college of university. This degree allows students to choose elective courses to customize a program of study. Many students begin at Butler as a cost-effective way to complete the first two years of a bachelor's degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for a 2 year and 4 year degree. Prospective teachers should take General Psychology BS 260 and Introduction to Teaching ED 206 . A math course above College Algebra MA 135 may be required at some transfer institutions.

#### **Contact Information**

Susan Bradley

Dean, Humanities, Social and Behavioral Sciences

316.323.6725

Office: BOE 226B

sbradley@butlercc.edu

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

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** or higher ♦

Select one: 1 Credit Hour

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- PD 123. Engaging in Health Sciences (O) **Credits: 1**
- PD 124. Engaging in the Humanities (O) **Credits: 1**
- PD 125. Engaging in Public Service (O) **Credits: 1**
- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- PD 128. Engaging in Information Technology (O) **Credits: 1**
- PD 129. Engaging in Meta Major and Pathways (O) **Credits: 1**
- PD 130. Engaging in Interactive Technology **Credits: 1**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3**
- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 142. State and Local Government (O) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3 ♦**
- Free Elective Credits: 3 (See an Advisor)

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3**
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3**
- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 142. State and Local Government (O) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- PO 226. Introduction to Comparative Politics (T►) **Credits: 3**

- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

FL courses numbered 100 or above

(FL 202 and Vocational Spanish courses will not fulfill this requirement. Exception: AAS Nursing)

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

#### **Third Term: 15-18 Credit Hours**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- BI 250. Microbiology **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PH 252. Physics 2 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3-5 Credit Hours

#### **Fine Arts**

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**

- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### **Humanities**

FL courses numbered 100 or above (FL202 and Vocational Spanish courses will not fulfill this requirement except for the AAS Nursing Degree.)

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

Free Elective Credits: 8 (See and Advisor)

**Fourth Term: 15 Credit Hours of Free Electives**

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

### **Liberal Arts (AGS)**

#### **Program Information**

Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college of university. This degree allows students to choose elective courses to customize a program of study. Many students begin at Butler as a cost-effective way to complete the first two years of a bachelor's degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for a 2 year and 4 year degree. Prospective teachers should take General Psychology BS 260 and Introduction to Teaching ED 206 . A math course above College Algebra MA 135 may be required at some transfer institutions.

#### **Contact Information**

Susan Bradley  
Dean, Humanities, Social and Behavioral Sciences  
316.323.6725  
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sbradley@butlercc.edu

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

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 125. Intermediate Algebra (O) **Credits: 3** (or higher) ♦

Select one: 1 Credit Hour

- PD 121. Engaging in Business and Industry (O) **Credits: 1**

- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- PD 123. Engaging in Health Sciences (O) **Credits: 1**
- PD 124. Engaging in the Humanities (O) **Credits: 1**
- PD 125. Engaging in Public Service (O) **Credits: 1**
- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- PD 128. Engaging in Information Technology (O) **Credits: 1**
- PD 129. Engaging in Meta Major and Pathways (O) **Credits: 1**
- PD 130. Engaging in Interactive Technology **Credits: 1**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3**
- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 142. State and Local Government (O) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- PO 226. Introduction to Comparative Politics (T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### **Second Term: 14-16**

Select one: 3 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

FL courses numbered 100 or above Credits: 5

(FL 202 and Vocational Spanish courses will not fulfill this requirement. Exception: AAS-Nursing)

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

Free Elective Credits: 8 (See an Advisor)

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

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- BI 250. Microbiology **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PH 252. Physics 2 (T►) **Credits: 5**

- PS 100. General Physical Science (O, T►) **Credits: 5**

- PS 102. Physical Geology (O, T►) **Credits: 4**

Free Elective Credits: 12 (See an Advisor)

**Fourth Term: 15 Credit Hours of Free Electives**

**Total Degree Pathway Credit Hours: 61-64**

### **Philosophy (AA)**

#### **Program Information**

Butler's Philosophy courses are designed to expose students to the ideas and principles of philosophical reflection that constitute the foundations of modern Western life and thought, thereby acquainting student with the rich intellectual heritage of our culture. These courses provide students with the opportunity to analyze and critique some of the logical, metaphysical, epistemological, and axiological theories of the Western world's greatest philosophers, thereby helping students to develop their critical thinking skills and increase their understanding of complex issues.

#### **Contact Information**

Regina Turner

Lead Instructor

316.322.3153

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rturner@butlercc.edu

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

- PD 124. Engaging in the Humanities (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3** ♦
- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3** ♦

Select one: 5 Credit Hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

- PS 102. Physical Geology (O, T►) **Credits: 4**

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

- PL 291. Ethics (O, T►) **Credits: 3 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 5 Credit Hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

### **Fourth Term: 12-16 Credit Hours**

- RG 210. Comparative Religions (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 130. Basic Physics 1 (O) **Credits: 5**

- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3-5 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- FL 201. Intermediate Spanish (O, T►) **Credits: 5**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**

**Total Degree Pathway Credit Hours: 60-65**

## **Political Science (AA)**

### **Program Information**

Do you have concerns about what motivates our public officials and how their decisions affect the average citizen? Do you have questions regarding the nature of "who gets what" as national, local and state governments decide issues of taxation, spending and constitutional matters? If so, you probably have at least a moderate interest in political science. Butler offers a variety of courses that probe the workings of the public realm. If you are concerned about what happens "inside the beltway" in Washington, D.C. and its impact on U.S. citizens, Butler offers a course in American Federal Government. If you have questions regarding decisions made in Topeka and other levels of government closer to your home, the course in State and Local Government may best suit your interests. If you have questions about politics in the global environment, consider the course in International Relations.

### **Contact Information**

Tim Myers

Department Chair

316.218.6228

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lmyers@butlercc.edu

### **First Term: 13 Credit Hours**

- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3 ♦**
- MA 135. College Algebra (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3 ♦**
- PO 142. State and Local Government (O) **Credits: 3 ♦**

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**

- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

### **Third Term: 20 Credit Hours**

- SC 120. Principles of Geography (O, T►) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

### **Fourth Term: 17 Credit Hours**

- PO 226. Introduction to Comparative Politics (T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3 ♦**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one or two courses for a minimum of 5 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- FL 201. Intermediate Spanish (O, T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 65-66**

## **Psychology (AA)**

### **Program Information**

Are you interested in why people do the things they do? Psychology is the scientific study of human behavior and mental processes. You will explore various topics including functions of the brain, child development, aging, sexuality, learning, and abnormal behavior. Career fields include therapy, research, teaching, case work, or counselor's aide. Butler's program provides you with the basic courses you will need to transfer to a four-year college or university. 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. Start your career in Psychology with Butler and we will help you find your path.

### **Contact Information**

Cheree Anthony-Encapera  
Department Chair  
316.323.6744  
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santhony@butlercc.edu

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

- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3 ♦**

Select one: 5 Credit Hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- BS 105. Sociology (O, T►) **Credits: 3 ♦**

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

### **Third Term: 15-19 Credit Hours**

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3 ♦**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**
- FL 201. Intermediate Spanish (O, T►) **Credits: 5**

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 260. Developmental Psychology (O, T►) **Credits: 3 ♦**
- BS 270. Child Psychology (O, T►) **Credits: 3 ♦**

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

Select 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3 ♦**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3 ♦**
- BS 110. Contemporary Social Problems (T►) **Credits: 3 ♦**
- BS 115. Substance Abuse Awareness (O) **Credits: 3 ♦**
- BS 210. Marriage and Family (O, T►) **Credits: 3 ♦**
- BS 260. Developmental Psychology (O, T►) **Credits: 3 ♦**
- BS 270. Child Psychology (O, T►) **Credits: 3 ♦**
- EV 150. Environmental Issues (O, T►) **Credits: 3**
- IP 192. Internship 1.1 (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 211. British Literature 1: Origins-1784 **Credits: 3**
- LT 212. British Literature 2: 1784 to Present (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-67**

### **Psychology (AS)**

#### **Program Information**

Are you interested in why people do the things they do? Psychology is the scientific study of human behavior and mental processes. You will explore various topics including functions of the brain, child development, aging, sexuality, learning, and abnormal behavior. Career fields include therapy, research, teaching, case work, or counselor's aide. Butler's program provides you with the basic courses you will need to transfer to a four-year college or university. 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. Start your career in Psychology with Butler and we will help you find your path.



### Contact Information

Cheree Anthony-Encapera  
Department Chair  
316.323.6744  
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santhony@butlercc.edu

#### First Term: 16 Credit Hours

- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3 ♦**
- Transfer Gen Ed course Credits: 3
- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### Second Term: 17 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- BS 105. Sociology (O, T►) **Credits: 3 ♦**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

#### Third Term: 15-19 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- MA 140. Trigonometry (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**

Select 3-5 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- IP 192. Internship 1.1 (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PD 100. Career Readiness (O) **Credits: 1**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

- PO 141. American Federal Government (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3 ♦**
- BS 260. Developmental Psychology (O, T►) **Credits: 3 ♦**
- BS 270. Child Psychology (O, T►) **Credits: 3 ♦**

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

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**

Select one: 4-5 Credit Hours

- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3 ♦**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3 ♦**
- BS 110. Contemporary Social Problems (T►) **Credits: 3 ♦**
- BS 115. Substance Abuse Awareness (O) **Credits: 3 ♦**
- BS 210. Marriage and Family (O, T►) **Credits: 3 ♦**
- BS 260. Developmental Psychology (O, T►) **Credits: 3 ♦**
- BS 270. Child Psychology (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61-65**

### Religion (AA)

#### Program Information

Butler's Religion courses enable students to analyze seven major, living religions of the world through a study of their origins, historical development, literature, principal tenets, and practices. Students are introduced to the sacred writing of these religions and the relationship of these religions to the social and geographical environments from which they emerged. The aim of these courses is the growth of personal and human understanding, the improvement of cross-cultural awareness, and the development of a global perspective.

## Contact Information

Regina Turner  
Lead Instructor  
316.322.3153  
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rturner@butlercc.edu

### First Term: 16 Credit Hours

- PD 124. Engaging in the Humanities (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3 ♦**
- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### Second Term: 15-16 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3 ♦**

Select one: 5 Credit Hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

### Third Term: 17 Credit Hours

- RG 190. New Testament (O, T►) **Credits: 3 ♦**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 5 Credit Hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

### Fourth Term: 13-17 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3 ♦**
- Any Physical Activity Course Credit: 1-3

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**
- BS 260. Developmental Psychology (O, T►) **Credits: 3**
- BS 270. Child Psychology (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

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

## Sociology and Social Work (AA)

### Program Information

What can you do with a career in Sociology or Social Work? Sociology is the scientific study of human society and group behavior. Entry level positions in business,

social service and the government offer you the opportunity to use the skills you have learned in dealing with people. Our sociology program will provide you with the first two years of courses designed to transfer to college or university. You can use your degree in sociology as a broad liberal arts base for a profession in education, law, medicine and social work. A bachelor's degree in sociology is excellent preparation for continuing your graduate work to become a professor or researcher. If you are interested in understanding how social groups, organizations, cultures, communities and different societies work, then Butler's sociology curriculum will fit your needs.

### Contact Information

Cheree Anthony-Encapera

Department Chair

316.323.6744

Office: BOE 15138

santhony@butlercc.edu

### First Term: 15 Credit Hours

- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3 ♦**
- MA 135. College Algebra (O, T►) **Credits: 3**

Select one: 5 Credit hours

- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- FL 109. Beginning German 1 **Credits: 5**
- FL 111. Beginning Russian 1 (O) **Credits: 5**
- FL 118. Beginning French 1 (T►) **Credits: 5**
- FL 127. Beginning Japanese 1 **Credits: 5**

### Second Term: 18 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- BI 110. General Biology (O, T►) **Credits: 5**
- BS 160. General Psychology (O, T►) **Credits: 3 ♦**
- HP 190. Fitness for Life (O) **Credits: 2**

Select one: 5 Credit hours

- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- FL 110. Beginning German 2 **Credits: 5**
- FL 112. Beginning Russian 2 (O) **Credits: 5**
- FL 119. Beginning French 2 (T►) **Credits: 5**
- FL 128. Beginning Japanese 2 **Credits: 5**

### Third Term: 15-17 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 107. Women and Gender Studies (O, T►) **Credits: 3**
- BS 115. Substance Abuse Awareness (O) **Credits: 3**
- BS 210. Marriage and Family (O, T►) **Credits: 3**

- BS 270. Child Psychology (O, T►) **Credits: 3**
- FL 201. Intermediate Spanish (O, T►) **Credits: 5**

Select one: 3 Credit Hours

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 110. Contemporary Social Problems (T►) **Credits: 3 ♦**
- BS 210. Marriage and Family (O, T►) **Credits: 3 ♦**
- SW 102. Introduction to Social Work (O, T►) **Credits: 3 ♦**

### Fourth Term: 15-17 Credit Hours

- BS 260. Developmental Psychology (O, T►) **Credits: 3 ♦**

Select one: 3-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Select 3 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- EV 150. Environmental Issues (O, T►) **Credits: 3**
- IP 192. Internship 1.1 (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60-64**

## Science, Engineering, and Math

### Biology (AS)

#### Program Information

The Associate in Science in biological science is designed for students planning to seek to transfer to a four-year college and requires a minimum of 20 credit hours in requirements in addition to the general education requirements. Are you curious about the living world

around you? Enroll in the Butler Biological Science programs and prepare for a bright future in the fields of healthcare, environmental, biological sciences and veterinary medicine. Covering the breadth of microbiology to human physiology to environmental sciences, from the smallest organisms to our human world and ties that connect them all, the biological sciences describe how the living world works. The science of life is relevant to us all.

### Contact Information

Lindsey Fields  
Department Lead  
316.218.6279  
Office: BOA, Room 5267  
lcarter13@butlercc.edu

### First Term: 16 Credit Hours

- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)

### Second Term: 16 Credit Hours

- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5 ♦**
- CH 115. College Chemistry 2 (T►) **Credits: 5 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### Third Term: 14 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 5 Credit hours

- CH 240. Organic Chemistry 1 **Credits: 5 ♦**
- PH 143. General Physics 1 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

### Fourth Term: 14 Credit Hours

Select 3 Credit Hours

- Transfer Gen Ed Courses *or*
- PD 100. Career Readiness (O) **Credits: 1**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**

Select one: 5 Credit hours

- CH 245. Organic Chemistry 2 **Credits: 5 ♦**
- PH 146. General Physics 2 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- LT 204. Introduction to Poetry (O) **Credits: 3**
- LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

### Chemistry (AS)

#### Program Information

Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics program. When you join this academic area you will not only learn the theories but the practical applications in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls. The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 28 credit hours of the following course requirements in addition to the general education requirements.

#### Contact Information

Dani Anthony  
Lead Instructor  
316.218.6275  
Office: BOA 5402  
danthony@butlercc.edu

### First Term: 17 Credit Hours

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Second Term: 16 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Third Term: 16 Credit Hours**

- CH 240. Organic Chemistry 1 **Credits: 5 ♦**
- MA 253. Calculus 3 with Analytic Geometry **Credits: 3**
- PH 251. Physics 1 (T►) **Credits: 5**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

**Fourth Term: 13 Credit Hours**

- CH 245. Organic Chemistry 2 **Credits: 5 ♦**
- PH 252. Physics 2 (T►) **Credits: 5**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 62**

## **Engineering Technology (AS)**

### **Program Information**

Butler's Engineering Technology Program prepares students with a wide variety of classes. The Associate of Science degree option focuses on preparing student interested in pursuing a four-year engineering or technical degree while offering them more hands-on time on modern technical equipment. Combining courses in Engineering Graphics and Manufacturing, the Engineering Technology student is prepared for entry into graphics-intensive fields such as Petroleum, Civil, Architectural, or even Manufacturing Engineering. For specific information about enrollment or transfer arrangements, please contact an Academic Advisor.

### **Prior to Admission**

Appropriate placement scores, see an advisor for details.

## **Contact Information**

Daniel Higdon  
Department Chair  
316.218.6135  
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dhigdon@butlercc.edu

**First term: 16 Credit Hours**

- EN 101. Engineering Graphics 1 **Credits: 3 ♦**
- EN 115. Engineering Concepts **Credits: 2**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

**Second Term: 14 Credit Hours**

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- EN 102. Engineering Graphics 2 **Credits: 3 ♦**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Third Term: 17 Credit Hours**

- EN 201. Materials and Processes of Industry **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3 ♦**
- ID 223. Beginning C++ with Game Programming (O) **Credits: 3**
- PH 143. General Physics 1 (T►) **Credits: 5**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Fourth Term: 14 Credit Hours**

- CH 110. College Chemistry 1 (T►) **Credits: 5**
- EN 212. Electric Circuits **Credits: 3 ♦**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- CJ 102. Introduction to Criminal Justice (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61**

## **Food Science Business (AS)**

### **Program Information**

The program is designed for students planning to seek to transfer to a four-year college. Food science business students will learn how chemistry, nutrition, biology and other sciences improve the safety and quality of foods, how new food products and flavors are developed, and how safer and more energy efficient food processes are designed.

### Contact Information

Derek Foust  
Department Chair  
316.218.6859  
Office: BOE 1412  
dfoust2@butlercc.edu

#### First Term: 15 Credit Hours

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### Second Term: 14 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- AG 213. Introduction to Food Science (O) **Credits: 3 ♦**

#### Third Term: 15 Credit Hours

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HP 278. Sport Nutrition (O, T►) **Credits: 3**
- BA 130. Financial Accounting (O, T►) **Credits: 4 ♦**

Select one: 5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**

#### Fourth Term: 17 Credit Hours

- BA 204. Managerial Accounting (O, T►) **Credits: 3**
- BI 250. Microbiology **Credits: 5 ♦**
- BS 105. Sociology (O, T►) **Credits: 3**
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61**

### Food Science Technology (AS)

#### Program Information

The program is designed for students planning to seek to transfer to a four-year college. Food science technology students will learn how chemistry, nutrition, biology and other sciences improve the safety and quality of foods, how new food products and flavors are developed, and how safer and more energy efficient food processes are designed.

### Contact Information

Derek Foust  
Department Chair  
316.218.6859  
Office: BOE 1412  
dfoust2@butlercc.edu

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

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**

Select one: 3-5 Credit Hours

- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- AG 213. Introduction to Food Science (O) **Credits: 3 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- CH 115. College Chemistry 2 (T►) **Credits: 5 ♦**
- Transfer Gen Ed course **Credits: 2-3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

#### Third Term: 14-16 Credit Hours

- HP 278. Sport Nutrition (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**

Select one: 5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5 ♦**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5 ♦**

Select one: 3-5 Credit Hours

- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

#### Fourth Term: 16 Credit Hours

- PH 143. General Physics 1 (T►) **Credits: 5**
- BI 250. Microbiology **Credits: 5 ♦**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

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

### Liberal Arts (AS)

#### Program Information

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. Prospective teachers should take General Psychology BS 260 and Introduction to Teaching ED 206. A math course above College Algebra MA 135 may be required at some transfer institutions.

### Contact Information

Shannon Covert  
Associate Dean, Science, Technology, Engineering, and Math  
316.322.3167  
Office: BOE 15142  
scovert@butlercc.edu

### First Term: 16 Credit Hours

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher) ♦

Select one: 1 Credit Hour

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- PD 122. Engaging in Fine Arts and Communication (O) **Credits: 1**
- PD 123. Engaging in Health Sciences (O) **Credits: 1**
- PD 124. Engaging in the Humanities (O) **Credits: 1**
- PD 125. Engaging in Public Service (O) **Credits: 1**
- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- PD 127. Engaging in Social and Behavioral Sciences (O) **Credits: 1**
- PD 128. Engaging in Information Technology (O) **Credits: 1**
- PD 129. Engaging in Meta Major and Pathways (O) **Credits: 1**
- PD 130. Engaging in Interactive Technology **Credits: 1**

Select one: 3 Credit Hours

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

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3**
- HS 121. History of Western Civilization 1 (O) **Credits: 3**
- HS 122. History of Western Civilization 2 (O) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- HS 201. History of World Civilization 1 (O, T►) **Credits: 3**
- HS 202. History of World Civilization 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- PO 142. State and Local Government (O) **Credits: 3**
- PO 201. International Relations (T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### Second Term: 14-16 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3** ♦

Free Electives - 8 Credit Hours

Select one: 3-5 Credit Hours

FL courses numbered 100 or above (FL 202 and Vocational Spanish courses will not fulfill this requirement except for the AAS Nursing degree.)

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

### Third Term: 16-17 Credit Hours

Select one: 4-5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**

- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- BI 250. Microbiology **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PH 252. Physics 2 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

Free Electives - 9 Credit Hours

Additional General Education Course(s) Credits: 3

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

Select one: 3 Credit Hours

- SP 100. Public Speaking (O, T►) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

Select 3-5 Credit Hours

#### Math

- MA 140. Trigonometry (O, T►) **Credits: 3** (or higher)

#### Laboratory Science

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- BI 250. Microbiology **Credits: 5**
- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 111. Introduction to Meteorology (O) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PH 252. Physics 2 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**
- PS 102. Physical Geology (O, T►) **Credits: 4**

#### Computer Science

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- BA 245. Advanced Computer Applications (O) **Credits: 3**
- BE 165. Introduction to Word (O) **Credits: 1**
- BE 170. Introduction to Excel (O) **Credits: 1**
- BE 180. Introduction to Access (O) **Credits: 1**

Free Electives - 9 Credit Hours

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

#### Mathematics (AS)

##### **Program Information**

Interested in problem solving? Want to transfer to a university or 4 year college in Math, Engineering, or the Sciences? Butler Community College has a supportive learning environment for students who excel in Mathematics or for students who need extra help. Experienced instructors, with graduate degrees, can give you individual attention. The maximum size for any math class is 25. Courses available range from basic math and algebra to calculus and differential equations. Butler has agreements with the state universities for course transfer. The Math Department wants to help you meet your goals.

##### **Contact Information**

Ben Bunck

Lead Instructor

Office: BOE 15145

316.323-6990

bbunck@butlercc.edu

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

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

Select one: 3 Credit Hours

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

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5 ♦**



- Transfer Gen Ed course Credits: 2-3
- Select one: 3 Credit Hours
- AR 100. Art Appreciation (O, T►) **Credits: 3**
  - MU 100. Music Appreciation (O, T►) **Credits: 3**
  - TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

### Third Term: 16-17 Credit Hours

- MA 253. Calculus 3 with Analytic Geometry **Credits: 3 ♦**
  - SP 100. Public Speaking (O, T►) **Credits: 3**
- Select one: 4-5 Credit hours
- PH 251. Physics 1 (T►) **Credits: 5 or**  
Select one
  - BI 110. General Biology (O, T►) **Credits: 5**
  - MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
  - PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
  - PH 143. General Physics 1 (T►) **Credits: 5**
  - PS 100. General Physical Science (O, T►) **Credits: 5**
  - PS 102. Physical Geology (O, T►) **Credits: 4**
- Select one: 3 Credit Hours
- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
  - EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
  - HS 131. US History 1 (O, T►) **Credits: 3**
  - HS 132. US History 2 (O, T►) **Credits: 3**
  - PO 141. American Federal Government (O, T►) **Credits: 3**
  - SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

### Fourth Term: 15 Credit Hours

- MA 260. Differential Equations **Credits: 3 ♦**
- Select one: 3 Credit Hours
- BS 110. Contemporary Social Problems (T►) **Credits: 3**
  - BS 115. Substance Abuse Awareness (O) **Credits: 3**
  - BS 210. Marriage and Family (O, T►) **Credits: 3**
  - BS 260. Developmental Psychology (O, T►) **Credits: 3**
  - BS 270. Child Psychology (O, T►) **Credits: 3**
- Select one: 3 Credit Hours
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
  - LT 204. Introduction to Poetry (O) **Credits: 3**
  - LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**

- LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- RG 190. New Testament (O, T►) **Credits: 3**
- RG 191. Old Testament (O) **Credits: 3**
- RG 210. Comparative Religions (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- ID 223. Beginning C++ with Game Programming (O) **Credits: 3**
- IN 201. C# (O) **Credits: 3**
- SD 211. Java Programming (O) **Credits: 3**

Select one: 3 Credit Hours

- EV 150. Environmental Issues (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 61**

### Physics (AS)

#### Program Information

Do you have a strong passion for the physical sciences, engineering, or medical profession? Join Butler's Chemistry and Physics program. When you join this academic area you will not only learn the theories but the practical applications in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls. The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 28 credit hours of the following course requirements in addition to the general education requirements.

#### Contact Information

Danny Mattern  
Lead Instructor  
316.218.3233  
Office: BOA 5239  
dmattern@butlercc.edu

### First Term: 17 Credit Hours

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
  - EG 101. English Composition 1 (O, T►) **Credits: 3**
  - MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5 ♦**
  - CH 110. College Chemistry 1 (T►) **Credits: 5**
- Select one: 3 Credit Hours
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
  - LT 204. Introduction to Poetry (O) **Credits: 3**
  - LT 215. American Literature 1: Colonial to 1865 (O, T►) **Credits: 3**
  - LT 216. American Literature 2: 1865 to Present (O, T►) **Credits: 3**
  - PL 101. Introduction to Logic (O, T►) **Credits: 3**
  - PL 290. Philosophy 1 (O, T►) **Credits: 3**

- PL 291. Ethics (O, T►) **Credits: 3**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5 ♦**
- CH 115. College Chemistry 2 (T►) **Credits: 5**
- Transfer Gen Ed Course Credits: 2-3

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

- MA 253. Calculus 3 with Analytic Geometry **Credits: 3**
- PH 251. Physics 1 (T►) **Credits: 5 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

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

- MA 260. Differential Equations **Credits: 3**
- PH 252. Physics 2 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- ID 223. Beginning C++ with Game Programming (O) **Credits: 3**
- IN 201. C# (O) **Credits: 3**
- SD 211. Java Programming (O) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

### **Pre-Computer Science (AS)**

#### **Program Information**

Through theoretical and hands-on instruction, Butler's pre-computer science degree prepares students to transition into a four-year college or university computer science degree program.

Courses available range from basic math and algebra to calculus, differential equations and statistics. Butler has agreements with several private and state universities for course transfer. Butler also offers AAS degree options in Cyber Security, Software Development, Web

Development, Engineering Technology, and an AS option in Pre-Engineering. \*\*Students interested in civil, electrical, industrial and mechanical options of pre-engineering need Engineering Graphics I. Students should also seek advisement from their transferring college/university of choice.

#### **Contact Information**

Larry Friesen  
Lead Instructor  
316.322.3138  
Office: BOA, 5285  
lfriesen@butlercc.edu

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

- EN 115. Engineering Concepts **Credits: 2**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### **Select one: 3 Credit Hours**

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

Second Term: 16 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5 ♦**

Select one: 5 Credit Hours

- BI 110. General Biology (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**

Select one: 3 Credit Hours

- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 115. Business Law 1 (O) **Credits: 3**
- BA 140. Introduction to Marketing (O) **Credits: 3**
- ID 223. Beginning C++ with Game Programming (O) **Credits: 3**

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

- PH 251. Physics 1 (T►) **Credits: 5 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- MA 253. Calculus 3 with Analytic Geometry **Credits: 3 ♦**

Select one: 3 Credit Hours

- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3**

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

- PH 252. Physics 2 (T►) **Credits: 5 ♦**

Select one: 3 Credit Hours

- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**

- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Related Electives - 6 Credit Hours

- (Choose based on transfer school.)

**Total Degree Pathway Credit Hours: 60**

### **Pre-Engineering (AS)**

#### **Program Information**

Courses available range from basic math and algebra to calculus, differential equations and statistics. Butler has agreements with the state universities for course transfer. Students in this Pathway have a variety of transfer options depending upon the student's engineering specialty. Please meet with an Academic Advisor to enroll.

\*Students interested in civil, electrical, industrial and mechanical options of pre-engineering need Engineering Graphics I. Students interested in chemical, nuclear and petroleum options of pre-engineering should enroll in College Chemistry II. Advisement in either course for any option should be verified by future university of choice. Also see "Engineering Technology."

\*\*Courses specific to Pre-Engineering transfer students are denoted with (ENG).

#### **Contact Information**

Larry Friesen  
Lead Instructor  
316.733.3138  
Office: BOA 5285  
lfriesen@butlercc.edu

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

- EN 115. Engineering Concepts **Credits: 2**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5 ♦**
- Transfer Gen Ed course: Credits: 2-3

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Related Elective - 3 credit hours

- (Choose based on transfer school and engineering specialty.)

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

- PH 251. Physics 1 (T►) **Credits: 5 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3**

Related Electives - 6 Credit Hours

- Choose based on transfer school and engineering specialty.)

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

- PH 252. Physics 2 (T►) **Credits: 5 ♦**
- Related Electives Credits: 9 (Choose based on transfer school and engineering specialty.)

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

### **Pre-Medicine (AS)**

#### **Program Information**

The pre-medicine degree is a liberal arts degree designed for those students interested in health care as a career and who plan to pursue a higher degree (bachelor's, master's or doctorate) in fields such as medicine and pharmacology. The curriculum can include over 60 credit hours done over four semesters (two years) and successful completion assures the student a strong foundation for further study in any natural science field (biology, chemistry, physics). Interested students should inquire at or prior to enrollment for their first semester at Butler, and once enrolled at Butler should contact the pre-med advisor midway through the first semester.

#### **Contact Information**

Dr. Jeffrey Meyer  
316.322.3368  
Office: BOE 15141  
jmeyer7@butlercc.edu  
Susan Forrest  
Co-Lead Instructor  
316.322.3251  
Office: BOE, 15112B  
sforrest@butlercc.edu

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

- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3 (or higher)**

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

- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- CH 115. College Chemistry 2 (T►) **Credits: 5 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**

- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- AR 100. Art Appreciation (O, T►) **Credits: 3**
- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

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

- CH 240. Organic Chemistry 1 **Credits: 5 ♦**
- PH 143. General Physics 1 (T►) **Credits: 5**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

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

- CH 245. Organic Chemistry 2 **Credits: 5 ♦**
- PH 146. General Physics 2 (T►) **Credits: 5**
- BS 160. General Psychology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- IP 193. Internship 1.2 (O) **Credits: 3**
- IP 194. Internship 1.3 (O) **Credits: 3**
- LT 201. Introduction to Literature 1 (O, T►) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**
- PL 101. Introduction to Logic (O, T►) **Credits: 3**
- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 67**

#### **Pre-Pharmacy (AS)**

##### **Program Information**

Do you like to help people? Do you like working directly with patients? Do you want to have flexibility and in the hours and locations where you work? Would you like to enter a profession which is highly in demand and has great job stability? Pharmacists are needed all over the United States and the demand for Pharmacists is growing. With the increased number of prescriptions, increased number of drugs available on the market, growing population of older patients, the demand for pharmacists is real and growing. With innovative drug treatments, expanded services offered by pharmacists and advanced technology, there is a lot to look forward to in the Pharmacy profession.

##### **Contact Information**

Robert Carlson  
Instructor  
316.322.3137  
Office: BOE 244B  
rcarlson@butlercc.edu

Susan Forrest  
Co-Lead Instructor  
316.322.3251  
Office: BOE 15112B  
sforrest@butlercc.edu

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

- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**

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

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- CH 115. College Chemistry 2 (T►) **Credits: 5 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

#### **Summer Term: 5 Credit Hours**

- PH 143. General Physics 1 (T►) **Credits: 5**

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

- CH 240. Organic Chemistry 1 **Credits: 5 ♦**
- BI 250. Microbiology **Credits: 5**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 4 Credit Hours

- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 232. Human Anatomy (T►) **Credits: 4**

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

- CH 245. Organic Chemistry 2 **Credits: 5 ♦**
- BS 106. Introduction to Cultural Anthropology (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 4 Credit Hours

- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 262. Human Physiology (T►) **Credits: 4**

**Total Degree Pathway Credit Hours: 70**

(Recommended course: CH 275.

Biochemistry. Preference is BI232 and BI262. Those who take BI232 must finish sequence with BI262. Those who take BI226 must finish sequence with BI227.)

#### **Pre-Veterinary (AS)**

##### **Program Information**

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

##### **Recommendations**

Visit with agricultural departmental faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly. This program gives you the skills necessary to transfer to 4-year program

options in one of the following: Animals Science pre-vet, Agronomy pre-vet, Agriculture Economics pre-vet when transferring.

#### Contact Information

Joe Leibbrandt  
Department Chair  
316.322.3145  
Office: BOE 1404  
jleibbrandt@butlercc.edu

#### First Term: 15 Credit Hours

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3** (or higher)
- AG 102. Principles of Animal Science (O) **Credits: 3 ♦**
- CH 110. College Chemistry 1 (T►) **Credits: 5 ♦**

#### Second Term: 16 Credit Hours

- EG 102. English Composition 2 (O, T►) **Credits: 3**
- CH 115. College Chemistry 2 (T►) **Credits: 5 ♦**

Select one of these two courses:

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

#### Third Term: 17 Credit Hours

- PH 143. General Physics 1 (T►) **Credits: 5 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**
- AG 120. Agricultural Economics (O) **Credits: 3**

Select one: 3 Credit Hours

- PL 290. Philosophy 1 (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

#### Fourth Term: 16 Credit Hours

- BI 250. Microbiology **Credits: 5 ♦**
- AG 211. Fundamentals of Livestock Nutrition (O) **Credits: 3 ♦**
- PH 146. General Physics 2 (T►) **Credits: 5**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 64**

#### Science, Engineering, and Math Meta Major (AS)

##### Contact Information

Shannon Covert  
Associate Dean, Science, Technology, Engineering, and Math  
316.322.3167  
Office: BOE 15142  
scovert@butlercc.edu

#### SEM Common Courses Credits: 38-40

- PD 126. Engaging in Science, Engineering, and Math (SEM) (O) **Credits: 1**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- MA 135. College Algebra (O, T►) **Credits: 3**
- CH 110. College Chemistry 1 (T►) **Credits: 5**
- EG 102. English Composition 2 (O, T►) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- MU 100. Music Appreciation (O, T►) **Credits: 3**
- TA 206. Introduction to Theatre Art (O, T►) **Credits: 3**

Select one: 5 Credit Hours

- CH 115. College Chemistry 2 (T►) **Credits: 5**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**

Select one: 3 Credit Hours

- EC 200. Principles of Microeconomics (O, T►) **Credits: 3**
- EC 201. Principles of Macroeconomics (O, T►) **Credits: 3**
- HS 131. US History 1 (O, T►) **Credits: 3**
- HS 132. US History 2 (O, T►) **Credits: 3**
- PO 141. American Federal Government (O, T►) **Credits: 3**
- SC 120. Principles of Geography (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

##### Lab and Lab Sciences

- BI 110. General Biology (O, T►) **Credits: 5**
- BI 215. Majors Biology 1 (Cell) (T►) **Credits: 5**
- BI 220. Majors Biology 2 (Organisms) (T►) **Credits: 5**
- BI 226. Anatomy and Physiology 1 (T►) **Credits: 4**
- BI 227. Anatomy and Physiology 2 (T►) **Credits: 4**
- BI 240. Anatomy and Physiology (T►) **Credits: 5**
- CH 240. Organic Chemistry 1 **Credits: 5**
- CH 245. Organic Chemistry 2 **Credits: 5**
- PH 103. Descriptive Astronomy (O, T►) **Credits: 4**
- PH 143. General Physics 1 (T►) **Credits: 5**
- PH 146. General Physics 2 (T►) **Credits: 5**
- PH 251. Physics 1 (T►) **Credits: 5**
- PS 100. General Physical Science (O, T►) **Credits: 5**

### Math

- MA 140. Trigonometry (O, T►) **Credits: 3**
- MA 148. Calculus with Applications (O, T►) **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5**
- MA 210. Applied Statistics (O, T►) **Credits: 3**
- MA 220. Statistics for Management, Life and Social Sciences (O) **Credits: 5**
- MA 253. Calculus 3 with Analytic Geometry **Credits: 3**
- MA 260. Differential Equations **Credits: 3**

### **Pathways - Credits: 23**

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

- Biology (AS)
- Chemistry (AS)
- Engineering Technology (AS)
- Food Science-Business (AS)
- Food Science-Technology (AS)
- Mathematics (AS)
- Physics (AS)
- Pre-Compute Science (AS)
- Pre-Engineering (AS)
- Pre-Medicine (AS)
- Pre-Pharmacy (AS)
- Pre-Veterinary (AS)

**Total Degree Pathway Credit Hours: 61-63**

## Technology

### **Automotive Technology (AAS)**

#### **Program Information**

These classes prepare students for the ASE certification test.

#### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

#### **Accreditation**

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

#### **Additional Costs/Tool Requirement**

Additional lab fees are assessed to each program course and subject to change. Students are required to purchase their own tools by the end of the first week of class.

#### **Contact Information**

Mark Jaye  
Lead Instructor  
316.322.3257  
Office: BOE 413  
mjaye1@butlercc.edu

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

- AT 115. Electrical 1 **Credits: 3 ♦**
- AT 116. Electrical 2 **Credits: 2**
- AT 117. Brakes 1 **Credits: 3**
- AT 118. Brakes 2 **Credits: 2**
- AT 119. Engine Repair **Credits: 5**
- AT 120. Engine Performance 1 **Credits: 3**

### **Second Term: 24 Credit Hours**

- AT 216. Electrical 3 **Credits: 5 ♦**
- AT 217. Suspension and Steering 1 **Credits: 3**
- AT 218. Suspension and Steering 2 **Credits: 1**
- AT 207. Manual Drive Trains and Axles **Credits: 4**
- AT 220. Engine Performance 2 **Credits: 7**
- AT 210. Automotive HVAC **Credits: 4**

### **Third Term: 10 Credit Hours**

- SP 102. Interpersonal Communication (O, T►) **Credits: 3 ♦**
- PD 121. Engaging in Business and Industry (O) **Credits: 1**

Select one: 3 Credit Hours

- BS 160. General Psychology (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**

### **Fourth Term: 9 Credit Hours**

- EG 101. English Composition 1 (O, T►) **Credits: 3 ♦**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3 ♦** (or higher)

**Total Degree Pathway Credit Hours: 61**

\*Must start program courses in the fall cohort

\*The third and fourth Term, General Education courses can be taken before, after or during the summer to complete the AAS degree

### **Construction Technology (AAS)**

#### **Program Information**

Students in the Construction Technology program will be prepared for a career in construction by engaging in relevant and generalized content in the following areas: Plumbing, HVAC, Masonry, Electrical, Cabinet making, Building systems, Flooring, Carpentry, and general craft skills. This program is ideal for those looking to begin their construction career as an entry level craft professional, general laborer seeking to increase their technical capabilities, or a student considering a generalized program to pursue further study in a specified construction process or application.

#### **Requirements**

A high school diploma or GED to enter the program.

### Accreditation

In order to issue the NCCER Credentials, the school must be an NCCER Accredited Training & Education Facility (ATEF). This accreditation is through NCCER and must be endorsed and overseen by an industry organization. AGC of Kansas would be the Sponsor and oversight for this Accreditation, the only cost would be a \$50 application fee. The instructor must also be NCCER certified to teach and credential students, AGC of Kansas would also assist in this.

### Contact Information

Brandon Leach  
Lead, Construction Technology  
316-218-6348  
Office: BOA 4503  
bleach1@butlercc.edu

#### First Term: 15 Credit Hours

- CN 101. OSHA 10hr - Construction Industry **Credits: 1**
- CN 102. Craft Fundamentals **Credits: 2 ♦**
- CN 103. Introduction to Craft Skills **Credits: 3**
- CN 104. Introduction to Carpentry **Credits: 3**
- CN 105. Floors and Stairs **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**

#### Second Term: 15 Credit Hours

- CN 107. Ceilings, Walls, and Building Systems **Credits: 3 ♦**
- CN 200. Roofing and Exteriors **Credits: 3**
- CN 201. Cabinet Making and Installation **Credits: 3**
- CN 202. Introduction to Electrical **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**

#### Summer Term: 4 Credit Hours

- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 293. Internship 2.2 **Credits: 2**

#### Third Term: 14 Credit Hours

- CN 203. Introduction to Masonry **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- FL 107. Beginning Spanish 1 (O, T►) **Credits: 5**
- MA 114. Technical Mathematics 1 (O) **Credits: 3 ♦**

#### Fourth Term: 14 Credit Hours

- CN 204. Introduction to HVAC and Plumbing **Credits: 3**
- CN 205. Construction Management **Credits: 3 ♦**
- FL 108. Beginning Spanish 2 (O, T►) **Credits: 5**
- BA 109. Entrepreneurship (O) **Credits: 3**

**Total Degree Pathway Credit Hours: 62**

### Cyber Security (AAS)

#### Program Information

Your Butler experience will prepare students with information technology experience for careers as Systems Assurance Auditor, Information Security Officer, IT Security Analyst, Network Security Architect, or

Computer Forensics Analyst. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTia A+, Network+, Security+, Project+, TESTOUT PCPro, Network Pro, Security Pro, Server Pro, Client Pro, ACE, Microsoft Client and Microsoft Server.

#### Maps to certification (\*)

#### Prior to Admission

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

#### Additional Costs

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

#### Contact Information

Brett Eisenman, Department Chair  
316.218.6141  
Office: BOA, Room 5152  
beisenman@butlercc.edu

#### First Term: 15 Credit Hours

- IS 101. CompTIA A+ Essentials and Applications (O) **Credits: 6 ♦ \***
- IS 102. Supporting Network Computers (O) **Credits: 3 \* ♦**
- IS 103. Information Technology Project Management (O) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

#### Second Term: 15 Credit Hours

- IS 150. Network Clients (O) **Credits: 3 \* ♦**
- IS 151. Network Servers (O) **Credits: 3 \***
- IS 153. Principles of Information Assurance (O) **Credits: 3**
- IS 203. Network Security (O) **Credits: 3 \***
- EG 101. English Composition 1 (O, T►) **Credits: 3**

#### Third Term: 15 Credit Hours

- IS 202. Virtual Computing (O) **Credits: 3**
- IS 204. Digital Forensics (O) **Credits: 3 \* ♦**
- IS 152. Administering Windows Server (O) **Credits: 3 \***
- SD 201. Python Programming with Data Science **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

#### Fourth Term: 15 Credit Hours

- IS 250. Enterprise Security Management (O) **Credits: 3**
- IS 251. Advanced Security Practitioner (O) **Credits: 3 ♦**
- BA 109. Entrepreneurship (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- BS 105. Sociology (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

## **Diesel Technology (AAS)**

### **Program Information**

The program will prepare students to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles and heavy equipment. Students will learn how to maintain and repair diesel engines, suspension and steering systems, brake systems, electrical and electronic systems, conduct preventative maintenance inspections, drive trains, gasoline engine mechanics, HVAC systems, and auxiliary equipment installation and repair. This program is ideal for those looking to begin their diesel career as an entry level diesel technician or a student considering a generalized program to pursue further study at a four-year university.

### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

### **Additional Cost/Tool Requirements**

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.

### **Accreditation**

NATEF ASE (Automotive Serve Excellence) and AED (Associated Equipment Distributors)

### **Contact Information**

Mark Jaye  
Lead Instructor  
316.322.3257  
Office: BOE 413  
mjaye1@butlercc.edu

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

- WE 110. OSHA 10 **Credits: 1**
- AT 115. Electrical 1 **Credits: 3**
- AT 116. Electrical 2 **Credits: 2**
- AT 117. Brakes 1 **Credits: 3**
- DT 202. Air and Engine Brakes **Credits: 2**
- DT 100. Diesel Engines **Credits: 5**

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

- DT 200. Truck and Heavy Equipment Repair **Credits: 6**
- DT 201. Hydraulics **Credits: 5**
- DT 203. Diesel Drive Trans **Credits: 5**
- AT 217. Suspension and Steering 1 **Credits: 3**
- AT 218. Suspension and Steering 2 **Credits: 1**

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

- MA 114. Technical Mathematics 1 (O) **Credits: 3**
- SP 102. Interpersonal Communication (O, T►) **Credits: 3**
- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**

### **Fourth Term: 12 Credit Hours**

- PD 121. Engaging in Business and Industry (O) **Credits: 1**
- BS 105. Sociology (O, T►) **Credits: 3**
- BA 112. Personal Finance (O, T►) **Credits: 3**
- BA 210. Principles of Management (O, T►) **Credits: 3**
- IP 293. Internship 2.2 **Credits: 2**

**Total Degree Pathway Credit Hours: 62**

## **Digital Media (AAS)**

### **Program Information**

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

### **Additional Costs**

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

### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler Community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

### **Contact Information**

Darryl Runyan  
Department Chair  
316.218.6132  
Office: BOA, Room 5261A  
drunyan@butlercc.edu

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

- ID 110. Game, Storyline, and Character Development (O) **Credits: 3**
- ID 101. Photoshop Fundamentals **Credits: 3 ♦**
- ID 109. Stop Motion Animation 1 **Credits: 3**
- ID 112. Digital Video Production 1 (O) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

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

- ID 115. Digital Photography 1 **Credits: 3**
- ID 103. Illustrator Fundamentals (O) **Credits: 3 ♦**
- ID 117. Digital Drawing and Painting **Credits: 3**
- ID 102. Animate Fundamentals (O) **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**

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

- ID 114. Digital Branding and Promotion **Credits: 3**
- ID 111. Interactive Digital Signage **Credits: 3**
- ID 104. InDesign Fundamentals (O) **Credits: 3 ♦**
- ID 215. Digital Photography 2 **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**



#### Fourth Term: 15 Credit Hours

- ID 113. UX/UI Fundamentals **Credits: 3**
- ID 128. Information Technology Ethics (O) **Credits: 3**
- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3 ♦**
- EG 112. Technical Writing (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

#### Engineering Technology (AAS)

##### Program Information

Butler's Engineering Technology Program prepares students with a wide variety of classes. The Associate of Applied Science degree option focuses on preparing student interested in pursuing employment in manufacturing or the new Bachelors of Applied Science programs that combine technical skills with a four-year degree. Combining courses in Engineering Graphics, Industrial Controls, and Manufacturing, the Engineering Technology student is prepared for entry into fields such as Industrial Controls, Petroleum, Civil, Architectural, or even Manufacturing Engineering. For specific information about enrollment or transfer arrangements, please contact an Academic Advisor.

##### Prior to Admission

Appropriate placement scores, see an advisor for details.

##### Contact Information

Daniel Higdon  
Department Chair  
316.218.6135  
Office: BOA 5203  
dhigdon@butlercc.edu  
First Term: 16 Credit Hours

- EN 101. Engineering Graphics 1 **Credits: 3 ♦**
- EN 111. Fundamentals of Power **Credits: 3**
- EN 201. Materials and Processes of Industry **Credits: 3**
- MA 140. Trigonometry (O, T►) **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

Select one: 1 Credit Hour

- CN 101. OSHA 10hr - Construction Industry **Credits: 1**
- WE 110. OSHA 10 **Credits: 1**

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

- EN 102. Engineering Graphics 2 **Credits: 3**
- EN 214. 3D Modeling and CAD **Credits: 3 ♦**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

Select one: 3-5 Credit Hours

- CN 102. Craft Fundamentals **Credits: 2** and
- CN 103. Introduction to Craft Skills **Credits: 3**

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- or -

- EN 103. Building Design 1 with CAD **Credits: 3**
- MA 151. Calculus 1 with Analytic Geometry (T►) **Credits: 5**

Select one: 3 Credit Hours

- CN 104. Introduction to Carpentry **Credits: 3**
- EN 103. Building Design 1 with CAD **Credits: 3**
- EN 135. Introduction to Composites **Credits: 3**

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

- EN 212. Electric Circuits **Credits: 3**
- EC 250. Engineering Economics (O) **Credits: 3 ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BA 104. Computer Concepts and Applications (O, T►) **Credits: 3**
- CN 105. Floors and Stairs **Credits: 3**
- EN 220. Beginning Concepts of CNC **Credits: 3**

Select one: 3-5 Credit Hours

- EN 110. Building Design 2 with Revit **Credits: 3**
- MA 152. Calculus 2 with Analytic Geometry **Credits: 5**

#### Fourth Term: 14 Credit Hours

- EN 215. Automated Power Systems **Credits: 3**
- EN 230. Part Design (O) **Credits: 3**
- PL 291. Ethics (O, T►) **Credits: 3**

Select one: 5 Credit hours

- CH 106. Introduction to General Chemistry (O, T►) **Credits: 5**
- CH 110. College Chemistry 1 (T►) **Credits: 5**

**Total Degree Pathway Credit Hours: 60-64**

#### Interactive, Digital, and 3D Technology (AAS)

##### Program Information

This program will prepare you to use 3D, Image Manipulation, Game Engine, Non-Linear Editing and Audio software to produce an array of Interactive 3D projects. Students create 3D multimedia projects designed to educate, simulate and entertain, with potential applications in education, architecture and engineering, healthcare, military simulations and game design.

##### Additional Costs

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

##### Certiport Certification

Through your coursework you may qualify to take industry certification exams. Butler community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

### Contact Information

Darryl Runyan  
Department Chair  
316.218.6132  
Office: BOA, Room 5261A  
drunyan@butlercc.edu

#### First Term: 15 Credit Hours

- ID 110. Game, Storyline, and Character Development (O) **Credits: 3**
- ID 101. Photoshop Fundamentals **Credits: 3**
- ID 109. Stop Motion Animation 1 **Credits: 3**
- ID 112. Digital Video Production 1 (O) **Credits: 3 ♦**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

#### Second Term: 15 Credit Hours

- ID 107. 3D Virtual Environments (O) **Credits: 3**
- ID 118. Game Design 1 **Credits: 3 ♦**
- ID 116. 3D Animation 1 **Credits: 3**
- ID 108. Game Graphics (O) **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**

#### Third Term: 15 Credit Hours

- ID 114. Digital Branding and Promotion **Credits: 3**
- ID 218. Game Design 2 **Credits: 3 ♦**
- ID 216. 3D Animation 2 **Credits: 3**
- ID 119. Mobile Game Development **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

#### Fourth Term: 15 Credit Hours

- ID 113. UX/UI Fundamentals **Credits: 3**
- ID 222. Motion Capture and Virtual Reality **Credits: 3**
- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3 ♦**
- EG 112. Technical Writing (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

### Internetworking Management (AAS)

#### Program Information

Your Butler experience will prepare you to oversee and regulate the compute system and performance requirements of an entire organization or network of satellite users. Instruction includes performing balancing; redundancy; CISCO router configuration; Local and Wide Area Networking. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTIA A+, Network+, Security+, Project+, TESTOUT PCPro, Network Pro, Security Pro, Server Pro, Client Pro, Cisco CCNA, Microsoft Client, Microsoft Server, AWS Certified Cloud Practitioner, and AWS Certified Solutions Architect Associate.

#### Prior to Admission

Student enrolling in Computer Information Technology programs must read/write at the Fundamentals of English level, perform math operations at the Fundamentals of

Algebra level, be computer literate, and manipulate basic computer applications.

#### Additional Costs

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

### Contact Information

Kevin Lann-Teubner  
Department Chair  
316.218.6156  
Office: BOA, Room 5150  
klannteubner@butlercc.edu

#### First Term: 15 Credit Hours

- IS 101. CompTIA A+ Essentials and Applications (O) **Credits: 6 \* ♦**
- IS 102. Supporting Network Computers (O) **Credits: 3 \***
- IS 103. Information Technology Project Management (O) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

#### Second Term: 15 Credit Hours

- IS 150. Network Clients (O) **Credits: 3 \* ♦**
- IS 151. Network Servers (O) **Credits: 3 \***
- IS 153. Principles of Information Assurance (O) **Credits: 3**
- IS 203. Network Security (O) **Credits: 3 \***
- EG 101. English Composition 1 (O, T►) **Credits: 3**

#### Third Term: 15 Credit Hours

- IS 201. Configuring Advanced Windows Server Services (O) **Credits: 3 \* ♦**
- SP 100. Public Speaking (O, T►) **Credits: 3**
- IS 202. Virtual Computing (O) **Credits: 3**
- IS 152. Administering Windows Server (O) **Credits: 3 \***
- EG 102. English Composition 2 (O, T►) **Credits: 3**

#### Fourth Term: 15 Credit Hours

- BA 109. Entrepreneurship (O) **Credits: 3**
- IS 253. CCNA I Internetworking Fundamentals (O) **Credits: 3 \* ♦**
- IN 201. C# (O) **Credits: 3**

Select one: 3 Credit Hours

- IS 110. AWS Academy Cloud Foundations (O) **Credits: 1 and**
- IS 111. AWS Academy Cloud Architecting **Credits: 2**

or

- IS 252. Cloud Computing (O) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

## Software Development (AAS)

### Program Information

This program will prepare you for a career in the software/application development career field. Using the latest in coding/programming languages like C#, C++, Swift, Python, Javascript, Java and others, the student will learn to create and troubleshoot applications/software in the mobile, web, and desktop environments preparing them for success in the field!

### Additional Costs

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

### Contact Information

Robert Ray

Lead Instructor

316.218.6129

Office: BOA, Room 5156

rray@butlercc.edu

### First Term: 15 Credit Hours

- ID 124. HTML and CSS (O) **Credits: 3**
- ID 129. Information Technology (IT) Concepts (O) **Credits: 3**
- SD 282. Artificial Intelligence Game Programming **Credits: 3**
- ID 223. Beginning C++ with Game Programming (O) **Credits: 3 ♦**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

### Second Term: 15 Credit Hours

- ID 125. PHP and Databases (O) **Credits: 3**
- SD 211. Java Programming (O) **Credits: 3**
- SD 146. Introduction to Robotics Programming **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- IN 201. C# (O) **Credits: 3 ♦** or
- SD 201. Python Programming with Data Science **Credits: 3 ♦**

### Third Term: 15 Credit Hours

- SD 228. Introduction to SQL Language (O) **Credits: 3**
- ID 114. Digital Branding and Promotion **Credits: 3**
- ID 130. Mobile Application Development **Credits: 3 ♦** or
- SD 201. Python Programming with Data Science **Credits: 3**
- ID 128. Information Technology Ethics (O) **Credits: 3**
- EG 102. English Composition 2 (O, T►) **Credits: 3**

### Fourth Term: 15 Credit Hours

- ID 123. Interactive Scripting **Credits: 3**
- SD 202. Advanced Python with Machine Learning Games **Credits: 3 ♦**

- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T►) **Credits: 3**
- BS 160. General Psychology (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

## Web Development (AAS)

### Program Information

This program will prepare you for a career in the Web Development/Design field. Utilizing front end and back end development using the latest in mark up and coding languages like HTML with CSS, Javascript, PHP with databases and many more, the student will create websites and web applications as well as mobile apps to prepare you for success in the industry!

### Additional Costs

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

### Contact Information

Darryl Runyan

Department Chair

316.218.6132

Office: BOA, Room 5261A

drunyan@butlercc.edu

### First Term: 15 Credit Hours

- ID 110. Game, Storyline, and Character Development (O) **Credits: 3**
- ID 101. Photoshop Fundamentals **Credits: 3**
- ID 124. HTML and CSS (O) **Credits: 3 ♦**
- ID 112. Digital Video Production 1 (O) **Credits: 3**
- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher)

### Second Term: 15 Credit Hours

- ID 126. Web Scripting (O) **Credits: 3**
- ID 125. PHP and Databases (O) **Credits: 3 ♦**
- ID 102. Animate Fundamentals (O) **Credits: 3**
- ID 109. Stop Motion Animation 1 **Credits: 3**
- AR 100. Art Appreciation (O, T►) **Credits: 3**

### Third Term: 15 Credit Hours

- ID 114. Digital Branding and Promotion **Credits: 3**
- ID 127. CMS for Web Development **Credits: 3**
- ID 224. Advanced HTML and CSS **Credits: 3 ♦**
- ID 113. UX/UI Fundamentals **Credits: 3**
- EG 101. English Composition 1 (O, T►) **Credits: 3**

### Fourth Term: 15 Credit Hours

- ID 111. Interactive Digital Signage **Credits: 3**
- ID 226. Advanced Web Scripting **Credits: 3**
- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3 ♦**
- EG 112. Technical Writing (O) **Credits: 3**
- SP 100. Public Speaking (O, T►) **Credits: 3**

**Total Degree Pathway Credit Hours: 60**

## **Welding Technology (AAS)**

### **Program Information**

The Butler welding program will prepare you for a career in welding. You will learn the SMAW, GMAW, GTAW, and Oxy-fuel welding processes, all as applied to both ferrous and non-ferrous metals as well as position and out of position welding. You will also learn numerous industry recognized cutting processes, both manual and CNC (computer numerically controlled), receive in-depth training in Blueprint Reading and Metallurgy, and have the opportunity to become AWS certified in the SMAW, GMAW, and GTAW processes.

### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

### **Accreditation**

Full-time instructor is a AWS Certified Welding educator (CWE) and an AWS certified Welding inspector (CWI). The Welding Department is a participating organization in the AWS SENCE Program.

### **Additional Costs/Tool Requirement**

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

### **Contact Information**

Matthew Galbraith  
Lead Instructor  
316.323.6824  
Office: BOE 310  
msgalbraith@butlercc.edu

### **First Term: 19 Credit Hours**

- WE 110. OSHA 10 **Credits: 1**
- WE 114. Welding Methods **Credits: 2**
- WE 125. Blueprint Reading (Welding) **Credits: 3**
- WE 126. Cutting Processes **Credits: 3**
- WE 127. Gas Metal Arc Welding 1 (GMAW 1) **Credits: 3 ♦**
- WE 128. Gas Tungsten Arc Welding 1 (GTAW 1) **Credits: 3**
- WE 129. Shielded Metal Arc Welding 1 (SMAW 1) **Credits: 3**
- WE 130. Oxy-Fuel Gas Welding **Credits: 1**

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

- WE 213. Welding and Pipe Fitting **Credits: 2**
- WE 220. Metallurgy **Credits: 3**
- WE 227. Gas Metal Arc Welding 2 (GMAW 2) **Credits: 4 ♦**
- WE 228. Gas Tungsten Arc Welding 2 (GTAW 2) **Credits: 4**
- WE 229. Shielded Metal Arc Welding 2 (SMAW 2) **Credits: 4**

### **Third Term: 12 Credit Hours**

- EG 101. English Composition 1 (O, T▶) **Credits: 3 ♦**

- BA 104. Computer Concepts and Applications (O, T▶) **Credits: 3**

Select one: 3 Credit Hours

- BS 105. Sociology (O, T▶) **Credits: 3**
- BS 160. General Psychology (O, T▶) **Credits: 3**

Select one: 3 Credit Hours

- BA 109. Entrepreneurship (O) **Credits: 3**
- BA 210. Principles of Management (O, T▶) **Credits: 3**
- BA 215. Personal Selling (O) **Credits: 3**

### **Fourth Term: 12 Credit Hours**

- MA 114. Technical Mathematics 1 (O) **Credits: 3** (or higher) ♦
  - BA 112. Personal Finance (O, T▶) **Credits: 3**
- Select one: 3 Credit Hours
- SP 100. Public Speaking (O, T▶) **Credits: 3**
  - SP 102. Interpersonal Communication (O, T▶) **Credits: 3**

Select 3 Credit Hours

- BA 109. Entrepreneurship (O) **Credits: 3**
- BA 210. Principles of Management (O, T▶) **Credits: 3**
- BA 215. Personal Selling (O) **Credits: 3**
- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 194. Internship 1.3 (O) **Credits: 3**
- PD 100. Career Readiness (O) **Credits: 1**

**Total Degree Pathway Credit Hours: 60**

\*Must start program courses in the fall cohort.

## **Certificate**

### **Automotive Technology (Certificate)**

#### **Program Information**

These classes prepare students for the ASE certification test.

#### **Recommendations**

Classes are in high demand and fill quickly. Enrollment is limited.

#### **Accreditation**

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

#### **Additional Costs/Tool Requirement**

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

#### **Contact Information**

Mark Jaye  
Lead Instructor  
316.322.3257  
Office: BOE 413  
mjaye1@butlercc.edu

**First Term: 18 Credit Hours**

- AT 115. Electrical 1 **Credits: 3 ♦**
- AT 116. Electrical 2 **Credits: 2**
- AT 117. Brakes 1 **Credits: 3**
- AT 118. Brakes 2 **Credits: 2**
- AT 119. Engine Repair **Credits: 3**
- AT 120. Engine Performance 1 **Credits: 3**

**Second Term: 24 Credit Hours**

- AT 216. Electrical 3 **Credits: 5 ♦**
- AT 217. Suspension and Steering 1 **Credits: 3**
- AT 218. Suspension and Steering 2 **Credits: 1**
- AT 207. Manual Drive Trains and Axles **Credits: 4**
- AT 220. Engine Performance 2 **Credits: 7**
- AT 210. Automotive HVAC **Credits: 4**

**Total Certificate Pathway Credit Hours: 42****Construction Technology (Certificate)****Program Information**

Students in the Construction Technology program will be prepared for a career in construction by engaging in relevant and generalized content in the following areas: Plumbing, HVAC, Masonry, Electrical, Cabinet making, Building systems, Flooring, Carpentry, and general craft skills. This program is ideal for those looking to begin their construction career as an entry level craft professional, general laborer seeking to increase their technical capabilities, or a student considering a generalized program to pursue further study in a specified construction process or application.

**Requirements**

A high school diploma or GED to enter the program.

**Accreditation**

In order to issue the NCCER Credentials, the school must be an NCCER Accredited Training & Education Facility (ATEF). This accreditation is through NCCER and must be endorsed and overseen by an industry organization. AGC of Kansas would be the Sponsor and oversight for this Accreditation, the only cost would be a \$50 application fee. The instructor must also be NCCER certified to teach and credential students, AGC of Kansas would also assist in this.

**Contact Information**

Brandon Leach  
Lead, Construction Technology  
316-218-6348  
Office: BOA 4503  
bleach1@butlercc.edu

**First Term: 15 Credit Hours**

- CN 101. OSHA 10hr - Construction Industry **Credits: 1**
- CN 102. Craft Fundamentals **Credits: 2 ♦**
- CN 103. Introduction to Craft Skills **Credits: 3**
- CN 104. Introduction to Carpentry **Credits: 3**
- CN 105. Floors and Stairs **Credits: 3**

- CN 107. Ceilings, Walls, and Building Systems **Credits: 3 ♦**

**Second Term: 18 Credit Hours**

- CN 200. Roofing and Exteriors **Credits: 3**
- CN 201. Cabinet Making and Installation **Credits: 3**
- CN 202. Introduction to Electrical **Credits: 3**
- CN 203. Introduction to Masonry **Credits: 3**
- CN 204. Introduction to HVAC and Plumbing **Credits: 3**
- CN 205. Construction Management **Credits: 3 ♦**

**Summer Term: 4 Credit Hours**

- IP 193. Internship 1.2 (O) **Credits: 2**
- IP 293. Internship 2.2 **Credits: 2**

**Total Degree Pathway Credit Hours: 37****Cyber Security (Certificate)****Program Information**

Your Butler experience will prepare students with information technology experience for careers as Systems Assurance Auditor, Information Security Officer, IT Security Analyst, Network Security Architect, or Computer Forensics Analyst. Students completing the curriculum will be prepared to obtain the following third party certificates: CompTia A+, Network+, Security+, Project+, TESTOUT PCPro, Network Pro, Security Pro, Server Pro, Client Pro, ACE, Microsoft Client and Microsoft Server.

**Maps to certification (\*)****Prior to Admission**

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

**Additional Costs**

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

**Contact Information**

Brett Eisenman  
Department Chair  
316.218.6141  
Office: BOA, Room 5152  
beisenman@butlercc.edu

**First Term: 15 Credit Hours**

- IS 101. CompTIA A+ Essentials and Applications (O) **Credits: 6 \* ♦**
- IS 102. Supporting Network Computers (O) **Credits: 3 \* ♦**
- IS 151. Network Servers (O) **Credits: 3 \* ♦**
- IS 153. Principles of Information Assurance (O) **Credits: 3**

**Second Term: 15 Credit Hours**

- IS 203. Network Security (O) **Credits: 3 \* ♦**
- IS 204. Digital Forensics (O) **Credits: 3**
- IS 150. Network Clients (O) **Credits: 3 \* ♦**

- IS 250. Enterprise Security Management (O)  
**Credits: 3**
- IS 251. Advanced Security Practitioner (O)  
**Credits: 3 ♦**

**Total Certificate Pathway Credit Hours: 30**

**Diesel Technology (Certificate)**

**Program Information**

The program will prepare students to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles and heavy equipment. Students will learn how to maintain and repair diesel engines, suspension and steering systems, brake systems, electrical and electronic systems, conduct preventative maintenance inspections, drive trains, gasoline engine mechanics, HVAC systems, and auxiliary equipment installation and repair. This program is ideal for those looking to begin their diesel career as an entry level diesel technician or a student considering a generalized program to pursue further study at a four-year university.

**Recommendations**

**Accreditation**

NATEF ASE (Automotive Serve Excellence) and AED (Associated Equipment Distributors)

**Additional Costs/Tool Requirements**

**Contact Information**

**Mark Jaye**

Lead Instructor

316.322.3257

Office: BOE 413

mjayel@butlercc.edu

**First Term: 18 Credit Hours**

- WE 110. OSHA 10 **Credits: 1**
- AT 115. Electrical 1 **Credits: 3**
- AT 116. Electrical 2 **Credits: 2**
- AT 117. Brakes 1 **Credits: 3**
- DT 202. Air and Engine Brakes **Credits: 2**
- DT 100. Diesel Engines **Credits: 5**
- IP 193. Internship 1.2 (O) **Credits: 2**

**Second Term: 22 Credit Hours**

- DT 200. Truck and Heavy Equipment Repair **Credits: 6**
- DT 201. Hydraulics **Credits: 5**
- DT 203. Diesel Drive Trans **Credits: 5**
- AT 217. Suspension and Steering 1 **Credits: 3**
- AT 218. Suspension and Steering 2 **Credits: 1**
- IP 293. Internship 2.2 **Credits: 2**

**Total Degree Pathway Credit Hours: 40**

**Digital Media Specialist (Certificate)**

**Program Information**

This certificate program can be converted to the Digital Media Associate in Applied Science degree by adding the appropriate general education courses which will add to your employability and future income. Cooperative

Education opportunities will also increase to your income potential.

**Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

**Additional Costs**

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

**Contact Information**

Darryl Runyan

Department Chair

316.218.6132

Office: BOA, Room 5261A

drunyan@butlercc.edu

**First Term: 15 Credit Hours**

- ID 115. Digital Photography 1 **Credits: 3**
- ID 103. Illustrator Fundamentals (O) **Credits: 3**
- ID 117. Digital Drawing and Painting **Credits: 3**
- ID 101. Photoshop Fundamentals **Credits: 3 ♦**
- ID 112. Digital Video Production 1 (O) **Credits: 3**

**Second Term: 18 Credit Hours**

- ID 104. InDesign Fundamentals (O) **Credits: 3**
- ID 102. Animate Fundamentals (O) **Credits: 3**
- ID 111. Interactive Digital Signage **Credits: 3**
- ID 215. Digital Photography 2 **Credits: 3**
- ID 128. Information Technology Ethics (O) **Credits: 3**
- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3 ♦**

**Total Certificate Pathway Credit Hours: 33**

**Engineering Technology (Certificate)**

**Program Information**

Butler's Engineering Technology Program prepares students with a wide variety of classes. This certificate option focuses on preparing students for employment as an Industrial Controls, Petroleum System, Civil Drafting, Architectural Drafting, or even Manufacturing Technician. The Certificate B option allows students to gain technical skills and a college recognized certificate when transferring credits to four-year schools is not a concern. Students can also use this program as a starting point for the Associate of Applied Science Degree. For specific information about enrollment, please contact an Academic Advisor.

### Contact Information

Daniel Higdon  
Department Chair  
316.218.6135  
Office: BOA 5203  
dhigdon@butlercc.edu

#### First Term: 18 Credit Hours

- EN 101. Engineering Graphics 1 **Credits: 3 ♦**
- EN 111. Fundamentals of Power **Credits: 3**
- EN 201. Materials and Processes of Industry **Credits: 3**
- EN 212. Electric Circuits **Credits: 3**
- EN 214. 3D Modeling and CAD **Credits: 3 ♦**
- EN 135. Introduction to Composites **Credits: 3**

#### Second Term: 16 Credit Hours

- EN 102. Engineering Graphics 2 **Credits: 3**
- EN 110. Building Design 2 with Revit **Credits: 3**
- EN 215. Automated Power Systems **Credits: 3**
- EN 220. Beginning Concepts of CNC **Credits: 3**
- EN 230. Part Design (O) **Credits: 3**
- WE 110. OSHA 10 **Credits: 1**

#### Total Certificate Pathway Credit Hours: 34

### Engineering Technology-Drafting (Certificate)

#### Program Information

Butler's Drafting Certificate prepares students with specific classes that prepare them to enter the workplace as a structural, mechanical, or architectural drafting technician. This certificate option can be taken as a stand-alone program or as an entry path into the Certificate B or AAS program. By starting with a certificate, students develop skills that can be used to gain employment while furthering their education. For specific information about enrollment, please contact an Academic Advisor.

### Contact Information

Daniel Higdon  
Department Chair  
316.218.6135  
Office: BOA 5203  
dhigdon@butlercc.edu

#### First Term: 16 Credit Hours

- EN 101. Engineering Graphics 1 **Credits: 3 ♦**
- EN 102. Engineering Graphics 2 **Credits: 3**
- EN 103. Building Design 1 with CAD **Credits: 3**
- EN 110. Building Design 2 with Revit **Credits: 3**
- EN 214. 3D Modeling and CAD **Credits: 3**
- WE 110. OSHA 10 **Credits: 1**

#### Total Certificate Pathway Credit Hours: 16

### Engineering Technology-Industrial Controls (Certificate)

#### Program Information

Butler's Industrial Controls Certificate prepares students with specific classes that prepare them to enter the workplace as a control system technician, or Systems

Integrator Assistant. This certificate option can be taken as a stand-alone program or as an entry path into the Certificate B or AAS program. By starting with a certificate, students develop skills that can be used to gain employment while furthering their education. For specific information about enrollment, please contact an Academic Advisor.

### Contact Information

Daniel Higdon  
Department Chair  
316.218.6135  
Office: BOA 5203  
dhigdon@butlercc.edu

#### First Term: 16 Credit Hours

- EN 101. Engineering Graphics 1 **Credits: 3**
- EN 111. Fundamentals of Power **Credits: 3 ♦**
- EN 214. 3D Modeling and CAD **Credits: 3**
- EN 212. Electric Circuits **Credits: 3**
- EN 215. Automated Power Systems **Credits: 3 ♦**
- WE 110. OSHA 10 **Credits: 1**

#### Total Certificate Pathway Credit Hours: 16

### Engineering Technology-Manufacturing (Certificate)

#### Program Information

Butler's Manufacturing Certificate prepares students with specific classes that prepare them to enter the workplace as a Manufacturing Associate or as a Manufacturing Engineering Technician. This certificate option can be taken as a stand-alone program or as an entry path into the Certificate B or AAS program. By starting with a certificate, students develop skills that can be used to gain employment while furthering their education. For specific information about enrollment, please contact an Academic Advisor.

### Contact Information

Daniel Higdon  
Department Chair  
316.218.6135  
Office: BOA 5203  
dhigdon@butlercc.edu

#### First Term: 16 Credit Hours

- EN 101. Engineering Graphics 1 **Credits: 3**
- EN 102. Engineering Graphics 2 **Credits: 3**
- EN 201. Materials and Processes of Industry **Credits: 3**
- EN 220. Beginning Concepts of CNC **Credits: 3 ♦**
- EN 135. Introduction to Composites **Credits: 3**
- WE 110. OSHA 10 **Credits: 1**

#### Total Certificate Pathway Credit Hours: 16

### Interactive, Digital, and 3D Technology (Certificate)

#### Program Information

This certificate program can be converted to the Interactive, Digital, and 3D Technology, Associate in Applied Science degree by adding the appropriate general

education courses which will add to your employability and future income. Cooperative Education opportunities will also add to your income potential.

### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community Colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

### **Additional Costs**

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

### **Contact Information**

Darryl Runyan  
Department Chair  
316.218.6132  
Office: BOA, Room 5261A  
drunyan@butlercc.edu

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

Co-requisite Requirement: IN 162-Game, Storyline, and Character Development is a required course for IN 157-Game Design 1. Student workings towards the certificate pathway for Interactive 3D will need an override from an advisor to take both IN 162 and IN 157 within the same semester. This co-requisite exception will only be used for non-Associate degree seeking students.

- ID 110. Game, Storyline, and Character Development (O) **Credits: 3**
- ID 101. Photoshop Fundamentals **Credits: 3 ♦**
- ID 107. 3D Virtual Environments (O) **Credits: 3**
- ID 118. Game Design 1 **Credits: 3**
- ID 116. 3D Animation 1 **Credits: 3**

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

- ID 218. Game Design 2 **Credits: 3**
- ID 216. 3D Animation 2 **Credits: 3**
- ID 119. Mobile Game Development **Credits: 3**
- ID 222. Motion Capture and Virtual Reality **Credits: 3**
- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3 ♦**

**Total Certificate Pathway Credit Hours: 30**

### **Web Development (Certificate)**

#### **Program Information**

This program will prepare you for a career in the Web Development/Design field. Utilizing front end and back end development using the latest in mark up and coding languages like HTML with CSS, Javascript, PHP with databases and many more, the student will create websites and web applications as well as mobile apps to prepare you for success in the industry!

### **Certiport Certification**

Through your coursework you may qualify to take industry certification exams. Butler community colleges IN Department is a certified Certiport Testing Center for Microsoft and Adobe certifications and administer those tests on campus to students enrolled in or completers of certain IN classes. Please see your lead instructor for details.

### **Additional Costs**

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

### **Contact Information**

Darryl Runyan  
Department Chair  
316.218.6132  
Office: BOA, Room 5261A  
drunyan@butlercc.edu

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

Co-requisite Requirement: IN171-Photoshop Fundamental is a required course for IN172-Animate Fundamentals. Students working towards the certificate pathway for Web Development will need an override from an advisor to take both IN171 and IN172 within the same semester. This co-requisite exception will only be used for students seeking a Web Development certificate.

- ID 124. HTML and CSS (O) **Credits: 3 ♦**
- ID 125. PHP and Databases (O) **Credits: 3**
- ID 101. Photoshop Fundamentals **Credits: 3**
- ID 126. Web Scripting (O) **Credits: 3**
- ID 127. CMS for Web Development **Credits: 3**
- ID 102. Animate Fundamentals (O) **Credits: 3**

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

- ID 224. Advanced HTML and CSS **Credits: 3**
- ID 113. UX/UI Fundamentals **Credits: 3**
- ID 114. Digital Branding and Promotion **Credits: 3**
- ID 226. Advanced Web Scripting **Credits: 3**
- ID 299. Interactive, Digital, and 3D Capstone (O) **Credits: 3 ♦**

**Total Certificate Pathway Credit Hours: 33**

### **Welding Technology (Certificate)**

#### **Program Information**

The Butler welding program will prepare you for a career in welding. You will learn the SMAW, GMAW, GTAW, and Oxy-fuel welding processes, all as applied to both ferrous and non-ferrous metals as well as position and out of position welding. You will also learn numerous industry recognized cutting processes, both manual and CNC (computer numerically controlled), receive in-depth training in Blueprint Reading and Metallurgy, and have the opportunity to become AWS certified in the SMAW, GMAW, and GTAW processes.

#### **Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.



**Accreditation**

Full-time instructor is a AWS Certified Welding educator (CWE) and an AWS certified Welding inspector (CWI). The Welding Department is a participating organization in the AWS SENCE Program.

**Additional Costs/Tool Requirement**

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

**Contact Information**

Matthew Galbraith  
Lead Instructor  
316.323.6824  
Office: BOE 310  
msgalbraith@butlercc.edu

**First Term: 19 Credit Hours**

- WE 110. OSHA 10 **Credits: 1**
- WE 114. Welding Methods **Credits: 2**
- WE 125. Blueprint Reading (Welding) **Credits: 3**
- WE 126. Cutting Processes **Credits: 3**
- WE 127. Gas Metal Arc Welding 1 (GMAW 1) **Credits: 3 ♦**
- WE 128. Gas Tungsten Arc Welding 1 (GTAW 1) **Credits: 3**
- WE 129. Shielded Metal Arc Welding 1 (SMAW 1) **Credits: 3**
- WE 130. Oxy-Fuel Gas Welding **Credits: 1**

**Second Term: 17 Credit Hours**

- WE 213. Welding and Pipe Fitting **Credits: 2**
- WE 220. Metallurgy **Credits: 3**
- WE 227. Gas Metal Arc Welding 2 (GMAW 2) **Credits: 4 ♦**
- WE 228. Gas Tungsten Arc Welding 2 (GTAW 2) **Credits: 4**
- WE 229. Shielded Metal Arc Welding 2 (SMAW 2) **Credits: 4**

**Total Certificate Pathway Credit Hours: 36**

\*Must start program courses in the fall cohort.

**Welding Technology (Certificate A)****Program Information**

The Butler welding program will prepare you for a career in welding. You will learn the SMAW, GMAW, GTAW, and Oxy-fuel welding processes, all as applied to both ferrous and non-ferrous metals as well as position and out of position welding. You will also learn numerous industry recognized cutting processes, both manual and CNC (computer numerically controlled), receive in-depth training in Blueprint Reading and Metallurgy, and have the opportunity to become AWS certified in the SMAW, GMAW, and GTAW processes.

**Recommendations**

These classes are in high demand and fill quickly. Enrollment is limited.

**Accreditation**

Full-time instructor is a AWS Certified Welding educator (CWE) and an AWS certified Welding inspector (CWI). The Welding Department is a participating organization in the AWS SENCE Program.

**Additional Costs/Tools Requirements**

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

**Contact Information**

Matthew Galbraith  
Lead Instructor  
316.323.6824  
Office: BOE 310  
msgalbraith@butlercc.edu

**First Term: 19 Credit Hours**

- WE 110. OSHA 10 **Credits: 1**
- WE 114. Welding Methods **Credits: 2**
- WE 125. Blueprint Reading (Welding) **Credits: 3**
- WE 126. Cutting Processes **Credits: 3**
- WE 127. Gas Metal Arc Welding 1 (GMAW 1) **Credits: 3 ♦**
- WE 128. Gas Tungsten Arc Welding 1 (GTAW 1) **Credits: 3**
- WE 129. Shielded Metal Arc Welding 1 (SMAW 1) **Credits: 3**
- WE 130. Oxy-Fuel Gas Welding **Credits: 1**

**Total Degree Pathway Credit Hours: 19**

\*Must start program courses in the fall cohort.

## Course Descriptions

### **Adult Education (Non-Credit)**

#### **AE 010-0. Adult Education Math.**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument.

#### **AE 020-0. Adult Education Language Arts**

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.

Prerequisite(s): A score at a pre-determined level on a placement instrument.

#### **AE 030-0. Jumpstart**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument.

#### **AE 040-0 (O). Adult Education Bridge to Success**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. For the blended class, students must have basic technology skills and internet availability.

Note(s) O - This course is offered online.

#### **AE 050-0. Healthcare Pathways Skillbuilding**

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.

Prerequisite(s): A score at a pre-determined level on a placement instrument.

#### **AE 060-0. Engineering Pathways Skillbuilding**

This course will enable the student to gain academic skills necessary to enter an engineering pathway. Emphasis will be placed on the application of skills in an engineering context. The student will also explore careers in engineering.

Prerequisite(s): Prerequisite: A score at a pre-determined level on a placement instrument.

#### **AE 070-0. Business Pathways Skillbuilding**

This course will enable the student to gain academic skills necessary to enter a business pathway. Emphasis will be placed on the application of skills in a business context. The student will also explore careers in business.

Prerequisite(s): A score at a pre-determined level on a placement instrument.

#### **AE 080-0. Construction Pathways Skillbuilding**

This course will enable the student to gain academic skills necessary to enter a construction pathway. Emphasis will be placed on the application of skills in a construction context. The student will also explore careers in construction.

Prerequisite(s): A score at a pre-determined level on a placement instrument.

### **Agriculture**

#### **AG 102. Principles of Animal Science (O)**

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. Credits: 3 Note(s) O - This course is offered online.

#### **AG 107. Microcomputers in Agriculture**

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. Credits: 3

#### **AG 108. Feeder Livestock Production Management**

This course will enable the student to study, explore, and implement the principles related to effectively managing feeder livestock. Credits: 3

#### **AG 109. Breeding Livestock Production Management**

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. Credits: 3

**AG 111. Agriculture in our Society (O)**

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. Credits: 2 Note(s) O - This course is offered online.

**AG 120. Agricultural Economics (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**AG 133. Livestock Selection 1**

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. Credits: 3

**AG 134. Livestock Selection 2**

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. Prerequisite(s): AG 133 with a C or better. Credits: 3

**AG 136. Livestock Judging Lab 1**

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. Credits: 2

**AG 137. Livestock Judging Lab 2**

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. Prerequisite(s): AG 136 with a C or better. Credits: 2

**AG 211. Fundamentals of Livestock Nutrition (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**AG 212. Meat Science Fundamentals**

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. Credits: 2

**AG 213. Introduction to Food Science (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**AG 215. Farm Management and Finance (O)**

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. Prerequisite(s): AG 107 and either BA 126 or BA 130, all with a C or better. Credits: 3 Note(s) O - This course is offered online.

**AG 216. Livestock Health and Disease**

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. Credits: 3

**AG 217. Marketing Agricultural Products**

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. Credits: 3

**AG 218. Principles of Futures Markets**

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. Credits: 3

**AG 220. Crop Science (O)**

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. Credits: 4 Note(s) O - This course is offered online.

**AG 221. Beef Management**

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. Credits: 3

**AG 230. Range Management**

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. Credits: 3

**AG 236. Livestock Judging Lab 3**

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. Prerequisite(s): AG 137 with a C or better. Credits: 2

**AG 237. Livestock Judging Lab 4**

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. Prerequisite(s): AG 236 with a C or better. Credits: 2

**AG 240. Livestock Rations**

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. Credits: 3

**AG 275. Livestock Concepts and Practices**

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. Credits: 3

**Allied Health****AH 111. Therapeutic Nutrition (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**AH 117. Home Health Aide (O)**

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. Prerequisite(s): AH 122 with a C or better, or active Kansas Certified Nurse Aide. Credits: 2 Note(s) O - This course is offered online.

**AH 120. Certified Medication Aide**

This course will enable the student to administer specific medications in a safe and accurate manner in an adult care home. The student will prepare to take the Kansas Medication Aide State test. Prerequisite(s): AH 122 with a C or better and a score at a predetermined level on a placement instrument and an active Kansas Certified Nurse Aide. Student must be 18 years or older by the last day of class to enroll in this course. Credits: 5

**AH 122. Nurse Aide**

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. Prerequisite(s): A score at a predetermined level on a placement instrument. Credits: 5

**AH 123. Medication Aide Update (O)**

This course will enable the student to update the Certified Medication Aide certificate through Health Occupation Credentialing (HOC). Prerequisite(s): Current Certified Medication Aide in Kansas. Credits: 1 Note(s) O - This course is offered online.

**AH 125. Nurse Aide II-Acute Care Environment**

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. Prerequisite(s): AH 122 with a C or better and active in the Kansas Department for Aging and Disability Services (KDADS) Nurse Aide Registry. Credits: 2

**AH 126. Nurse Assistant Success Skills**

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. Prerequisite(s): AH 122 with a C or better or concurrent enrollment in AH 122 or current Kansas Certified Nurse Aide (CNA). Credits: 2

**AH 130. Basic Life Support for Health Care Professionals**

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. Credits: 0.5(HSC1040)

**AH 150. CNA Refresher: Topics on Aging for Long Term Care**

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. Prerequisite(s): Previously certified nurse aide (CNA) in Kansas. Credits: 1

**AH 201. Health Professions Medical Terminology 1 (O, T►)**

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. Prerequisite(s): A score at a predetermined level in reading on a placement instrument or EG 060 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (HSC1030) Note(s) O - This course is offered online.

**AH 202. Health Professions Medical Terminology 2 (O)**

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. Prerequisite(s): AH 201 with a C or better or instructor approval. Credits: 1 Note(s) O - This course is offered online.(HSC1030)

**AH 225. Operator Training for Assisted Living.**

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. Prerequisite(s): Kansas requires validation of: Option A: Official transcript of a Baccalaureate degree in any area of study, Option B: Official transcript of an Associate's degree in a relevant field as determined by Health Occupations Credentialing, or Option C: Official transcript of a high school diploma or equivalent, with one year relevant experience required by Health Occupations Credentialing or department approval. Credits: 3

**Art****AR 100. Art Appreciation (O, T►)**

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. The student will explore 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. Credits: 3 Kansas SystemWide Transfer Course (ART1010) Note(s) O - This course is offered online.

**AR 112. Ceramics Studio**

This course will enable the student to utilize processes and construction techniques relating to ceramics. The student will explore various methods, design processes, and aesthetic assessment skills, and apply them to the appropriate ceramic forms. Credits: 2

**AR 121. Two-Dimensional Design (T►)**

This course will enable the student to apply the visual elements, principles and vocabulary of design to two-dimensional studio arts and graphic design. The student will place emphasis on the tools and techniques of the graphic designer. Credits: 3 Kansas SystemWide Transfer Course (ART1050)

**AR 122. Three-Dimensional Design (T►)**

This course will enable the student to apply the visual elements, principles and vocabulary of design to the creation of three-dimensional art projects. The student will place emphasis on handling equipment and tools properly. Credits: 3 Kansas SystemWide Transfer Course (ART2010)

**AR 141. Drawing 1 (T►)**

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 apply the visual elements of art and the 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.) Credits: 3 Kansas SystemWide Transfer Course (ART1040)

**AR 142. Drawing 2**

This course will enable the student to explore the various tools and techniques associated with the drawing medium. The student will develop intuitive processes (creative thinking and response), composition and pictorial space, layering and mixing media, shape relationships, color, content, and critical analysis (written and oral critiques of works of art). Prerequisite(s): AR 141 with a C or better. Credits: 3

**AR 161. Ceramics 1**

This course will enable the student to develop and refine specific skills used to create ceramic art. The student will explore various construction and design processes that will enhance knowledge of the techniques, history, and language of ceramics. Credits: 3

**AR 185. Digital Practices in Art**

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.

Prerequisite(s): AR 161 with a C or better. Credits: 3

**AR 241. Life Drawing**

This course will enable the student to apply concepts of figure drawing to advanced art studies and other disciplines. The student will complete detailed studies of the skeletal and muscular structures of the human body.

Prerequisite(s): AR 141 with a C or better. Credits: 3

**AR 251. Painting 1**

This course will enable the student to explore the various tools and techniques associated with the medium of oil painting. The student will also be introduced to the history of painting and color theory. Prerequisite(s): AR 141 with a C or better. Credits: 3

**AR 252. Painting 2**

This course will enable the student to explore a variety of tools and techniques associated with painting at a more advanced level. The student will also further explore the history of painting and color theory. Prerequisite(s): AR 251 with a C or better. Credits: 3

**AR 262. Ceramics 2**

This course will enable the student to further develop and refine specific skills used to create ceramic art. The student will construct a body of work that expresses one's own unique and personal aesthetic within ceramics.

Prerequisite(s): AR 161 with a C or better. Credits: 3

**AR 270. Art Projects 1**

This course will enable the student to explore the various tools and techniques within the chosen medium, as well as research historical and contemporary applications. The student will build an art portfolio for use in professional applications. Prerequisite(s): The student must be an art major, pass all courses within the applicable discipline with a C or better, and obtain instructor and dean approval. (For example, a student wishing to enroll in Art Projects with a concentration in Drawing, must first complete Drawing 1 and Drawing 2 with a C or better.) Credits: 3

**AR 271. Art Projects 2**

This course will enable the student to explore the various tools and techniques within the chosen medium, as well as research historical and contemporary applications. The student will build an art portfolio for use in professional applications. Prerequisite(s): The student must be an art major, pass all courses within the applicable discipline with a C or better, and obtain instructor and dean approval. (For example, a student wishing to enroll in Art Projects with a concentration in Drawing, must first complete Drawing 1 and Drawing 2 with a C or better.) Credits: 3

**Auto Technology****AT 115. Electrical 1**

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). Prerequisite(s): A score at a pre-determined level in reading, writing and math on a placement instrument. Credits: 3

**AT 116. Electrical 2**

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. Prerequisite(s): AT 115 with a C or better. Credits: 2

**AT 117. Brakes 1**

This course will enable the student to examine, inspect and repair brakes, bearings and hub assemblies.

Prerequisite(s): AT 116 with a C or better. Credits: 3

**AT 118. Brakes 2**

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. Prerequisite(s): AT 117 with a C or better. Credits: 2

**AT 119. Engine Repair**

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. Prerequisite(s): AT 118 with a C or better. Credits: 5

**AT 120. Engine Performance 1**

This course will enable the student to identify and correct system integrity problems within the fuel, ignition and exhaust systems. Prerequisite(s): AT 119 with a C or better. Credits: 3

**AT 207. Manual Drive Trains and Axles**

This course will enable the student to diagnose and repair clutches, drivelines, axles and transmissions within a variety of vehicle platforms. Prerequisite(s): AT 218 with a C or better. Credits: 4

**AT 210. Automotive HVAC**

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. Prerequisite(s): AT 116 with a C or better. Credits: 4

**AT 216. Electrical 3**

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. Prerequisite(s): AT 207 with a C or better. Credits: 5

**AT 217. Suspension and Steering 1**

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. Prerequisite(s): AT 120 with a C or better. Credits: 3

**AT 218. Suspension and Steering 2**

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. Prerequisite(s): AT 217 with a C or better. Credits: 1

**AT 220. Engine Performance 2**

This course will enable the student to advance diagnostic skills in relation to fuel, induction, ignition, exhaust and emission control systems. Prerequisite(s): AT 120 with a C or better. Credits: 7

## **Aviation**

### **AV 101. Introduction to Aviation**

The course will enable the student to develop the knowledge and skills required to safely exercise the privileges and responsibilities of a Private Pilot. The student will study aerodynamics, aircraft systems, FAA regulations, the U.S. Airspace System, weight and balance, aircraft performance, aviation weather, flight publications, radio navigation, cross-country planning and navigation, basic flight physiology, and flight safety. Credits: 3

### **AV 102. Private Pilot License with Lab**

This course will enable the student to develop the knowledge and skills required to safely exercise the privileges and responsibilities of a Private Pilot. The student will study aerodynamics, aircraft systems, FAA regulations, the U.S. Airspace System, weight and balance, aircraft performance, aviation weather, flight publications, radio navigation, cross-country planning and navigation, basic flight physiology, and flight safety. Prerequisite(s): AV 101 with a C or better or concurrent enrollment in AV 101. Credits: 2

## **Behavioral Sciences**

### **BS 103. Human Sexuality (O)**

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. Credits: 3 Note(s) O - This course is offered online.

### **BS 105. Sociology (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (SOC1010) Note(s) O - This course is offered online.

### **BS 106. Introduction to Cultural Anthropology (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (ANT1010) Note(s) O - This course is offered online.

### **BS 107. Women and Gender Studies (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (GCS1010) Note(s) O - This course is offered online.

### **BS 110. Contemporary Social Problems (T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (SOC2010)

### **BS 115. Substance Abuse Awareness (O)**

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. Credits: 3 Note(s) O - This course is offered online.

### **BS 160. General Psychology (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (PSY1010) Note(s) O - This course is offered online.

### **BS 210. Marriage and Family (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (SOC2020) Note(s) O - This course is offered online.

**BS 212. Abnormal Psychology (O)**

This course will enable the student to explore the characteristics, causes, theories, and treatments of the major categories of psychological disorders. Prerequisite(s): BS 160 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BS 222. Diversity and Inequality in the United States**

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. Credits: 3

**BS 260. Developmental Psychology (O, T►)**

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. Prerequisite(s): BS 160 with a C or better or departmental approval. Credits: 3 Kansas SystemWide Transfer Course (PSY2020) Note(s) O - This course is offered online.

**BS 270. Child Psychology (O, T►)**

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. Prerequisite(s): BS 160 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (PSY2030) Note(s) O - This course is offered online.

## **Biological Science**

**BI 050. Chemistry Review**

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. Credits: 1

**BI 110. General Biology (O, T►)**

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. Credits: 5 Kansas SystemWide Transfer Course (BIO1010) Note(s) O - This course is offered online.

**BI 215. Majors Biology 1 (Cell) (T►)**

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. Credits: 5 Kansas SystemWide Transfer Course (BIO1020)

**BI 218. Spring Wildflower and Weed Identification**

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. Credits: 2

**BI 220. Majors Biology 2 (Organisms) (T►)**

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. Prerequisite(s): BI 215 with a C or better. Credits: 5 Kansas SystemWide Transfer Course (BIO1030)

**BI 226. Anatomy and Physiology 1 (T►)**

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. Credits: 4 Kansas SystemWide Transfer Course (BIO2030)

**BI 227. Anatomy and Physiology 2 (T►)**

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 (T►). 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. Prerequisite(s): BI 226 with a C or better. Credits: 4 Kansas SystemWide Transfer Course (BIO2030)

**BI 228. Summer Wildflower & Weed Identification**

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. Credits: 2

**BI 231. Pathophysiology (O)**

This course will enable the student to explore 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. Prerequisite(s): BI 240, or BI 226 and BI 227 all with a C or better. Credits: 4 Note(s) O - This course is offered online.

**BI 232. Human Anatomy (T►)**

This course will enable the student to develop an understanding of the principles and structures of the human body systems. The student will study cells, tissues, and the following body systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, urinary, digestive, and reproductive. The student will participate in six hours of lecture/laboratory per week. This course is an intermediate study designed primarily for pre-professional students such as dentistry, medicine, pharmacy, and physical therapy. The learning outcomes and competencies detailed in this course outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents. Credits: 4 Kansas SystemWide Transfer Course (BIO2030)

**BI 238. Fall Wildflower and Weed Identification**

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. Credits: 2

**BI 240. Anatomy and Physiology (T►)**

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. Credits: 5 Kansas SystemWide Transfer Course (BIO2020)

**BI 245. Cadaver Dissection**

This course will enable the student to dissect a human cadaver and to identify the major visceral organs and structures. Prerequisite(s): BI 240 or equivalent with a grade of B or better.

Credits: 2

**BI 250. Microbiology**

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. Prerequisite(s): BI 240 (or BI 226 and BI 227) or BI 110 or BI 215 or BI 220 with a C or better. Credits: 5

**BI 262. Human Physiology (T►)**

This course will enable the student to develop an understanding of the principles and functions of the human body systems. The student will study functions of basic chemistry, cells, tissues, and the following body systems: muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, urinary, digestive, and reproductive. The student will participate in six hours of lecture/laboratory per week. This course is an intermediate study designed primarily for pre-professional students such as dentistry, medicine, pharmacy, and physical therapy. The learning outcomes and competencies detailed in this course outline meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents (Transfers as BIO2030). Prerequisite(s): BI 232 and CH 110 with a C or better or concurrent enrollment in CH 110. Credits: 4 Kansas SystemWide Transfer Course (BIO2030)

**Business Administration Accounting, Marketing, and Management**

**BA 103. Principles of Advertising (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 104. Computer Concepts and Applications (O, T►)**

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 build technology literacy skills by practicing essential computer concepts. Prerequisite(s): The student must have a typing speed of at least 20 words per minute (a pretest will be given). Credits: 3 Kansas SystemWide Transfer Course (CSC1010) Note(s) O - This course is offered online.

**BA 108. YE Entrepreneurship**

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. Credits: 4

**BA 109. Entrepreneurship (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 110. Introduction to Business (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (BUS1020) Note(s) O - This course is offered online.

**BA 112. Personal Finance (O, T►)**

This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection. Credits: 3 Kansas SystemWide Transfer Course (BUS1010) Note(s) O - This course is offered online.

**BA 115. Business Law 1 (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 129. Writing a Business Plan (O)**

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. Credits: 2 Note(s) O - This course is offered online.

**BA 130. Financial Accounting (O, T►)**

This course will enable the student to analyze and journalize business transactions, prepare and analyze financial statements, and evaluate the quality of business decisions in an ethical context. The student will learn the concepts

and principles underlying the measurement of profit and financial position. Credits: 4 Kansas SystemWide Transfer Course (ACC1010) Note(s) O - This course is offered online.

**BA 140. Introduction to Marketing (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 178. Payroll Accounting (O)**

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. Prerequisite(s): BA 126 or BA 130 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BA 184. Human Resource Management (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 203. Retail Management (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 204. Managerial Accounting (O, T ►)**

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. Prerequisite(s): BA 127 or BA 130 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (ACC2010) Note(s) O - This course is offered online.

**BA 210. Principles of Management (O, T ►)**

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. Credits: 3 Kansas SystemWide Transfer Course (BUS2020) Note(s) O - This course is offered online.

**BA 211. Computerized Accounting (O)**

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. Prerequisite(s): BA 126 or BA 130 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BA 215. Personal Selling (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 219. Internet Marketing (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 220. Business Ethics (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BA 225. Computer Advertising Design**

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. Credits: 3

**BA 245. Advanced Computer Applications (O)**

This course will enable the student to use advanced features of word processing, spreadsheet, and database programs. The student will prepare to become Microsoft Office certified at the Expert level. Prerequisite(s): BE 165, BE 170, and BE 180 all with a C or better; BA 104 all with a C or better or consent of instructor. Credits: 3 Note(s) O - This course is offered online.

**Business Systems Technology****BE 100. Keyboarding (O)**

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. Credits: 1 Note(s) O - This course is offered online.

**BE 101. Beginning Document Processing (O)**

This course will enable the student to develop keyboarding speed and accuracy and properly format letters, memorandums, short manuscripts, tables and employment documents. Credits: 3 Note(s) O - This course is offered online.

**BE 102. Intermediate Document Processing (O)**

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. Prerequisite(s): A keyboarding speed of at least 40 wpm. Credits: 3 Note(s) O - This course is offered online.

**BE 103. Keyboard Skillbuilding (O)**

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. Credits: 3 Note(s) O - This course is offered online. Requirement: The student must be able to type-by-touch at a rate of at least 20 wpm before taking this course.

**BE 108. Records Management (O)**

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. Prerequisite(s): BE 180 or BA 104 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 109. Human Relations (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BE 112. Digital Office Technology (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BE 115. Microsoft Outlook Level 1 (O)**

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. Credits: 1 Note(s) O - This course is offered online.

**BE 116. Microsoft Outlook Level 2 (O)**

This course will enable the student to explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. Prerequisite(s): BE 115 with a C or better or concurrent enrollment. Credits: 1 Note(s) O - This course is offered online.

**BE 120. Business English (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**BE 121. Business Math/10-Key (O)**

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. Prerequisite(s): Placement score or MA 050 (or MA 051, MA 052, and MA 053) with a C or better or diagnostic credit. Credits: 3 Note(s) O - This course is offered online.

**BE 122. Introduction to Health Information (O)**

This course will enable the student to work with knowledge of health care as it applies to the physician's office. Credits: 3 Note(s) O - This course is offered online.

**BE 123. Legal and Ethical Issues in Health Care (O)**

This course will enable the student to understand how the U.S. legal system, laws and ethical issues relate to health care. Prerequisite(s): BE 122 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 124. Reimbursement Methodologies (O)**

This course will enable the student to complete health insurance reimbursement forms as used in a medical office. The student will use health insurance policies and procedures to process billing and claims. Prerequisite(s): BE 122 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 125. Beginning Medical Coding (O)**

This course will enable the student to accurately assign ICD-10-CM diagnosis codes for medical services. The student will prepare for the national coding certification test. Prerequisite(s): AH 201 and BE 122 both with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 126. Medical Office Management (O)**

This course will enable the student to create and maintain an electronic health record (EHR) for patients that integrates instructional theory and practice management with electronic medical record (EMR) software. Prerequisite(s): AH 201 with a C or better or concurrent enrollment in AH 201. Credits: 3 Note(s) O - This course is offered online.

**BE 127. Advanced Medical Coding (O)**

This course will enable the student to accurately assign CPT procedure codes and modifiers and HCPCS codes for medical services at an advanced level. The student will prepare for the national coding certification test. Prerequisite(s): BE 125 and BI 240 (or BI 226 and BI 227) all with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 128. Coding Certification Test Preparation. (O)**

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-10-CM), and Healthcare Common Procedure Coding System (HCPCS) codes. Prerequisite(s): BE 127 with a C or better or concurrent enrollment. Credits: 1 Note(s) O - This course is offered online.

**BE 130. Business Communications (O)**

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. Prerequisite(s): A score at a predetermined level in reading and writing on a placement instrument or EG 060 or BE 120 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 165. Introduction to Word (O)**

This course will enable the student to use current word processing application software. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in the workplace. The student will prepare to become Microsoft Word certified at the Associate level. Credits: 1 Note(s) O - This course is offered online.

**BE 170. Introduction to Excel (O)**

This course will enable the student to use a current spreadsheet application software. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in the workplace. The student will prepare to become Microsoft Excel certified at the Associate level. Credits: 1 Note(s) O - This course is offered online.

**BE 175. Presentation Graphics (O)**

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. Credits: 3 Note(s) O - This course is offered online. Requirement: The student should be competent in basic computer operation.

**BE 176. Introduction to Internet (O)**

This course will enable the student to navigate the internet using search engines, download external files, and communicate using e-mail. Credits: 1 Note(s) O - This course is offered online.

**BE 180. Introduction to Access (O)**

This course will enable the student to use current database application software. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in the workplace. Credits: 1 Note(s) O - This course is offered online.

**BE 196. MOS Test Preparation and Certification (O)**

This course will enable the student to meet the requirements to take Microsoft Office Specialist (MOS) certification tests. The student will extensively review the Microsoft Office applications using practice testing software resulting in the student taking nationally recognized Microsoft certification exams. Credits: 1 Note(s) O - This course is offered online.

**BE 202. Business Procedures (O)**

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. Prerequisite(s): BE 102 and BA 104 or BE 165, BE 170, and BE 180 all with a C or better. Credits: 3 Note(s) O - This course is offered online.

**BE 204. Legal Terminology**

This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields. Prerequisite(s): A score at a pre-determined level in reading and writing or EG 060 with a C or better. Credits: 3

**BE 275. Desktop Publishing (O)**

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. Prerequisite(s): BE 165, BE 170, and BE 180 all with a C or better; or BA 104 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**Chemistry****CH 050. Math Review for the Sciences. (O)**

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. Credits: 1 Note(s) O - This course is offered online.

**CH 106. Introduction to General Chemistry (O, T►)**

This course will enable the student to improve knowledge of basic math skills, demonstrate the scientific method, utilize scientific materials in the laboratory, and apply scientific reasoning to real world problems. The student will explore the fundamental principles of general chemistry and basic laboratory techniques. Prerequisite(s): Placement score or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. Credits: 5 Kansas SystemWide Transfer Course (CHM1030) Note(s) O - This course is offered online.

**CH 110. College Chemistry 1 (T►)**

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. Prerequisite(s): High school chemistry or CH 106 or equivalent and two units of high school algebra or MA 125 (or MA 127, MA 128, or MA 129) with a C or better. Credits: 5 Kansas SystemWide Transfer Course (CHM1010)

**CH 115. College Chemistry 2 (T►)**

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. Prerequisite(s): CH 110 and MA 135 (or MA 132, MA 133, and MA 134) all with a C or better. Credits: 5 Kansas SystemWide Transfer Course (CHM1020)

**CH 240. Organic Chemistry 1**

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. Prerequisite(s): CH 115. Credits: 5

**CH 245. Organic Chemistry 2**

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. Prerequisite(s): CH 240 Credits: 5

**CH 275. Biochemistry**

This course will enable the student to develop knowledge of concepts and techniques in the field of biochemistry. The student will study the major classes of biological molecules, such as proteins, lipids and nucleic acids. The student will study the major metabolic pathway and developments related to molecular biology. This course is designed for students in pre-pharmacy. Prerequisite(s): CH 240 with a C or better. Credits: 4

**Computer Information Technology****IN 105. Information Technology (IT) Concepts**

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. Credits: 3

**IN 185. Mobile Application Development**

This course will enable the student to build, test, and publish applications to the Apple Store. The student will use Swift Programming for the iOS Operating System to create applications that can be exported for use on the Apple Store or self-promotion. Credits: 3

**IN 201. C# (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**Construction Technology****CN 101. OSHA 10hr - Construction Industry**

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 construction industry standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques. Credits: 1

**CN 102. Craft Fundamentals**

This course will enable the student to develop skills in basic construction safety practices. The student will develop construction specific communication and employability skills. The student will properly utilize safety practices. Credits: 2

**CN 103. Introduction to Craft Skills**

This course will enable the student to develop basic construction mathematic skills, use basic hand and power tools, and interpret construction drawings. The student will learn how to store and move construction materials in a safe



manner. The student will properly utilize proper safety practices. Corequisite(s): Concurrent enrollment in CN 101. Credits: 3

#### **CN 104. Introduction to Carpentry**

This course will enable the student to develop basic carpentry skills and knowledge. The student will develop skills in reading building plans, using common construction tools, and selecting building materials. The student will properly utilize safety procedures. Prerequisite(s): CN 103 with a C or better. Credits: 3

#### **CN 105. Floors and Stairs**

This course will enable the student to acquire skills to layout and construct floor systems. The student will focus on techniques for measuring and calculating rise, run, and stairwell openings. The student will properly utilize safety procedures. Prerequisite(s): CN 104 with a C or better. Credits: 3

#### **CN 107. Ceilings, Walls, and Building Systems**

This course will enable the student to acquire skills to layout and frame walls, doors, and window openings. The student will study various ceiling, roof, and building envelope systems. The student will properly utilize safety procedures. Prerequisite(s): CN 105 with a C or better. Credits: 3

#### **CN 200. Roofing and Exteriors**

This course will enable the student to acquire skills to properly prepare the roof deck. The student will install roofing and various types of exterior finish materials. The student will learn about equipment commonly used at a construction site. The student will properly utilize safety procedures. Prerequisite(s): CN 107 with a C or better. Credits: 3

#### **CN 201. Cabinet Making and Installation**

This course will enable the student to become proficient in the selection, construction, and installation of high-quality finished products such as cabinets, bookcases, and furniture. The student will properly utilize safety procedures. Prerequisite(s): CN 107 with a C or better. Credits: 3

#### **CN 202. Introduction to Electrical**

This course will enable the student to utilize critical information on electrical hazards, electrical safety standards, and some National Electrical Code (NEC®) requirements for the construction electrical trade. The student will properly utilize safety procedures. Prerequisite(s): CN 107 with a C or better. Credits: 3

#### **CN 203. Introduction to Masonry**

This course will enable the student to Identify basic masonry materials, tools, techniques, and safety precautions in the construction trade. Prerequisite(s): CN 107 with a C or better. Credits: 3

#### **CN 204. Introduction to HVAC and Plumbing**

This course will enable the student to learn about the job duties of an HVAC technician and the fundamentals of working in the plumbing construction trade. The student will properly utilize safety practices. Prerequisite(s): CN 107 with a C or better. Credits: 3

#### **CN 205. Construction Management**

This course will enable the student to acquire skills needed to become an effective leader. The student will learn about workforce diversity, organization, basic leadership skills, safety, and project scheduling and control. The student will properly utilize safety procedures. Prerequisite(s): CN 107 with a C or better. Credits: 3

### **Cooperative Education**

Butler Community College students are encouraged to gain workplace experience through the online Internships or Cooperative Education.

Students enrolled in Cooperative Education earn college credit while gaining valuable work experience. Students learn while they earn and may enroll in a maximum of six 3-hour Cooperative Education courses for a total of 24 credit hours while at Butler. Cooperative Education students must:

- Be employed in their major field of study or their career field.
- Work 150 clock hours for each three hour Cooperative Education class.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a training plan developed by the student, and approved by the supervisor and instructor.

Credit earned through Cooperative Education satisfies elective credit requirements in most Butler programs of study and are accepted by many area schools and colleges.

For more information or assistance, contact the Cooperative Education/ Internship office at 316-218-6211.

**CE 195. Keys to Success in the Workplace (O)**

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. Prerequisite(s): Employment in a field related to program of study or departmental approval. Credits: 3 Note(s) O - This course is offered online.

**CE 196. Career Development (O)**

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. Prerequisite(s): Employment in a field related to program of study or departmental approval. Credits: 3 Note(s) O - This course is offered online.

**CE 198. Critical Thinking Skills (O)**

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. Prerequisite(s): Employment in a field related to major program of study or departmental approval. Credits: 3 Note(s) O - This course is offered online.

**CE 297. Business Ethics for the Working Adult (O)**

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. Prerequisite(s): Employment in a field related to program of study or departmental approval. Credits: 3 Note(s) O - This course is offered online.

**CE 298. Leadership at Work (O)**

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. Prerequisite(s): Employment in a field related to program of study or departmental approval. Credits: 3 Note(s) O - This course is offered online.

**Criminal Justice/Political Science****CJ 102. Introduction to Criminal Justice (O, T ►)**

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. Credits: 3 Kansas SystemWide Transfer Course (CRJ1010) Note(s) O - This course is offered online.

**CJ 103. Agency Administration (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 106. Criminal Justice Interview and Report Writing**

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. Credits: 3

**CJ 109. Introduction to Corrections (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 116. Juvenile Delinquency and Justice (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 117. Criminal Behavior (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 118. Gang Investigation**

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. Credits: 3

**CJ 125. Introduction to Homeland Security (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 202. Law Enforcement in the Community (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 204. Criminal Law (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 211. Criminal Investigation (O)**

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. Prerequisite(s): CJ 102 with a C or better or instructor approval. Credits: 3 Note(s) O - This course is offered online.

**CJ 212. Criminology (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 213. Criminal Evidence (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 215. Criminal Procedures (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CJ 216. Professional Responsibility in Criminal Justice**

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. Credits: 3

## **Culinary Arts**

### **CA 109. Culinary Nutrition**

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. Credits: 2

### **CA 120. Professional Culinary Skills 1**

This course will enable the student to learn the core components of the history and tradition of the professional kitchen. The student will learn the classical and modern kitchen brigade systems. The student will develop basic skills in sanitation practices; heat transfer methods; and knife identification, maintenance, and handling. The student will train in basic individual cooking techniques, butchering, filleting, and meat and seafood identification. The student will become familiar with individual kitchen equipment and different metals used for different tools.

Corequisite(s): Concurrent enrollment in HM 101. Credits: 3

### **CA 130. Professional Pastry Skills**

This course will enable the student to develop culinary pastry skills in the kitchen environment. The student will learn skills in sanitation, scaling ingredients, leavening agents, chocolate tempering, confections, fundamentals of cake decorating, baker's percentage, recipe interpretation, recipe design, recipe costing, and preparing baked goods for commercial consumption. Credits: 3

### **CA 151. Kitchen Essentials/Culinary Math**

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. Prerequisite(s): Placement score or MA 050 (or MA 051, MA 052, and MA 053) with a C or better or diagnostic credit. Credits: 3

### **CA 152. Menu Development**

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. Prerequisite(s): HM 190 with a C or better.

Credits: 3

### **CA 153. Essentials of Purchasing**

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.

Prerequisite(s): HM 190 with a C or better. Credits: 3

### **CA 220. Professional Culinary Skills 2**

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. Prerequisite(s): CA 120 and HM 101 both with a C or better. Credits: 3

### **CA 231. Garde Manger**

This course will enable the student to prepare cold entrees, forcemeats, patés, canapés, amuse-bouche, terrines, 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 student will plan, organize, and set up buffet displays, learn techniques of platter design, and plate presentation using both modern and traditional techniques. Prerequisite(s): CA 220 and HM 101 both with a C or better. Credits: 3

### **CA 232. Cuisines of Asia**

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. Prerequisite(s): CA 220 and HM 101 both with a C or better. Credits: 3

### **CA 233. Cuisines of Northern Europe**

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. Prerequisite(s): CA 220 and HM 101 both with a C or better. Credits: 3

#### **CA 234. Cuisines of Southern Europe**

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. Prerequisite(s): CA 220 and HM 101 both with a C or better. Credits: 3

#### **CA 235. Cuisines of America**

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. Prerequisite(s): CA 220 and HM 101 both with a C or better. Credits: 3

#### **HMG281. Culinary Arts Practicum I (JCCC)**

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. Prerequisite(s): Acceptance into the American Culinary Federation Chef Apprenticeship training program and hospitality management department approval. Credits: 2

#### **HMG282. Culinary Arts Practicum II (JCCC)**

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum I. Prerequisite(s): HMG281 Credits: 2

#### **HMG285. Culinary Arts Practicum III (JCCC)**

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum II. Prerequisite(s): HM 282 Credits: 2

#### **HMG286. Culinary Arts Practicum IV (JCCC)**

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum III. Prerequisite(s): HMG285 Credits: 2

### **Dance**

#### **DN 120. Hip-Hop Dance 1**

This course will enable the beginning student to synthesize style and choreography of the Hip-Hop dance culture into a culminating dance performance. The student will demonstrate exercises designed to increase flexibility, strengthen muscles, and increase endurance. Credits: 1

#### **DN 121. Hip-Hop Dance 2**

This course will enable the advanced-beginning student to synthesize style and choreography of the Hip-Hop dance culture into a culminating dance performance. The student will demonstrate exercises designed to increase flexibility, strengthen muscles, and increase endurance. Credits: 1

#### **DN 130. Modern Dance 1**

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. Credits: 2

#### **DN 131. Modern Dance 2**

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. Prerequisite(s): DN 130 with a C or better. Credits: 2

**DN 133. Beginning Jazz Dance**

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. Credits: 1

**DN 134. Jazz Dance 2**

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. Prerequisite(s): DN 133 with a C or better.

Credits: 1

**DN 136. Ballet 1**

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. Credits: 2

**DN 136. Ballet 2**

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. Prerequisite(s): DN 136 with a C or better. Credits: 2

**DN 137. Beginning Tap Dance**

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. Credits: 1

**DN 138. Tap Dance 2**

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. Prerequisite(s): DN 137 with a C or better. Credits: 1

**DN 140. Choreography 1**

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. Prerequisite(s): A special dance audition prior to the first day of class. Credits: 1

**DN 141. Choreography 2**

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. Prerequisite(s): DN 140 with a C or better. Credits: 1

**DN 220. Hip-Hop Dance 3**

This course will enable the intermediate student to synthesize style and choreography of the Hip-Hop dance culture into a culminating dance performance. The student will demonstrate exercises designed to increase flexibility, strengthen muscles, and increase endurance. Credits: 1

**DN 221. Hip-Hop Dance 4**

This course will enable the advanced-intermediate student to synthesize style and choreography of the Hip-Hop dance culture into a culminating dance performance. The student will demonstrate exercises designed to increase flexibility, strengthen muscles, and increase endurance. Credits: 1

**DN 230. Modern Dance 3**

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. Prerequisite(s): DN 131 with a C or better. Credits: 2

**DN 231. Modern Dance 4**

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. Prerequisite(s): DN 230 with a C or better. Credits: 2

**DN 233. Jazz Dance 3**

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.

Prerequisite(s): DN 134 with a C or better. Credits: 1

**DN 234. Jazz Dance 4**

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.

Prerequisite(s): DN 233 with a C or better. Credits: 1

**DN 235. Ballet 3**

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. Prerequisite(s): DN 136 with a C or better. Credits: 2

**DN 236. Ballet 4**

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. Prerequisite(s): DN 235 with a C or better. Credits: 2

**DN 237. Tap Dance 3**

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. Prerequisite(s): DN 138 with a C or better. Credits: 1

**DN 238. Tap Dance 4**

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. Prerequisite(s): DN 237 with a C or better. Credits: 1

**DN 240. Choreography 3**

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. Prerequisite(s): DN 141 with a C or better. Credits: 1

**DN 241. Choreography 4**

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. Prerequisite(s): DN 240 with a C or better. Credits: 1

**DN 250. Choreography Capstone**

This course will enable the student to apply analysis and design skills learned in the respective programs of study to the creation of original choreography in various dance styles. The student will communicate this choreography to other students. The student will present this work at a dance showcase at the end of the semester. Prerequisite(s): Approval of Chair of Music and Dance. Credits: 2

**Data Analytics****DA 100. Introduction to Data Analysis (O)**

This course will enable the student to examine the role data analytics plays in helping to make better decisions based on data. The student will explore various models that can be utilized to help summarize, visualize, and interpret data in a variety of disciplines. Credits: 3 Note(s) O - This course is offered online.

**DA 120. Data Mining (O)**

This course will enable the student to develop knowledge of machine learning concepts along with practical advice on applying these tools and techniques to real-world data mining situations. The student will utilize machine learning software to extract data, analyze it, and produce a summary of the information. Credits: 3 Note(s) O - This course is offered online.

**DA 140. Data Visualization (O)**

This course will enable the student to utilize key data visualization techniques to design and create interactive visualizations. Credits: 3 Note(s) O - This course is offered online.

**DA 160. Tableau (O)**

This course will enable the student to develop skills in using Tableau to transform raw data into easily understandable visual formats for analyzing data. Credits: 3 Note(s) O - This course is offered online.

**Diesel Technology****DT 100. Diesel Engines**

This course will enable the student to gain knowledge and skills necessary to service medium and heavy duty diesel engines. The student will receive instruction on the operating principles, construction, design variations, and applications of the diesel engines. The student will learn to perform a complete disassembly and assembly of the diesel engine, to include the cylinder head, block, and timing gears using the instructions in the engine's manufacturers service manual. The student will learn the proper methods of inspecting, identifying, and naming the components to determine serviceability of the components prior to making a repair. The student will learn to service, repair, and diagnose the cooling and lubricating system of diesel engines. The student will learn the different types of coolants and additives, and how to test for Supplemental Coolant Additives (SCA) to determine if additions or replacement are needed. The student will learn to research vehicle service information with computer and internet based electronic retrieval systems. Prerequisite(s): AT 115 with a C or better. Credits: 5

**DT 200. Truck and Heavy Equipment Repair**

This course will enable the student to use general and special repair techniques for normal shop operations. The student will utilize power tools and measuring tools to repair engines, power-trains, hydraulic, and electrical problems. The student will learn about repair estimates, shop records, and manufacturers' service publications. The student will study laws regulating hazardous materials and federal motor safety standards. The student will learn about vehicle inspections, brakes, air application systems, suspension systems, and preventive maintenance programs while following safety procedures. Prerequisite(s): AT 115 with a C or better. Credits: 6

**DT 201. Hydraulics**

The course will enable the student to learn basic principles of applied hydraulics that reference confined fluids. The student will study system components and functions, multiplication of work force, safety, performance testing, line hookups, and the identification of hydraulic pump characteristics, as related to basic hydraulic systems.

Prerequisite(s): AT 115 with a C or better. Credits: 5

**DT 202. Air and Engine Brakes**

This course will enable the student to use knowledge and theory in the operation and repair of braking systems used in agriculture, trucks, and heavy equipment. Prerequisite(s): AT 115 with a C or better. Credits: 2

**DT 203. Diesel Drive Trans**

This course will enable the student to gain knowledge of diesel drive trains, differentials, diesel torque through clutches, mechanical transmissions, and final drive units. The student will finish with wheels and track applications on diesel powered equipment. The student will disassemble, inspect, and rebuild the drive train. Prerequisite(s): AT 115 with a C or better. Credits: 5

**Early Childhood Education****CD 115. Creative Experiences for Young Children**

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. Credits: 3

**CD 122. Principles of Early Childhood Education 1 (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (ECE1010). Note(s) O - This course is offered online.



**CD 123. Principles of Early Childhood Education 2 (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CD 124. Infant and Toddler Development (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CD 125. Child Nutrition, Health and Safety (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CD 135. Special Needs in Early Childhood**

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. Credits: 3

**CD 213. Licensed Home Day Care Practicum 1**

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. Prerequisite(s): Three credit hours of early childhood education classes with a C or better. Credits: 3

**CD 214. Licensed Home Day Care Practicum 2**

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. Prerequisite(s): CD 213 with a C or better. Credits: 3

**CD 220. Early Childhood Program and Curriculum Planning**

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. Credits: 3

**CD 221. Early Childhood Program and Curriculum Planning Lab**

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. Prerequisite(s): CD 220 with a C or better or may be taken concurrent. Credits: 1

**CD 222. Child Care Administration (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**CD 223. Child Care Practicum 1**

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. Prerequisite(s): Six hours of early childhood courses with a C or better, 2 years of experience in a licensed facility, or permission from instructor. Credits: 3

**CD 224. Child Care Practicum 2**

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. Prerequisite(s): CD 223 with a C or better or instructor permission. Credits: 3

**CD 225. Interaction Techniques with Young Children**

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. Credits: 3

**CD 226. Building Relationships with Families (O)**

This course will enable the student to establish respectful and reciprocal relationships that support, value, and empower all families to be involved in their children's development and learning. The student will utilize communication methods and engagement strategies to involve and support family systems and create partnerships between home and school. Credits: 3 Note(s) O - This course is offered online.

**CD 295. Leadership in Early Childhood**

This course will enable the student to describe key functions and strategies used by motivational leaders in Early Childhood Education. The student will develop reflective teaching skills and demonstrate strong commitment and knowledge of early childhood development by creating a professional portfolio based on the National Association for the Education of Young Children (NAEYC) Professional Standards and Competencies for Early Childhood Educators. Prerequisite(s): Twenty-one credit hours of Early Childhood Education or instructor approval. Credits: 3

**Economics****EC 200. Principles of Microeconomics (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (ECO1010) Note(s) O - This course is offered online.

**EC 201. Principles of Macroeconomics (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (ECO1020) Note(s) O - This course is offered online.

**EC 250. Engineering Economics (O)**

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. Prerequisite(s): MA 135 (or MA 132, MA 133, and MA 134) with a C or better. Credits: 3 Note(s) O - This course is offered online. Elementary/Secondary Education

**ED 204. Introduction to the Teaching Profession (T►)**

This course will provide the student with an overview of the teaching profession through hands-on exploration of pedagogical practices. The student will gather, assemble, review, and analyze information for choosing career options in the teaching profession. The student will begin to develop some of the for pursuing a career in the teaching profession. Credits: 2 Kansas SystemWide Transfer Course (EDU1010)

**ED 206. Introduction to Teaching (O, T►)**

This course will enable the student to gain 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 15-hour classroom field experience (5 hours each in elementary, middle, and high school classrooms). Credits: 3 Kansas SystemWide Transfer Course (EDU1010) Note(s) O - This course is offered online.

**ED 207. Field Experience in the Teaching Profession (O, T►)**

This course will provide the student with an overview of the teaching profession through hands-on exploration of pedagogical practices. The student will participate in 15 hours of K-12 classroom field experience, with 5 hours at each of the three levels—elementary, middle, and high school. The student will develop a professional approach toward the teaching profession through practical application and reflection of classroom experiences. Prerequisite(s): ED 204 with a C or better. Credits: 1 Kansas SystemWide Transfer Course (EDU1010) Note(s) O - This course is offered online.

**ED 220. Introduction to Special Education (O)**

This course will enable the student to assess and determine diversity among learners with various special needs. The student will ascertain 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 learners. The student will participate in 5 hours of field experience in either a general education classroom with special needs students or in a special education classroom setting. Prerequisite(s): ED 206 with a C or better or concurrent enrollment in ED 206. Credits: 3 Note(s) O - This course is offered online.

**ED 222. Technology in the Classroom (O)**

This course will enable the student to explore current theories and issues of computer pedagogy. The student will directly apply course content to a K-12 classroom field experience. 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. Prerequisite(s): ED 206 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**ED 290. Integrated Learning Through the Arts (O)**

This course will enable the student to plan, design, facilitate, adapt, and evaluate arts experiences in the elementary classroom. The student will discover and practice strategies for integrating music, visual arts, movement or dance, and drama or theater into the elementary education curriculum, with adaptations for special populations and developmental levels. The student will participate in diverse field experience opportunities in the community and in the elementary education classroom to formulate techniques for using the arts to engage all learners in critical thinking, creativity, and collaborative problem solving. This course adheres to the Kansas State Department of Education (KSDE) licensure program standards for elementary education educators. Prerequisite(s): ED 206 or ED 204 and ED 207 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**Engineering Technology/Pre-Engineering****EN 101. Engineering Graphics 1**

This course will enable the student to apply the fundamentals of drafting and integration to computer-aided design (CAD). The student will use CAD in line work applications, dimensioning, orthographic projection, geometric constructions, isometric and auxiliary views, and section cuts. Prerequisite(s): A score at a predetermined level in math on a placement instrument. Credits: 3

**EN 102. Engineering Graphics 2**

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. Prerequisite(s): EN 101 with a C or better. Credits: 3

**EN 103. Building Design 1 with CAD**

This course will enable the student to understand and apply concepts of basic building design and its integration into computer-aided design (CAD). The student will analyze and design the necessary elements needed for a building. Prerequisite(s): EN 101 with a C better. Credits: 3

**EN 105. Introduction to Sustainable Design, Construction and Living**

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. Credits: 3

**EN 107. AutoCAD Basics**

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. Prerequisite(s): A score at a predetermined level in reading, writing, and math on a placement instrument. Credits: 3

**EN 110. Building Design 2 with Revit**

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. Prerequisite(s): EN 103 with a C or better. Credits: 3

**EN 111. Fundamentals of Power**

This course will enable the student to use the principles of electrical, electronic, mechanical, and fluid power components and systems as they apply to industrial applications. Credits: 3

**EN 115. Engineering Concepts**

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. Prerequisite(s): Placement score or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. Credits: 2

**EN 135. Introduction to Composites**

This course will enable the student to understand and apply basic principles in the fabrication, repair and design of composite structures. Credits: 3

**EN 136. Composite Manufacturing Practices**

This course will enable the student to perform an understanding of the actual manufacturing processes used in composites. Credits: 4

**EN 201. Materials and Processes of Industry**

This course will enable the student to identify and use current manufacturing materials and processes. Credits: 3

**EN 206. Engineering Graphics Capstone**

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. Prerequisite(s): Second semester program student or instructor's approval. Offered by appointment only. Credits: 3

**EN 212. Electric Circuits**

This course will enable the student to use electrical principles and applications including circuit diagrams, switches, relays, motors, and transformers. Credits: 3

**EN 214. 3D Modeling and CAD**

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. Prerequisite(s): EN 101 with a C or better. Credits: 3

**EN 215. Automated Power Systems**

This course will enable the student to use the theory and operation of fluid power circuits. The student will perform intermediate level programming using the Programmable Logic Controller (PLC). Prerequisite(s): EN 111 with a C or better. Credits: 3

**EN 217. Structural, Civil, and Pipe Design and CAD**

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. Prerequisite(s): EN 102 with a C or better. Credits: 3

**EN 220. Beginning Concepts of CNC**

This course will enable the student to understand and apply beginning automated manufacturing concepts to design and create parts. Prerequisite(s): EN 214 with a C or better. Credits: 3

**EN 230. Part Design (O)**

This course will enable the student to develop a basic understanding of manufactured part design principles and to apply design concepts to manufacturing and machining. The student will design projects, make design decisions, and apply overall design concepts as they relate to manufacturing part design. Credits: 3 Note(s) O - This course is offered online.

**EN 235. Composite Structure Repair**

This course will enable the student to utilize current strategies in composite structure to repair composite materials. Credits: 4

**EN 236. Advanced Techniques in Composites**

This course will enable the student to identify the roll of composite materials in manufacturing. The student will apply advanced principles and techniques to the fabrication and design of composite structures. Credits: 4

**EN 260. Statics**

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. Prerequisite(s): PH 251 and MA 152 with a C or better. Credits: 3

**English****EG 010. ESL Pronunciation of English Fundamentals**

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 recognize the International Phonetic Alphabet (IPA), read phonetic symbols, and build a fundamental knowledge of the speech mechanism: place, manner, voicing characteristics of consonants, and tongue elevation and position of vowels. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**EG 013. ESL Pronunciation of English Applied**

This course will enable the student to enhance suprasegmentals of stress, intonation, and overall rhythm in speech while refining listening skills. The student will also demonstrate knowledge of segmentals, including classification of phonemes and reading the International Phonetic Alphabet (IPA). Prerequisite(s): A score at a pre-determined level on a placement instrument or EG 010 with a C or better. Credits: 3

**EG 053. ESL Sentence to Paragraph**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**EG 060. Fundamentals of English (O)**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument or RD 011 with a C or better.

Credits: 3 Note(s) O - This course is offered online.

**EG 063. ESL Fundamentals of English**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument or a C or better in EG 053 and RD 014, or RD 011 and EG 010. Credits: 3

**EG 101. English Composition 1 (O, T►)**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument, or a C or better in EG 060 and RD 012, or a C or better in EG 060 and concurrent enrollment in RD 012. Credits: 3 Kansas SystemWide Transfer Course (ENG1010) Note(s) O - This course is offered online.

**EG 102. English Composition 2 (O, T►)**

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.

Prerequisite(s): EG 101 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (ENG1020) Note(s) O - This course is offered online.

**EG 104. Creative Writing (O, T►)**

This course will enable the student to write short fiction and poetry by learning terminology and techniques associated with the two genres. The student will analyze professional works, revise original work, and critically discuss the work of classmates. Credits: 3 Kansas SystemWide Transfer Course (ENG2030) Note(s) O - This course is offered online.

**EG 112. Technical Writing (O)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

Environmental Technology

### **EV 150. Environmental Issues (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (BIO1041) Note(s) O - This course is offered online.

## **Fire Science**

### **FS 100. Firefighter 1**

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. Corequisite(s): Concurrent enrollment in FS 207. Credits: 4.5

### **FS 103. Fire Officer 1**

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. Prerequisite(s): FS 100 and FS 207, both with a C or better, and Firefighter I certification. Credits: 3

### **FS 110. Fire and Emergency Services Safety and Survival**

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. Credits: 3

### **FS 115. Introduction to Emergency Communications**

This course will enable the student to demonstrate competency in the principles, practices, and standards of emergency telecommunicators. The student will be introduced to emergency communications history, hiring, and training requirements. The student will be eligible for entry level employment as a call taker or dispatcher in an emergency communication center and to earn additional certifications to increase marketability upon achieving initial certification. Credits: 3

### **FS 125. Fire Inspector 1**

This course will enable the student to conduct a building inspection, communicate fire prevention recommendations, and preplan for effective action during fires and emergencies. Credits: 3

### **FS 130. Building Construction for the Fire Service (O)**

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. Credits: 3 Note(s) O - This course is offered online.

### **FS 135. Fire Prevention (O)**

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. Credits: 3 Note(s) O - This course is offered online.

### **FS 140. Fundamentals of Technical Rescue**

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. Corequisite(s): Concurrent enrollment in FS 207. Credits: 3

### **FS 141. Rope Rescue 1**

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. Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. Credits: 1

**FS 142. Rope Rescue 2**

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. Prerequisite(s): FS 100 and FS 141 both with a C or better or be concurrent enrollment in FS 100 and FS 141. Credits: 1

**FS 145. Fire Protection Systems (O)**

This course will enable the student to identify features of design and operations of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. Credits: 3 Note(s) O - This course is offered online.

**FS 146. Confined Space Rescue 1**

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. Prerequisite(s): FS 141 and FS 142 both with a C or better. Credits: 1

**FS 147. Confined Space Rescue 2**

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. Prerequisite(s): FS 146 with a C or better. Credits: 1

**FS 149. Surface Water Rescue**

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. Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. Credits: 1

**FS 150. Vehicle and Machinery Rescue I.**

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. Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. Credits: 1

**FS 151. Ice Water Rescue Technician**

This course will enable the student to recognize conditions requiring an ice water rescue, properly preform a risk assessment, implement a rescue plan, preform an ice water rescue using methods learned in class, and preform an after action report or debriefing, by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to Ice Water Rescue Technician. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at an ice water rescue incident. Prerequisite(s): FS 100 with a C or better and FS 149 with a C or better. Credits: 1

**FS 152. Swift Water Rescue Technician**

This course will enable the student to recognize conditions requiring a swift water rescue, properly perform a risk assessment, implement a rescue plan, perform a swift water rescue using methods learned in class, and preform an after action report or debriefing, by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to Swift Water Rescue Technician I. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a swift water rescue incident. Prerequisite(s): FS 100 and FS 149 both with a C or better. Credits: 2

**FS 180. Fire Investigation**

This course will enable the student to have an understanding of arson and incendiarism, legal aspects of arson, and methods of setting incendiary fires. The student will gain knowledge of the various causes of fire, fire fatalities, fire burn patterns, techniques for recognizing and preserving evidence, and means for interviewing and detaining witnesses. The student will learn about procedures utilized in handling juveniles, court procedures, and court testimony presentation. Prerequisite(s): FS 100 or department consent. Credits: 3

**FS 200. Firefighter 2**

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. Prerequisite(s): FS 100 with a C or better. Credits: 3

#### **FS 201. Fire Equipment and Systems**

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. Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. Credits: 3

#### **FS 205. Firefighting Tactics and Strategy**

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.

Prerequisite(s): FS 100 with a C or better or concurrent enrollment in FS 100. Credits: 3

#### **FS 207. Hazardous Materials for First Responders**

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. Corequisite(s): Concurrent enrollment in FS 100. Credits: 3

#### **FS 211. Hazardous Materials Technician**

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. Prerequisite(s): Valid documentation of successfully completing certification requirements for the National Fire Protection Association's 472 standard on competencies for a Hazardous Materials First Responder at the Operations Level. Credits: 8

#### **FS 212. Emergency Medical Technician (EMT)**

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 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 must be at least 17 years of age in order to be eligible to take Kansas State and national EMT exam. Prerequisite(s): Current immunizations, pass a criminal background check, a score at a predetermined level in reading and writing on a placement exam. Credits: 12

#### **FS 250. Fire Command**

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. Prerequisite(s): FS 100 or currently enrolled in FS 100. Credits: 3

#### **FS 255. Advanced Emergency Medical Technician (AEMT).**

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 and AEMT Field Internship will allow the student to challenge the exams to become a Kansas and National Registered AEMT. Prerequisite(s): Current certification as a Kansas Emergency Medical Technician (EMT), up to date immunizations, and passage of a criminal background check. Credits: 10

### **FS 256. Advanced Emergency Medical Technician (AEMT)-Field Internship**

This course will enable the student to have hands-on experience utilizing the knowledge and skills gained in FS256. 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 250 hours working directly on an ambulance and 96 hours in hospital ER. Prerequisite(s): FS 255 with a C or better and current Kansas certification as an EMT. Credits: 10

## **Fitness and Wellness**

### **FW 102. Muscle Pump 1**

This course will enable the student to participate in beginning weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle. Credits: 1

### **FW 103. Fitness Circuit 1**

This course will enable the student to participate in beginning circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle. Credits: 1

### **FW 105. Yoga 1**

This course will enable the student to participate in moderate yoga exercise routines for body and mind fitness. The student will learn to perform poses or "asanas" that will strengthen and tone the body as well as increase flexibility and improve posture. Because of its attention to complete breathing, yoga relieves tension and stress. Credits: 1

### **FW 110. Rock Climbing 1**

This course will enable the student to develop the beginning skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing. Credits: 1

### **FW 112. Bowling 1**

This course will enable the student to develop the fundamental skills of bowling through game participation. Credits: 1

### **FW 113. Archery**

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. Credits: 1

### **FW 115. Basic Self Defense**

This course will enable the student to use self-protection methods to prevent or manage threatening or aggressive attacks by another person. Credits: 1

### **FW 116. Fitness Experience 1**

This course will enable the student to experience a variety of fitness activities to promote wellness. The student will participate in basketball, swimming, spinning, and rock climbing. The student will learn the principles of conditioning and develop a personal training plan. Credits: 1

### **FW 119. T'ai Chi**

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. Credits: 1

### **FW 120. Paddleboarding**

This course will enable the student to explore the foundational elements of Stand Up Paddleboarding (SUP) while learning basic paddling skills needed to adopt paddleboarding as a lifetime fitness activity. After completion of this course, the student will earn a Paddleboard certificate of completion. Credits: 1

### **FW 124. Basketball 1**

This course will enable the student to develop the fundamental skills of basketball through team participation. The student will focus on individual basketball skills, team concepts, and basic rules of the game. Credits: 1

### **FW 130. Varsity Football 1**

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. Prerequisite(s): Selection by the head football coach. Credits: 1

**FW 131. Varsity Football 2**

This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate football while providing credit for varsity participation. Prerequisite(s): FW 130 with a C or better and selection by the head football coach. Credits: 1

**FW 132. Varsity Basketball 1, Men.**

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. Prerequisite(s): Selection by the head men's basketball coach. Credits: 1

**FW 133. Varsity Basketball 2, Men**

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. Prerequisite(s): FW 132 and selection by the head men's basketball coach. Credits: 1

**FW 134. Varsity Basketball 1, Women**

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. Prerequisite(s): Selection by the head women's basketball coach. Credits: 1

**FW 135. Varsity Basketball 2, Women**

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. Prerequisite(s): FW 134 and selection by the head women's basketball coach. Credits: 1

**FW 136. Varsity Baseball 1**

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. Prerequisite(s): Selection by the head baseball coach. Credits: 1

**FW 137. Varsity Baseball 2**

This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate baseball while providing credit for varsity participation. Prerequisite(s): FW 136 and selection by the head baseball coach. Credits: 1

**FW 138. Varsity Softball 1.**

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. Prerequisite(s): Selection by the head softball coach. Credits: 1

**FW 139. Varsity Softball 2**

This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate softball while providing credit for varsity participation. Prerequisite(s): FW 138 and selection by the head softball coach. Credits: 1

**FW 140. Varsity Soccer 1**

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. Prerequisite(s): Selection by the head women's soccer coach. Credits: 1

**FW 141. Varsity Soccer 2**

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. Prerequisite(s): FW 140 and selection by the head women's soccer coach. Credits: 1

**FW 142. Varsity Volleyball 1**

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. Prerequisite(s): Selection by the head volleyball coach. Credits: 1

**FW 143. Varsity Volleyball 2**

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. Prerequisite(s): FW 142 and selection by the head volleyball coach. Credits: 1

**FW 144. Varsity Track and Field 1**

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. Prerequisite(s): Selection by the head track and field coach. Credits: 1

**FW 145. Varsity Track and Field 2**

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. Prerequisite(s): FW 144 with a C or better and selection by the head track and field coach. Credits: 1

**FW 146. Varsity Cross Country 1**

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. Prerequisite(s): Selection by the head cross country coach. Credits: 1

**FW 151. Spirit Squad 1**

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. Prerequisite(s): Selection by audition. Credits: 1

**FW 152. Spirit Squad 2**

This course will enable the student to develop the skills for advanced beginning precision coed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation. Prerequisite(s): FW 151 with a C or better and selection by audition. Credits: 1

**FW 205. Yoga 2**

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. Prerequisite(s): FW 105 with a C or better or instructor approval. Credits: 1

**FW 210. Rock Climbing 2**

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. Prerequisite(s): FW 110 with a C or better or instructor approval. Credits: 1

**FW 212. Bowling 2**

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. Prerequisite(s): FW 112 with a C or better or instructor approval. Credits: 1

**FW 224. Basketball 2**

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. Prerequisite(s): FW 124 with a C or better or instructor approval. Credits: 1

**FW 230. Varsity Football 3**

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. Prerequisite(s): FW 131 and selection by the head football coach. Credits: 1

**FW 231. Varsity Football 4**

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. Prerequisite(s): FW 230 and selection by the head football coach. Credits: 1

**FW 232. Varsity Basketball 3, Men**

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. Prerequisite(s): FW 133 and selection by the head men's basketball coach. Credits: 1

**FW 233. Varsity Basketball 4, Men**

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. Prerequisite(s): FW 232 and selection by the head men's basketball coach. Credits: 1

**FW 234. Varsity Basketball 3, Women**

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. Prerequisite(s): FW 135 and selection by the head women's basketball coach. Credits: 1

**FW 235. Varsity Basketball 4, Women**

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. Prerequisite(s): FW 234 and selection by the head women's basketball coach. Credits: 1

**FW 236. Varsity Baseball 3**

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. Prerequisite(s): FW 137 and selection by the head baseball coach. Credits: 1

**FW 237. Varsity Baseball 4**

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. Prerequisite(s): FW 236 and selection by the head baseball coach. Credits: 1

**FW 238. Varsity Softball 3**

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. Prerequisite(s): FW 139 and selection by the head softball coach. Credits: 1

**FW 239. Varsity Softball 4**

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. Prerequisite(s): FW 238 and selection by the head softball coach. Credits: 1

**FW 240. Varsity Soccer 3**

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. Prerequisite(s): FW 141 and selection by the head women's soccer coach. Credits: 1

**FW 241. Varsity Soccer 4**

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. Prerequisite(s): Prerequisite FW 240 and selection by the head women's soccer coach. Credits: 1

**FW 242. Varsity Volleyball 3**

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. Prerequisite(s): FW 143 and selection by the head volleyball coach. Credits: 1

**FW 243. Varsity Volleyball 4**

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. Prerequisite(s): FW 242 and selection by the head volleyball coach. Credits: 1

**FW 244. Varsity Track and Field 3**

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. Prerequisite(s): FW 145 with a C or better and selection by the head track and field coach. Credits: 1

**FW 245. Varsity Track and Field 4**

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. Prerequisite(s): FW 244 with a C or better and selection by the head track and field coach. Credits: 1

**FW 246. Varsity Cross Country 2**

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. Prerequisite(s): FW 146 with a C or better and selection by the head cross country coach. Credits: 1

**FW 251. Spirit Squad 3**

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. Prerequisite(s): FW 152 with a C or better and selection by audition. Credits: 1

**FW 252. Spirit Squad 4**

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. Prerequisite(s): FW 251 with a C or better and selection by audition. Credits: 1

**Foreign Languages****FL 107. Beginning Spanish 1 (O, T►)**

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. Credits: 5 Kansas SystemWide Transfer Course (SPA1010) Note(s) O - This course is offered online.

**FL 108. Beginning Spanish 2 (O, T►)**

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. Prerequisite(s): FL 107 with a C or better or four traditional academic semesters of Spanish in secondary school. Credits: 5 Kansas SystemWide Transfer Course (SPA1020) Note(s) O - This course is offered online.

**FL 109. Beginning German 1**

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. Credits: 5

**FL 110. Beginning German 2**

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. Prerequisite(s): FL 109 with a C or better or four traditional academic semesters of German in secondary school. Credits: 5

**FL 111. Beginning Russian 1 (O)**

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. Credits: 5 Note(s) O - This course is offered online.

**FL 112. Beginning Russian 2 (O)**

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. Prerequisite(s): FL 111 with a C or better or four traditional academic semesters of Russian in secondary school. Credits: 5 Note(s) O - This course is offered online.

**FL 118. Beginning French 1 (T►)**

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. Credits: 5 Kansas SystemWide Transfer Course (FRN1010)

**FL 119. Beginning French 2 (T►)**

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. Prerequisite(s): FL 118 with a C or better or four traditional academic semesters of French in secondary school. Credits: 5 Kansas SystemWide Transfer Course (FRN1020)

**FL 127. Beginning Japanese 1**

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. Credits: 5

**FL 128. Beginning Japanese 2**

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. Prerequisite(s): FL 127 with a C or better or four traditional academic semesters of Japanese in secondary school. Credits: 5

**FL 130. Spanish for Culinary Arts (O)**

This course will enable the student to communicate in Spanish within the novice range about topics pertaining to culinary arts. The student will relate cultural practices to perspectives, develop insight into the nature of language and culture, and participate in multilingual communities at home and around the world. Credits: 3 Note(s) O - This course is offered online.

**FL 140. Survival Spanish for Early Childhood Staff**

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. Credits: 3

**FL 201. Intermediate Spanish (O, T►)**

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. Prerequisite(s): FL 107 and FL 108 with a C or better or six traditional academic semesters of Spanish in secondary school. Credits: 5 Kansas SystemWide Transfer Course (SPA2010) Note(s) O - This course is offered online.

**FL 202. Spanish Readings**

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. Prerequisite(s): FL 201 with a C or better or six traditional academic semesters of Spanish in secondary school, or instructor approval. Credits: 3

**FL 205. Conversational Spanish 1**

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. Prerequisite(s): FL 108 with a C or better or six traditional academic semesters of Spanish in secondary school. Credits: 3

**FL 207. Conversational Spanish 2**

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. Prerequisite(s): FL 205 with a C or better or six traditional academic semesters of Spanish in secondary school. Credits: 3

**FL 213. Intermediate Russian (O)**

This course will enable the student to utilize previously acquired knowledge and expand intermediate 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. Prerequisite(s): FL 111 and FL 112 with a C or better. Credits: 5 Note(s) O - This course is offered online.

**FL 214. Conversational Russian (O)**

This course will enable the student to conduct intermediate conversations in Russian, as well as read and comprehend authentic materials written in Russian. The student will be able to recognize a large number of cognates; strategies and rules for converting English words to Russian; hints for identifying large numbers of new words in Russian; and formulas that use Russian verbs to describe events in the past, present, and future. Prerequisite(s): FL 213 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**History****HS 121. History of Western Civilization 1 (O)**

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 use of terminology and application of facts and concepts. Credits: 3 Note(s) O - This course is offered online.

**HS 122. History of Western Civilization 2 (O)**

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 use of terminology and application of facts and concepts. Credits: 3 Note(s) O - This course is offered online.

**HS 131. US History 1 (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (HIS1010) Note(s) O - This course is offered online.

**HS 132. US History 2 (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (HIS1020) Note(s) O - This course is offered online.

### **HS 201. History of World Civilization 1 (O, T►)**

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 revolution up to circa 1550. The student will learn about the past and be able to apply this knowledge to the present and future through use of terminology and application of facts and concepts. Credits: 3 Kansas SystemWide Transfer Course (HIS1030) Note(s) O - The course is offered online.

### **HS 202. History of World Civilization 2 (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (HIS1040) Note(s) O - This course is offered online.

## **Hospitality Management**

### **HM 101. Sanitation Management**

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. Credits: 1

### **HM 115. Hospitality Human Resources**

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. Credits: 3

### **HM 116. Event Planning 1**

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. Credits: 3

### **HM 180. Introduction to Hospitality and Tourism**

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. Credits: 3

### **HM 190. Food and Beverage Management**

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. Credits: 3

### **HM 195. Beverage Control**

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. Credits: 3

### **HM 202. Quality Management /Customer Service (O)**

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. Credits: 3 Note(s) O - This course is offered online.

### **HM 203. Rooms Management**

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. Prerequisite(s): HM 256 with a C or better or departmental approval. Credits: 3

### **HM 215. Introduction to Catering**

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. Credits: 3



**HM 216. Event Planning 2**

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. Prerequisite(s): HM 116 with a C or better. Credits: 3

**HM 217. Convention Management**

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. Credits: 3

**HM 228. Facilities and Design Management (O)**

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. Prerequisite(s): HM 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**HM 255. Hospitality Law**

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. Credits: 3

**HM 256. Hotel/Motel Operations**

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. Credits: 3

**HM 258. Hospitality Marketing (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**HM 260. Hospitality Financial Management**

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. Credits: 3

**Human Performance****HP 183. Field Experience in Athletic Training 1**

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. Prerequisite(s): Selection by the Head Athletic Trainer. Credits: 1

**HP 184. Field Experience in Athletic Training 2**

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. Prerequisite(s): Selection by the Head Athletic Trainer. Credits: 1

**HP 190. Fitness for Life (O)**

This course will enable the student to practice regular participation in physical fitness activities to promote wellness. The student will focus on behavioral lifestyle changes and proper nutrition that can lead to a healthier life. Credits: 2 Note(s) O - This course is offered online.

**HP 220. Healthy Living (O, T►)**

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 wellness for both personal healthful living and community responsibilities. Credits: 3 Kansas SystemWide Transfer Course (HSC1020) Note(s) O - This course is offered online.

**HP 221. First Aid/CPR/AED (T►)**

This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will make appropriate decisions regarding comprehensive first aid care and demonstrate proper technique and skills for adult, child, and infant Cardiopulmonary Resuscitation (CPR) and for an Automated External

Defibrillator (AED) to qualify for a renewable two-year American Red Cross certification. Credits: 2 Kansas SystemWide Transfer Course (HSC1040)

**HP 225. Principles of Personal Training**

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. Credits: 3

**HP 231. Introduction to Sport Management (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**HP 232. Sport Management Practicum**

The student must secure an internship position prior to the first day of class. This course will enable the student to link classroom learning to an applied setting in a sport management environment. The student will integrate a knowledge of sport and business as it applies to practical settings. The student will work a minimum of 100 contact hours, which may serve as a precursor to professional employment. Prerequisite(s): HP 231 with a C or better. Credits: 3

**HP 260. Theory of Coaching Football (O)**

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. Credits: 2 Note(s) O - This course is offered online.

**HP 261. Theory of Coaching Basketball (O)**

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. Credits: 2 Note(s) O - This course is offered online.

**HP 262. Theory of Coaching Baseball**

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. Credits: 2

**HP 263. Theory of Coaching Soccer**

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. Credits: 2

**HP 264. Theory of Coaching Track and Field**

This course will enable the student to apply leadership principles to coaching track and field by incorporating individual technical skills and relay tactical concepts. The student will apply these underlying concepts of developing training programs to sprinting, distance running, jumping, and throwing events. Credits: 2

**HP 275. Introduction to Exercise Science (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (HSC1050) Note(s) O - This course is offered online.

**HP 278. Sport Nutrition (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (HSC1010) Note(s) O - This course is offered online.

**HP 279. Sport Psychology**

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. Credits: 3

**HP 280. Prevention and Care of Athletic Injuries**

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. Credits: 3

**HP 283. Field Experience in Athletic Training 3**

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. Prerequisite(s): Selection by Head Athletic Trainer. Credits: 1

**HP 284. Field Experience in Athletic Training 4**

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. Prerequisite(s): Selection by Head Athletic Trainer. Credits: 1

**HP 285. Assessment of Lower Extremity Injuries**

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. Prerequisite(s): Instructor approval. Credits: 2

**HP 286. Assessment of Upper Extremity Injuries**

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. Prerequisite(s): Instructor approval. Credits: 2

**HP 299. Field Experience in Exercise Science**

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. Prerequisite(s): Approval of department head. Credits: 2

## **Humanities**

**HU 100. Humanities: Ancient to Medieval (O)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**HU 101. Humanities: Renaissance to Modern (O)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

## **Information Systems**

**IS 101. CompTIA A+ Essentials and Applications (O)**

This course will enable the student to gain the knowledge required to assemble components based on customer requirements. The student will install and configure devices and software, learn basic networking and security principles, troubleshoot, replace and document defective components. The student will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment. Credits: 6. Note(s) This course replaces IN186-CompTIA A+ Essentials and Applications. O - This course is offered online.

**IS 102. Supporting Network Computers (O)**

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. Credits: 3 Note(s) This course replaces IN133-Supporting Network Computers. O - This course is offered online.

**IS 103. Information Technology Project Management (O)**

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. Credits: 3 Note(s) This course replaces IN159-Information Technology Project Management. O - This course is offered online.

**IS 110. AWS Academy Cloud Foundations (O)**

This course will enable the student to gain an overview of cloud computing concepts, independent of specific technical roles. The student will receive a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Credits: 1 Note(s) O - This course is offered online.

**IS 111. AWS Academy Cloud Architecting**

This course will enable the student to learn the fundamentals of building IT infrastructure on Amazon Web to optimize use of the AWS Cloud by learning about AWS services and how they fit into cloud-based solutions. The student will develop best practices for the AWS Cloud that apply to architectural solutions for different industries, types of applications, and business sizes. The student will be introduced to recommendations of various design patterns to help think through the process of architecting optimal IT solutions on AWS. The student will explore case studies that showcase how some AWS customers have designed their infrastructures and both the strategies and services they have implemented. The student will build a variety of infrastructures through a guided, hands-on approach. Credits: 2

**IS 150. Network Clients (O)**

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. Credits: 3 Note(s) This course replaces IN130-Network Clients. O - This course is offered online.

**IS 151. Network Servers (O)**

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. Credits: 3 Note(s) This course replaces IN131-Network Servers. O - This course is offered online.

**IS 152. Administering Windows Server (O)**

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. Credits: 3 Note(s) This course replaces IN155-Administering Windows Server. O - This course is offered online.

**IS 153. Principles of Information Assurance (O)**

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. Credits: 3 Note(s) This course replaces IN2001-Principles of Information Assurance. O - This course is offered online.

**IS 201. Configuring Advanced Windows Server Services (O)**

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. Credits: 3 Note(s) This course replaces IN156-Configuring Advanced Windows Server Services. O - This course is offered online.

**IS 202. Virtual Computing (O)**

This course will enable the student to install, configure, and manage the vCenter Server components. The student will use support tools to provide maintenance and updates, build virtual networks, virtual machines, enhance performance, security, and manage the virtual data center. Credits: 3 Note(s) This course replaces IN285-Virtual Computing. O - This course is offered online.

**IS 203. Network Security (O)**

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. Prerequisite(s):

IN2001 or IS 153 and IN133 or IS 102 both with a C or better. Credits: 3 Note(s) This course replaces IN2002-Network Security. O - This course is offered online.

**IS 204. Digital Forensics (O)**

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. Prerequisite(s): IN2001 or IS 153 with a C or better. Credits: 3 Note(s) This course replaces IN2005-Digital Forensics. O - This course is offered online.

**IS 250. Enterprise Security Management (O)**

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.

Prerequisite(s): IN2001 or IS 153 with a C or better. Credits: 3 Note(s) This course replaces IN2003-Enterprise Security Management. O - This course is offered online.

**IS 251. Advanced Security Practitioner (O)**

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. Prerequisite(s): IS 203 with a C or better or instructor approval. Credits: 3 Note(s) This course replaces IN279-Advanced Security Practitioner. O - This course is offered online.

**IS 252. Cloud Computing (O)**

This course will enable the student to understand industry standard cloud technologies. The students will focus on cloud solutions as it relates to cloud storage, virtual environments, managing and monitoring performance, evaluating security, and troubleshooting. Credits: 3 Note(s) This course replaces IN281-Cloud Computing.

O - This course is offered online.

**IS 253. CCNA I Internetworking Fundamentals (O)**

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 and 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. Prerequisite(s): IS 102 with a C or better or instructor approval. Credits: 3 Note(s) This course replaces IN245-CCNA I Internetworking Fundamentals. O - This course is offered online.

## **Interactive Design**

**ID 101. Photoshop Fundamentals**

This course will enable the student to explain and use the basic principles of design and graphical creation. The student will utilize Adobe Photoshop to demonstrate the processes of creation and design to make ready-for-print and digital display images, graphics, and other assets. Credits: 3 Note(s) This course replaces IN171-Photoshop Fundamentals.

**ID 102. Animate Fundamentals (O)**

This course will enable the student to explain and use the basic principles of animation in a two dimensional layout. The student will utilize Adobe Animate to demonstrate the process of creating 2-D interactive animations.

Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN172-Animate Fundamentals. O - This course is offered online.

**ID 103. Illustrator Fundamentals (O)**

This course will enable the student to articulate and use the basic principles of design. The student will utilize Adobe Illustrator to demonstrate the processes of typography, color, layout, design, and other features to create ready-for-print and digital display images, multimedia, logos, and other assets. Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN169-Illustrator Fundamentals. O - This course is offered online.

**ID 104. InDesign Fundamentals (O)**

This course will enable the student to articulate and use the basic principles of design. The student will utilize Adobe InDesign to demonstrate the processes of layout and design to create ready-for-print and digital display multimedia, magazines, page-layouts, and other assets. Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN170-InDesign Fundamentals. O - This course is offered online.

**ID 107. 3D Virtual Environments (O)**

This course will enable the student to create basic virtual environments inside Second Life (a multi-user virtual environment), OpenSim (the stand-alone server technology of Second Life), and the Unity Game Engine. The student will apply a variety of skills to create basic architecture, accessories, sound, animations, textures, and interactive environments used in film, video, stop-motion animation videos and game creation of professional quality. The student will use the basics of programs and scripts for personal, educational, and commercial use. Prerequisite(s): IN171 or ID 101, or IN174 or ID 109, or IN183 or ID 112 with a C or better. Credits: 3 Note(s) This course replaces IN148-3D Virtual Environments. O - This course is offered online.

**ID 108. Game Graphics (O)**

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. Prerequisite(s): IN162 or ID 110, or IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN147-Game Graphics. O - This course is offered online.

**ID 109. Stop Motion Animation 1**

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. Credits: 3 Note(s) This course replaces IN174-Stop Motion Animation 1.

**ID 110. Game, Storyline, and Character Development (O)**

This course will enable the student to transform a storyline or core game idea into a formed game directional plan, story, or script. The student will study working game and story structures, failed game and story structures, and character development. The student will apply that knowledge to complete a storyline, game idea, or script. Credits: 3 Note(s) This course replaces IN162-Game, Storyline, and Character Development. O - This course is offered online.

**ID 111. Interactive Digital Signage**

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. Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN208-Interactive Digital Design.

**ID 112. Digital Video Production 1 (O)**

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. Credits: 3 Note(s) This course replaces IN183-Digital Video Production 1. O - This course is offered online.

**ID 113. UX/UI Fundamentals**

This course will enable the student to explain and use the principles of User Experience Design and User Interface Design. The student will utilize Adobe XD and other software to demonstrate the processes, design, and creation of effective and current UX/UI instances and the creation of assets for that purpose. Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN179-UX/UI Fundamentals.

**ID 114. Digital Branding and Promotion**

This course will enable the student to apply techniques and best practices related to digital delivery of content to social media platforms, branding, and promotion of services and products. The student will use Adobe Spark and various tools to create targeted branding themes and demonstrate the use of assets generated from those tools. Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s) This course replaces IN180-Digital Branding and Promotion.

**ID 115. Digital Photography 1**

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. Prerequisite(s): IN162 or ID 110, or IN171 or ID 101, or IN174 or ID 109, or IN183 or ID 112 with a C or better. Credits: 3 Note(s) This course replaces IN122-Digital Photography 1.

**ID 116. 3D Animation 1**

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. Prerequisite(s): IN162 or ID 110, or IN171 or ID 101, or IN174 or ID 109 with a C or better. Credits: 3 Note(s)This course replaces IN158-3D Animation 1.

#### **ID 117. Digital Drawing and Painting**

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. Credits: 3 Note(s)This course replaces IN165-Digital Drawing and Painting.

#### **ID 118. Game Design 1**

This course will enable the student to design, create, and deploy video games and simulations, using the Unity 3D game engine, basic/intermediate video games and interactive experiences. The student will use the tools needed to create interactive 3D experiences, through 3D manipulation and scripting. Prerequisite(s): IN162 or ID 110, or IN171 or ID 101, or IN174 or ID 109, or IN183 or ID 112 with a C or better. Credits: 3 Note(s)This course replaces IN157-Game Design 1.

#### **ID 119. Mobile Game Development**

This course will enable the student to design, create, and publish video games and applications to a mobile platform. The student will use industry standard tools to create compelling user experiences that take full advantage of mobile device capabilities. Prerequisite(s): IN157 or ID 118 with a C or better. Credits: 3 Note(s)This course replaces IN184-Mobile Game Development.

#### **ID 120. Drone Practices in Interactive Technology**

This course will enable the student to fly and navigate a personal drone. The student will assemble, maintain, charge, and care for a personal drone using different applications relevant to the use of drones in the interactive technology fields, focusing on photo and video work. Credits: 3 Note(s)This course replaces IN187-Drone Practices in Interactive Technology.

#### **ID 121. Cinematics and Audio**

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. Prerequisite(s): IN171 or ID 101 with a C or better. Credits: 3 Note(s)This course replaces IN164-Cinematics and Audio.

#### **ID 123. Interactive Scripting**

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. Prerequisite(s): IN148 or ID 107 with a C or better. Credits: 3 Note(s)This course replaces IN149-Interactive Scripting

#### **ID 124. HTML and CSS (O)**

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. Credits: 3 Note(s)This course replaces IN112-HTML and CSS. O - This course is offered online.

#### **ID 125. PHP and Databases (O)**

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. Prerequisite(s): IN112 or ID 124 with a C or better. Credits: 3 Note(s)This course replaces IN118-PHP and Databases. O - This course is offered online.

#### **ID 126. Web Scripting (O)**

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. Prerequisite(s): IN 112 or ID 124 with a C or better. Credits: 3 Note(s)This course replaces IN216-Web Scripting. O - This course is offered online.

**ID 127. CMS for Web Development**

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. Prerequisite(s): IN 112 or ID 124 with a C or better. Credits: 3 Note(s)This course replaces IN234-CMS for Web Development.

**ID 128. Information Technology Ethics (O)**

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. Prerequisite(s): 6 credit hours of Interactive Design (ID) classes with a C or better in each class. Credits: 3 Note(s)This course replaces IN275-Information Technology Ethics. O - This course is offered online.

**ID 129. Information Technology (IT) Concepts (O)**

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. Credits: 3 Note(s)This course replaces IN105-Information Technology (IT) Concepts. O - This course is offered online.

**ID 130. Mobile Application Development**

This course will enable the student to build, test, and publish applications to the Apple Store. The student will use Swift Programming for the iOS Operating System to create applications that can be exported for use on the Apple Store or self-promotion. Credits: 3 Note(s)This course replaces IN185-Mobile Application Development.

**ID 209. Stop Motion Animation 2**

This course will enable the student to apply previously learned concepts of stop-motion animation to the design and creation of stories told through movement. The student will create a short stop-motion animation using a multi-plane downshooter. The student will master a complete production pipeline, from storyboard to final rendering. The student will evaluate others' work for expression of effective design principles, creativity, thoughtful concept, and well-executed craftsmanship. Prerequisite(s): IN 174 or ID 109 with a C or better. Credits: 3 Note(s)This course replaces IN274-Stop Motion Animation 2.

**ID 212. Digital Video Production 2**

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. Prerequisite(s): IN 183 or ID 112 with a C or better. Credits: 3 Note(s)This course replaces IN283-Digital Video Production 2.

**ID 213. Digital Video Production 3**

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. Prerequisite(s): IN 283 or ID 212 with a C or better. Credits: 3 Note(s)This course replaces IN284-Digital Video Production 3.

**ID 215. Digital Photography 2**

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. Prerequisite(s): IN 122 or ID 115 with a C or better. Credits: 3 Note(s)This course replaces IN259-Digital Photography 2.

**ID 216. 3D Animation 2**

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. Prerequisite(s): IN 158 or ID 116 with a C or better. Credits: 3 Note(s)This course replaces IN239-3D Animation 2.



**ID 218. Game Design 2**

This course will enable the student to design, create, and deploy, using the Unity 3D game engine, complex video games and interactive experiences. The student will use the tools needed to create advanced interactive 3D experiences, through 3D manipulation and the creation of state machines. Prerequisite(s): IN 157 or ID 118 with a C or better. Credits: 3 Note(s)/This course replaces IN215-Game Design 2.

**ID 220. Interactive Aerial Imaging**

This course will enable the student to utilize a personal drone to capture video and photos for use in the interactive technology fields. The student will utilize a personal drone for photogrammetry, video production, aerial photography, and VR/3D application. Prerequisite(s): IN 187 or ID 120 with a C or better. Credits: 3 Note(s)/This course replaces IN287-Interactive Aerial Imaging.

**ID 222. Motion Capture and Virtual Reality**

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. Prerequisite(s): IN 215 or ID 218 with a C or better. Credits: 3 Note(s)/This course replaces IN291-Motion Capture and Virtual Reality.

**ID 223. Beginning C++ with Game Programming (O)**

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. Credits: 3 Note(s)/This course replaces IN200-Beginning C++ w/Game Programming. O - This course is offered online.

**ID 224. Advanced HTML and CSS**

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 issues. Prerequisite(s): IN 112 or ID 124 with a C or better or instructor approval. Credits: 3 Note(s)/This course replaces IN243-Advanced HTML and CSS.

**ID 226. Advanced Web Scripting**

This course will enable the student to use JavaScript programming at an advanced level. The student will use JavaScript and Node.JS to enhance user experience in web pages. The student will build and troubleshoot various Node.JS applications and projects as well as write, build, and test projects and applications they develop. Prerequisite(s): IN 216 or ID 126 with a C or better. Credits: 3 Note(s)/This course replaces IN263-Advanced Web Scripting.

**ID 299. Interactive, Digital, and 3D Capstone (O)**

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. The Software Development student will assist with programming needs and build an app-based solution for a personal portfolio. Prerequisite(s): IN 291 or ID 222, or IN 243 or ID 224, or IN 275 or ID 128 with a C or better. Credits: 3 Note(s)/This course replaces IN292-Interactive, Digital, and 3D Capstone. O - This course is offered online.

**Internships**

Butler Community College students are encouraged to gain workplace experience through Internships. Students enrolled in an Internship have the opportunity to observe and/or explore a career field of their choice. Internships are for a specific period of time and may serve as a precursor to professional employment. Students may enroll in a maximum of two 2-hour internships for a total of 4 credit hours while at Butler. Internship students must:

- Obtain a paid or unpaid position in a career field of their choice.
- Intern 100 clock hours for each two hour internship.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a training plan developed by the student and approved by the supervisor and instructor.

View internship postings at <http://www.butlercc.edu/internships/internship.cfm>. For more information or assistance, contact the Cooperative Education and Internship office at 316.218.6211.

**IP 192. Internship 1.1 (O)**

This course will enable the student to link classroom learning to an applied setting in a work environment. The student will work a minimum of 50 contact hours. The student will intern for a specific period of time, which may

serve as a precursor to professional employment. Prerequisite(s): The department highly recommends PD 100. The student must secure an internship position related to the student's program of study prior to the first day of class. Credits: 1 Note(s) O - This course is offered online.

**IP 193. Internship 1.2 (O)**

This course will enable the student to link classroom learning to an applied setting in a work environment. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment. Prerequisite(s): The department highly recommends PD 100. The student must secure an internship position related to the student's program of study prior to the first day of class. Credits: 2 Note(s) O - This course is offered online.

**IP 194. Internship 1.3 (O)**

This course will enable the student to link classroom learning to an applied setting in a work environment. The student will work a minimum of 150 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment. Prerequisite(s): The department highly recommends PD 100. The student must secure an internship position related to the student's program of study prior to the first day of class. Credits: 3 Note(s) O - This course is offered online.

**IP 292. Internship 2.1**

This course will enable the student to gain additional experience in a work environment and apply classroom learning to the workplace. The student will work a minimum of 50 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment. Prerequisite(s): IP 192, IP 193, or IP 194 with a C or better and the student must secure a suitable internship position in a related field prior to the first day of class. Credits: 1

**IP 293. Internship 2.2**

This course will enable the student to gain additional experience in a work environment and apply classroom learning to the workplace. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment. Prerequisite(s): IP 192, IP 193, or IP 194 with a C or better and the student must secure a suitable internship position in a related field prior to the first day of class. Credits: 2

## **Leadership**

**LS 101. Youth Leadership**

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. Credits: 1

**LS 150. Exploring Leadership (O, T►)**

This course will enable the student to understand the history and development of leadership. The student will examine his or her values, goals, and leadership potential. The student will understand the ethical responsibilities of leadership and learn how, as leaders and followers, to actively engage in change to create a better community or organization. Credits: 3 Kansas SystemWide Transfer Course (BUS2010) Note(s) O - This course is offered online.

**LS 160. The Emerging Leader (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**LS 230. Leadership Development (O)**

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. Prerequisite(s): Students must have 24 or more credit hours or division consent. Credits: 3 Note(s) O - This course is offered online.

Literature

**LT 201. Introduction to Literature 1 (O, T►)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (ENG1030) Note(s) O - This course is offered online.

**LT 204. Introduction to Poetry (O)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**LT 205. Introduction to the Short Story**

This course will enable the student to read, analyze, interpret, discuss and evaluate select short stories from the 18th century to the present, including authors of various nationalities, genders, and cultural backgrounds. The student will identify the elements of short fiction, such as theme, character, plot, metaphor, symbolism, point of view, style, diction, irony, and allegory. Prerequisite(s): EG 101 with a C or better. Credits: 3

**LT 211. British Literature 1: Origins-1784**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3

**LT 212. British Literature 2: 1784 to Present (O)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**LT 215. American Literature 1: Colonial to 1865 (O, T►)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (ENG2010) Note(s) O - This course is offered online.

**LT 216. American Literature 2: 1865 to Present (O, T►)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (ENG2020) Note(s) O - This course is offered online.

**LT 218. Shakespeare**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3

**LT 235. Ethnic and Minority Literature**

This course will enable the student to read and evaluate literature written by African-, Asian-, Chicano/Latino-, and Native-Americans, and come to understand how their respective cultures influenced their literary works. Prerequisite(s): EG 101 with a C or better. Credits: 3

**LT 260. Children's Literature (O)**

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. Prerequisite(s): EG 101 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**Mass Communications****MC 100. Photojournalism**

This course will enable the student to apply fundamental techniques and methods of visual reporting to the production of digital photography in mass media. The student will examine topics such as composition, camera

operation, exposure, editing, processing, lighting and presentation for various end-users (newspapers, magazines, promotions and Web). Prerequisite(s): MC 162 with a C or better or concurrent enrollment in MC 162. Credits: 3

#### **MC 126. Sports Media Practicum 1**

This course will enable the student to achieve introductory-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media. Prerequisite(s): Consent of instructor. Credits: 3

#### **MC 127. Sports Media Practicum 2**

This course will enable the student to achieve intermediate introductory-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media. Prerequisite(s): MC 126 with a C or better.

Credits: 3

#### **MC 145. Newspaper Practicum 1**

This course will enable the student to achieve introductory-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper. Prerequisite(s): Consent of instructor. Credits: 1

#### **MC 146. Newspaper Practicum 2**

This course will enable the student to achieve intermediate introductory-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper. Prerequisite(s): MC 145 with a C or better. Credits: 1

#### **MC 147. Magazine Practicum 1**

This course will enable the student to achieve introductory-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine. Prerequisite(s): Consent of the instructor. Credits: 1

#### **MC 148. Magazine Practicum 2**

This course will enable the student to achieve intermediate introductory-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine. Prerequisite(s): MC 147 with a C or better. Credits: 1

#### **MC 161. Introduction to Mass Communications (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (COM1030) Note(s) O - This course is offered online.

#### **MC 162. Reporting 1**

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.

Credits: 3

#### **MC 163. Applied Radio 1**

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. Prerequisite(s): Consent of instructor. Credits: 1

#### **MC 164. Applied Radio 2**

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. Prerequisite(s): MC 163 with a C or better and consent of the instructor.

Credits: 1

#### **MC 165. Applied Television 1**

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. Prerequisite(s): Consent of instructor. Credits: 1

#### **MC 166. Applied Television 2**

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. Prerequisite(s): MC 165 with a C or better and consent of the instructor. Credits: 1

**MC 169. Introduction to Audio and Video Production**

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. Credits: 3

**MC 170. Audio Production 1**

This course will enable the student to achieve a basic understanding of modern audio production technology and applications. The student will apply planning, scriptwriting and digital audio engineering skills to the creation of aural programming types, including music, news and promotions. The student will also learn to recognize and appraise situations common in the operation of broadcast and web radio stations. Credits: 3

**MC 171. Audio Production 2**

This course will enable the student to achieve an intermediate comprehension 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. Prerequisite(s): MC 169 with C or better. Credits: 3

**MC 175. Video Production 1**

This course will enable the student to achieve a basic understanding of modern video production technology and applications. The student will apply camera, audio, lighting, graphics, planning and scriptwriting skills to the creation of video programming types, including entertainment, news and promotions. The student will also learn to recognize and appraise situations common in broadcast and web video program creation and distribution operations. Credits: 3

**MC 176. Video Production 2**

This course will enable the student to achieve an intermediate comprehension 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. Prerequisite(s): MC 169 or MC 175 with a C or better. Credits: 3

**MC 205. Writing for Electronic Media**

This course will enable the student to apply fundamental planning, analysis and writing skills to the production of advertising, promotion, informative and entertainment scripts for the electronic media (audio, video and Web). The student will examine such topics as target audiences, project goals and budgets, character development, storytelling, formats and business/legal aspects. Prerequisite(s): MC 169 or MC 175 with a C or better. Credits: 3

**MC 206. Introduction to Film Theory**

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. Credits: 3

**MC 210. Broadcast Reporting**

This course will enable the student to identify, analyze, and write classic types of news stories for broadcast media. The student will understand a journalist's legal and ethical responsibility in gathering and reporting broadcast news. The student will engage in creating and voicing news content to KBTL-FM campus radio. Prerequisite(s): MC 162 with a C or better. Credits: 3

**MC 226. Sports Media Practicum 3**

This course will enable the student to achieve advanced introductory-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media. Prerequisite(s): MC 127 with a C or better. Credits: 3

**MC 227. Sports Media Practicum 4**

This course will enable the student to achieve intermediate-level proficiency in sports reporting and presentation through work for radio, television, newspaper, magazine and online outlets. The student will create sports media content through participation in Butler student media. Prerequisite(s): MC 226 with a C or better. Credits: 3

**MC 245. Newspaper Practicum 3**

This course will enable the student to achieve advanced introductory-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper. Prerequisite(s): MC 146 with a C or better. Credits: 1

**MC 246. Newspaper Practicum 4**

This course will enable the student to achieve intermediate-level proficiency in newspaper production and operations through work as a reporter, photographer, designer or business manager. The student will contribute to the production of the Butler Lantern campus newspaper. Prerequisite(s): MC 245 with a C or better. Credits: 1

**MC 247. Magazine Practicum 3**

This course will enable the student to achieve advanced introductory-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine. Prerequisite(s): MC 148 with a C or better. Credits: 1

**MC 248. Magazine Practicum 4**

This course will enable the student to achieve intermediate-level proficiency in magazine production and operations through work in writing, photography and layout. The student will engage in the operation of The Grizzly campus magazine. Prerequisite(s): MC 247 with a C or better. Credits: 1

**MC 261. Reporting 2**

This course will enable the student to identify, analyze, and write advanced types of news stories for both print and online media. The student will understand a journalist's legal and ethical responsibility in gathering and reporting the news. The student will also understand the changing nature of news content and delivery. Prerequisite(s): MC 162 with a C or better. Credits: 3

**MC 263. Applied Radio 3**

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. Course may be repeated once for credit. Prerequisite(s): MC 164 with a C or better and consent of the instructor. Credits: 1

**MC 264. Applied Radio 4**

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. Course may be repeated once for credit. Prerequisite(s): MC 263 with a C or better and consent of the instructor. Credits: 1

**MC 265. Applied Television 3**

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. Course may be repeated once for credit. Prerequisite(s): MC 166 with a C or better and consent of the instructor. Credits: 1

**MC 266. Applied Television 4**

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. Course may be repeated once for credit. Prerequisite(s): MC 265 with a C or better and consent of the instructor. Credits: 1

**MC 283. Video Editing 1**

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. Prerequisite(s): Consent of instructor. Credits: 3

**MC 290. Convergence Media**

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. Prerequisite(s): MC 161 with a C or better. Credits: 3

**MC 291. Media Buying and Selling**

This course will enable the student to develop strategic skills in researching, planning and creating advertising for print, radio, television and Web. The student will examine such topics as budgets, rates, market share, target audiences, client relations, promotions, non-profit sponsorships and current buying and selling strategies. Prerequisite(s): MC 161 with a C or better. Credits: 3

### **MC 294. Media Project Practicum**

This course will enable the student to apply skills acquired in the student's respective pathway of study (Journalism, Radio Television, Sports Media) to a significant integrated project. The student will consult with a professional industry mentor at all steps in the planning and production process. The student will present the finished project, along with process documentation, in a personal portfolio. Prerequisite(s): Consent of instructor. Credits: 2

## **Mathematics**

### **MA 051. Pre-Algebra 1 (Algebra Module 1) (O)**

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.

Prerequisite(s): A score at a predetermined level on a placement instrument. Credits: 1 Note(s) O - This course is offered online.

### **MA 052. Pre-Algebra 2 (Algebra Module 2) (O)**

This course will enable the student to perform basic operations with fractions and mixed numbers and solve linear equations with fractions. Prerequisite(s): A score at a predetermined level on a placement instrument or MA051 with a C or better. Credits: 1 Note(s) O - This course is offered online.

### **MA 053. Pre-Algebra 3 (Algebra Module 3) (O)**

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. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 052 with a C or better. Credits: 1 Note(s) O - This course is offered online.

### **MA 060. Fundamentals of Algebra**

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. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 050 or MA 053 with a C or better. Credits: 3

### **MA 064. Fundamentals of Algebra 1 (Algebra Module 4) (O)**

This course will enable the student to interpret mathematical symbols and notation, simplify expressions, and solve linear equations, including within word problems. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 050 or MA 053 with a C or better. Credits: 1 Note(s) O - This course is offered online.

### **MA 065. Fundamentals of Algebra 2 (Algebra Module 5) (O)**

This course will enable the student to simplify exponents, perform operations on polynomials, factor polynomials, and solve quadratic equations by factoring. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 064 with a C or better. Credits: 1 Note(s) O - This course is offered online.

### **MA 066. Fundamentals of Algebra 3 (Algebra Module 6) (O)**

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. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 064 with a C or better. Credits: 1 Note(s) O - This course is offered online.

### **MA 114. Technical Mathematics 1 (O)**

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. Prerequisite(s): Placement score or MA 060 (or MA 064, MA 065, and MA 066) with a C or better or diagnostic credit. Credits: 3 Note(s) O - This course is offered online.

### **MA 120. Intermediate Algebra with Review**

This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations (including quadratic and rational equations, and systems of linear equations), perform operations on radical expressions, write equations of lines, and evaluate functions. This course incorporates some review topics and moves at a slower pace than MA 125. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 060 or its equivalent with a C or better. Credits: 5

### **MA 125. Intermediate Algebra (O)**

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.

Prerequisite(s): A score at a predetermined level on a placement instrument or MA 060(or MA 064, MA 065, and MA 066) with a C or better. Credits: 3 Note(s) O - This course is offered online.

**MA 126. Graphing Calculator for College Algebra/Calculus**

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. Prerequisite(s): Placement score or MA 125 (or MA 127, MA 128, or MA 129) with a C or better. Credits: 1

**MA 127. Intermediate Algebra 1 (Algebra Module 7) (O)**

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 (O). Prerequisite(s): A score at a predetermined level on a placement instrument or MA 060 (or MA 065 and MA 066) with a C or better or diagnostic credit. Credits: 1 Note(s) O - This course is offered online.

**MA 128. Intermediate Algebra 2 (Algebra Module 8) (O)**

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 (O). Prerequisite(s): A score at a predetermined level on a placement instrument or MA 065 with a C or better or diagnostic credit. Credits: 1 Note(s) O - This course is offered online.

**MA 129. Intermediate Algebra 3 (Algebra Module 9) (O)**

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 (O). Prerequisite(s): A score at a predetermined level on a placement instrument or MA 065 and MA 066 with a C or better or diagnostic credit. Credits: 1 Note(s) O - This course is offered online.

**MA 130. Quantitative Reasoning (T►)**

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. Prerequisite(s): Placement score or MA 125 (or MA 127, MA 128, and MA 129) with a C or better. Credits: 3 Kansas SystemWide Transfer Course (MAT1040)

**MA 131. College Algebra with Review (T►)**

This course will enable the student to use and interpret the mathematical symbols and notation relating to functions. The student will analyze the graphs of various mathematical functions with the assistance of a graphing utility, including polynomial, rational, root, absolute value, logarithmic and exponential functions, and solve related equations and inequalities, including systems of equations and inequalities. The student will use both graphical analysis and equation solving in the context of word problems. This course incorporates some review topics and moves at a slower pace than MA 135. Prerequisite(s): Placement score or MA 120 or MA 125 with a C or better. Credits: 5 Kansas SystemWide Transfer Course (MAT1010)

**MA 132. College Algebra 1 (Algebra Module 10) (O, T►)**

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 (O, T►). Prerequisite(s): A score at a predetermined level on a placement instrument or MA 120 or MA 125 or MA 065 and MA 066 with a C or better or diagnostic credit. Credits: 1 Kansas SystemWide Transfer Course (MAT1010) Note(s) O - This course is offered online.

**MA 133. College Algebra 2 (Algebra Module 11) (O, T►)**

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 (O, T►). Prerequisite(s): A score at a predetermined level on a placement instrument or MA 125 (or MA 127, MA 128, and MA 129) and MA 132 with a C or better. Credits: 1 Kansas SystemWide Transfer Course (MAT1010) Note(s) O - This course is offered online.



**MA 134. College Algebra 3 (Algebra Module 12) (O, T►)**

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 (O, T►). Prerequisite(s): A score at a predetermined level on a placement instrument or MA 125 (or MA 127, MA 128, and MA 129) and MA 132 with a C or better. Credits: 1 Kansas SystemWide Transfer Course (MAT1010) Note(s) O - This course is offered online.

**MA 135. College Algebra (O, T►)**

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. Prerequisite(s): Placement score or MA 120 or MA 125 (or MA 127, MA 128, and MA 129) with a C or better. Credits: 3 Kansas SystemWide Transfer Course (MAT1010) Note(s) O - This course is offered online.

**MA 140. Trigonometry (O, T►)**

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. Prerequisite(s): Placement score or MA 135 (or MA 132, MA 133, and MA 134) with a C or better. Credits: 3 Kansas SystemWide Transfer Course (MAT1030) Note(s) O - This course is offered online.

**MA 145. Pre-Calculus Mathematics**

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. Prerequisite(s): A score at a predetermined level on a placement instrument or MA 125 (or MA 127, MA 128, and MA 129) with a B or better. Credits: 5

**MA 148. Calculus with Applications (O, T►)**

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. Prerequisite(s): Placement score or MA 131 or MA 135 (or MA 132, MA 133, and MA 134) with a C or better. Credits: 3 Kansas SystemWide Transfer Course (MAT1050) Note(s) O - This course is offered online.

**MA 151. Calculus 1 with Analytic Geometry (T►)**

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. Prerequisite(s): Placement score or MA 135 (or MA 132, MA 133, and MA 134) and MA 140 or MA 145 all with a C or better. Credits: 5 Kansas SystemWide Transfer Course (MAT2010)

**MA 152. Calculus 2 with Analytic Geometry**

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. Prerequisite(s): MA 151 with a C or better. Credits: 5

**MA 210. Applied Statistics (O, T►)**

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. Prerequisite(s): MA 135 (or MA 132, MA 133 and MA 134) with a C or better. Credits: 3 Kansas SystemWide Transfer Course (MAT1020) Note(s) O - This course is offered online.

**MA 220. Statistics for Management, Life and Social Sciences (O)**

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.

Prerequisite(s): MA 135 (or MA 132, MA 133, and MA 134) with a C or better. Credits: 5 Note(s) O - This course is offered online.

**MA 253. Calculus 3 with Analytic Geometry**

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. Prerequisite(s): MA 152 with a C or better. Credits: 3

**MA 260. Differential Equations**

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. Prerequisite(s): MA 253 with a C or better. Credits: 3

**Music**

**MU 100. Music Appreciation (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (MUS1010) Note(s) O - This course is offered online.

**MU 101. Piano Class 1**

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. Credits: 1

**MU 102. Piano Class 2**

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. Prerequisite(s): MU 101 with a C or better. Credits: 1

**MU 103. Piano Class 3**

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. Prerequisite(s): MU 102 with a C or better. Credits: 1

**MU 104. Piano Class 4**

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. Prerequisite(s): MU 103 with a C or better. Credits: 1

**MU 105. Fundamentals of Music**

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. Credits: 3

**MU 106. Piano Proficiency 1**

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. Credits: 1

**MU 107. Piano Proficiency 2**

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. Prerequisite(s): MU 106 with a C or better. Credits: 1

**MU 110. Introduction to Music Reading and Theory**

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. Credits: 3

**MU 111. Theory of Music 1 (T►)**

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. Corequisite(s): Concurrent enrollment in MU 156. Credits: 3 Kansas SystemWide Transfer Course (MUS1020)

**MU 112. Theory of Music 2 (T►)**

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. Prerequisite(s): MU 111 with a C or better. Must be taken concurrently with MU 157. Credits: 3 Kansas SystemWide Transfer Course (MUS1030)

**MU 118. Applied Voice 1**

This course will enable the beginning student to develop and strengthen their singing voice. The student will enhance their level of singing through technical exercises, repertoire study, and performances before faculty and peers. The student will learn a minimum of six songs, including two songs in a foreign language. Credits: 2

**MU 119. Applied Voice 2**

This course will enable the advanced-beginning student to develop and strengthen their singing voice. The student will enhance their level of singing through technical exercises, repertoire study, and performances before faculty and peers. The student will learn a minimum of six songs, including two songs in a foreign language. Credits: 2

**MU 120. Applied Voice 3**

This course will enable the intermediate student to develop and strengthen their singing voice. The student will enhance their level of singing through technical exercises, repertoire study, and performances before faculty and peers. The student will learn a minimum of six songs, including two songs in a foreign language. Credits: 2

**MU 121. Applied Voice 4**

This course will enable the advanced-intermediate student to develop and strengthen their singing voice. The student will enhance their level of singing through technical exercises, repertoire study, and performances before faculty and peers. The student will learn a minimum of six songs, including two songs in a foreign language. Credits: 2

**MU 122. Applied Piano 1 (T►)**

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. Credits: 1-2 Kansas SystemWide Transfer Course (MUS1060)

**MU 123. Applied Piano 2 (►)**

This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the 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. Credits: 1-2 Kansas SystemWide Transfer Course (MUS1070)

**MU 124. Applied Piano 3**

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. Credits: 1-2

**MU 125. Applied Piano 4**

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. Credits: 1-2

**MU 128. Chamber Singers 1**

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. Prerequisite(s): Selection by vocal audition. Credits: 1

**MU 129. Chamber Singers 2**

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. Prerequisite(s): Selection by vocal audition and completion of MU 128. Credits: 1

**MU 130. Class Voice 1**

This course will enable the non-music major beginning student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control. The student will gain an elementary knowledge of music literature in different languages. Credits: 1

**MU 131. Class Voice 2**

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. Prerequisite(s): MU 130 with a C or better or instructor approval. Credits: 1

**MU 133. Jazz and Commercial Styles Workshop**

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. Prerequisite(s): Selection by audition. Credits: 1

**MU 135. Instrumental Ensemble**

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. Prerequisite(s): Selection by audition. Credits: 1

**MU 136. Vocal Ensemble 1**

Trios, quartets, etc., are organized each semester according to student interest. These groups rehearse weekly with the purpose of developing vocal technique and a knowledge of literature. Public performance is encouraged. Students should consult music department staff prior to enrollment. Credits: 1

**MU 137. Vocal Ensemble 2**

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. Prerequisite(s): MU 136 with a C or better and audition. Credits: 1

**MU 138. Men's Vocal Ensemble**

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. Prerequisite(s): Selection by audition. Credits: 1

**MU 139. Women's Vocal Ensemble**

This course will enable the beginning student to demonstrate knowledge of vocal music and dance through either a choreographed or staged show. Prerequisite(s): A vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 140 is also required. Credits: 1

**MU 140. Chorus 1**

This course will enable the beginning student to gain the music skills necessary to participate in a large group choral organization. Prerequisite(s): A vocal and dance audition prior to enrollment. Credits: 1

**MU 141. Headliners 1**

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. Prerequisite(s): Selection by audition. Credits: 1

**MU 142. Headliners 2**

A continuation of MU 141. Prerequisite(s): MU 141 with a C or better and audition. Credits: 1

**MU 143. Chorus 2**

This course will enable the advanced beginning student to gain the music skills necessary to participate in a large group choral organization. Prerequisite(s): MU 140 with a C or better and audition. Credits: 1

**MU 144. Women's Vocal Ensemble 2**

This course will enable the advanced beginning student to demonstrate knowledge of music and dance through a choreographed or staged show. Prerequisite(s): MU 139 with a C or better and a vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 141 is also required. Credits: 1

**MU 145. College Band 1**

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. Prerequisite(s): Selection by audition. Credits: 1

**MU 146. College Band 2**

A continuation of MU 145. Prerequisite(s): MU 145 with a C or better and audition. Credits: 1

**MU 147. Men's Vocal Ensemble 2**

A continuation of MU 138. Prerequisite(s): MU 138 with a C or better and audition. Credits: 1

**MU 148. Jazz Ensemble 1**

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. Prerequisite(s): Selection by audition. Credits: 1

**MU 154. Instrumental Workshop 1**

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. Prerequisite(s): Selection by audition. Corequisite(s): Concurrent enrollment in Jazz Ensemble and/or College Band. Credits: 1-2

**MU 155. Instrumental Workshop 2**

A continuation of MU 154. Prerequisite(s): MU 154 with a C or better and audition. Credits: 1-2

**MU 156. Aural Skills 1**

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. Corequisite(s): MU 111. Credits: 2

**MU 157. Aural Skills 2**

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.

Prerequisite(s): MU 156 with a C or better. Corequisite(s): MU 112. Credits: 2

**MU 160. Applied Band 1**

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. Prerequisite(s): High School Band or equivalent. Credits: 2

**MU 161. Applied Band 2**

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. Prerequisite(s): MU 160 with a C or better. Credits: 2

**MU 162. Applied Band 3**

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. Prerequisite(s): MU 161 with a C or better. Credits: 2

**MU 163. Applied Band 4**

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. Prerequisite(s): MU 162 with a C or better. Credits: 2

**MU 165. Pep Band 1**

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. Prerequisite(s): High school band or consent of instructor. Credits: 1

**MU 166. Pep Band 2**

This is a continuation of MU 165. Prerequisite(s): MU 165 with a C or better. Credits: 1

**MU 171. Orientation to Music Education**

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 an understanding of leadership skills needed for a variety of music activities and teaching scenarios. This course will enable the student to identify current topics and trends in music education to establish a personal music education philosophy. The student will develop leadership skills for a variety of music activities and teaching scenarios. Credits: 1

**MU 179. Choral Accompaniment Combo 1**

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. Prerequisite(s): Departmental approval. Credits: 2

**MU 180. Guitar Class 1**

Course designed for beginning guitar students. Emphasis on chord and note reading and on proper finger style. Credits: 1

**MU 181. Guitar Class 2**

A continuation of MU 180 with emphasis on more involved cording and simple melodies. Prerequisite(s): MU 180 with a C or better or instructor consent. Credits: 1

**MU 190. Jazz Ensemble 2**

This is a continuation of MU 148. Prerequisite(s): MU 148 with a C or better and audition. Credits: 1

**MU 191. Jazz Ensemble 3**

This is a continuation of MU 190. Prerequisite(s): MU 190 with a C or better and audition. Credits: 1

**MU 192. Jazz Ensemble 4**

This is a continuation of MU 191. Prerequisite(s): MU 191 with a C or better and audition. Credits: 1

**MU 203. Instrumental Workshop 3**

A continuation of MU 155. Prerequisite(s): MU 155 with a C or better and audition. Credits: 1-2

**MU 204. Instrumental Workshop 4**

A continuation of MU 203. Prerequisite(s): MU 203 with a C or better and audition. Credits: 1-2

**MU 210. College Band 3**

A continuation of MU 146. Prerequisite(s): MU 146 with a C or better and audition. Credits: 1

**MU 211. College Band 4**

A continuation of MU 210. Prerequisite(s): MU 210 with a C or better and audition. Credits: 1

**MU 213. Theory of Music 3**

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. Prerequisite(s): MU 111 and MU 112 both with a C or better. Must be taken concurrently with MU 256. Credits: 3

**MU 214. Theory of Music 4**

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. Prerequisite(s): MU 111, MU 112, and MU 113 all with a C or better. Must be taken concurrently with MU 257. Credits: 3

**MU 215. Headliners 3**

A continuation of MU 142. Prerequisite(s): MU 142 with a C or better and audition. Credits: 1

**MU 216. Headliners 4**

A continuation of MU 215. Prerequisite(s): MU 215 with a C or better and audition. Credits: 1

**MU 218. Chorus 3**

This course will enable the intermediate student to gain the music skills necessary to participate in a large group choral organization. Prerequisite(s): MU 143 with a C or better and audition. Credits: 1

**MU 219. Chorus 4**

This course will enable the advanced intermediate student to gain the music skills necessary to participate in a large group choral organization. Prerequisite(s): MU 218 with a C or better and audition. Credits: 1

**MU 228. Chamber Singers 3**

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. Prerequisite(s): Selection by vocal audition and completion of MU 128 and MU 129. Credits: 1

**MU 229. Chamber Singers 4**

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. Prerequisite(s): Selection by vocal audition and completion of MU 128, MU 129, and MU 228. Credits: 1

**MU 230. Class Voice 3**

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. Prerequisite(s): MU 131 with a C or better or instructor approval. Credits: 1

**MU 231. Class Voice 4**

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. Prerequisite(s): MU 230 with a C or better or instructor approval. Credits: 1

**MU 236. Vocal Ensemble 3**

A continuation of MU 137 with a C or better and audition. Prerequisite(s): MU 137. Credits: 1

**MU 237. Vocal Ensemble 4**

A continuation of MU 236. Prerequisite(s): MU 236 with a C or better and audition. Credits: 1

**MU 238. Men's Vocal Ensemble 3**

A continuation of MU 147. Prerequisite(s): MU 147 with a C or better and audition. Credits: 1

**MU 239. Women's Vocal Ensemble 3**

This course will enable the intermediate student to demonstrate knowledge of music and dance through a choreographed or staged show. Prerequisite(s): MU 144 with a C or better and a vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 240 is also required. Credits: 1

**MU 244. Women's Vocal Ensemble 4**

This course will enable the advanced intermediate student to demonstrate knowledge of music and dance through a choreographed or staged show. Prerequisite(s): MU 239 with a C or better and a vocal and dance audition prior to enrollment. Corequisite(s): Concurrent enrollment in DN 241 is also required. Credits: 1

**MU 247. Men's Vocal Ensemble 4**

A continuation of MU 238. Prerequisite(s): MU 238 with a C or better and audition. Credits: 1

**MU 255. Piano Proficiency 3**

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. Prerequisite(s): MU 107 with a C or better. Credits: 1

**MU 256. Aural Skills 3**

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. Prerequisite(s): MU 157 with a C or better. Corequisite(s): MU 213. Credits: 2

#### **MU 257. Aural Skills 4**

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. Prerequisite(s): MU 256 with a C or better. Corequisite(s): MU 214. Credits: 2

#### **MU 260. Piano Proficiency 4**

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. Prerequisite(s): MU 255 with a C or better. Credits: 1

#### **MU 265. Pep Band 3**

This is a continuation of MU 166. Prerequisite(s): MU 166 with a C or better and audition. Credits: 1

#### **MU 266. Pep Band 4**

This is a continuation of MU 265. Prerequisite(s): MU 265 with a C or better and audition. Credits: 1

#### **MU 279. Choral Accompaniment Combo 2**

This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the second of a four-semester sequence. Prerequisite(s): Departmental approval and completion of MU 179 with a C or better. Credits: 2

#### **MU 280. Choral Accompaniment Combo 3**

This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the third of a four-semester sequence. Prerequisite(s): Departmental approval and completion of MU 179 and MU 279 with a C or better. Credits: 2

#### **MU 281. Choral Accompaniment Combo 4**

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. Prerequisite(s): Departmental approval and completion of MU 179, MU 279, and MU 280 with a C or better. Credits: 2

### **Nursing**

#### **NR 101. Health Assessment for the Practice of Nursing**

This course will enable the student to develop the knowledge, skills, and attitudes necessary to perform patient centered health assessments to identify current and potential health problems for patients across the lifespan. The student will use interviewing techniques to conduct, review, and document health histories and physical assessments while incorporating developmental, genetic, cultural, spiritual, and gender considerations. The student will perform a focused physical assessment based on presenting signs and symptoms. Prerequisite(s): BI 240 (or BI 226 and BI 227), BS 160, EG 101, MA 135 (or MA 132, MA 133, and MA 134) or above, all with a C or better. Departmental acceptance to the nursing program. BI 231 with a C or better or concurrent enrollment in BI 231. Corequisite(s): NR 116. Credits: 3

#### **NR 102. Patient Centered Care (PCC) 1: Foundations**

This course will enable the student to demonstrate nursing professionalism in caring for patients with common health problems across the lifespan, with an emphasis on health promotion using the nursing process. The student will perform safe, therapeutic, and fundamental nursing skills essential to providing effective patient centered care in a variety of healthcare settings. The student will demonstrate effective therapeutic communication and apply elements of teaching and learning to patient education. Prerequisite(s): NR 101, NR 116, and BI 231, all with a C or better, or concurrent enrollment in BI 231. Corequisite(s): NR 161. Credits: 4

#### **NR 115. IV Therapy for LPN**

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. Prerequisite(s): LPN with a current Kansas license. Credits: 3



**NR 116. Professional Nursing 1**

This course will enable the student to identify professional standards and scope of practice within the legal and ethical frameworks of the nursing profession. The student will describe the use of therapeutic communication concepts as they relate to the role of the nurse. The student will differentiate the steps of the nursing process. Prerequisite(s): BI 240, (or BI 226 and BI 227), BS 160, EG 101, MA 135 (or MA 132, MA 133, and MA 134) or above, all with a C or better. Departmental acceptance to the nursing program. Corequisite(s): NR 101 Credits: 1

**NR 117. Professional Nursing 2**

This course will enable the student to explain the concepts of prioritization and safe delegation as they apply to the profession of nursing. The student will be introduced to the concepts of care coordination and collaboration with members of the healthcare team. Prerequisite(s): NR 101, NR 102, NR 116, NR 161, and NR 262, all with a C or better. Corequisite(s): NR 122 Credits: 1

**NR 118. Nursing Concepts for Advanced Standing**

This course will enable the student to transition from a Licensed Practical Nurse (LPN) into the Associate Degree nursing program. The student will be able to differentiate the role of the LPN from the RN. The student will utilize effective communication skills, professional behaviors, and care coordination while caring for patients across the lifespan. The student will be able to prioritize care incorporating the concepts of evidence-based practice, quality improvement, safety, appropriate assessment, and caring for patients with acute and chronic physical health problems across the lifespan. The student will use specific study and test taking strategies to optimize learning. Prerequisite(s): Current LPN Kansas licensure, current IV Certification, acceptance into the Nursing Program, BI 240 (or BI 226 and BI 227), BI 231, BS 260, EG 101, MA 135 (or MA 132, MA 133, and MA 134) or above, and AH 111. All courses with a C or better. Corequisite(s): NR 101, unless completed within 2 years of enrollment in NR 118. Credits: 3

**NR 120. First Level Directed Independent Study in Nursing**

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. Prerequisite(s): NR 122 with a C or better. Credits: 3

**NR 122. Patient Centered Care (PCC) 2: Common, Acute and Chronic Health Problems**

This course will enable the student to begin to prioritize care for patients with common, (acute and chronic), physical and mental health problems across the lifespan. The student will also provide evidence-based care for the childbearing and childrearing families. The student will apply developmental concepts to the care of the patient and family across the lifespan in diverse clinical settings. The student will demonstrate effective communication skills, professional behaviors, complex nursing skills, and care coordination while caring for patients across the lifespan. The student will integrate teaching and learning processes in the delivery of patient care across the lifespan. Prerequisite(s): NR 101, NR 102, NR 116, NR 161, BI 231, BS 260, and AH 111, all with a C or better or concurrent enrollment in AH 111 and BS 260. Corequisite(s): NR 117 and NR 262. Credits: 7

**NR 161. Pharmacology for Nursing 1 (O)**

This course will enable the student to identify the basic concepts of pharmacology including pharmaceuticals, pharmacokinetics, pharmacodynamics, selected drug classifications, adverse reactions, and legal and ethical issues. The student will discuss underlying concepts related to the nurse's role in safe medication administration. Prerequisite(s): NR 101 and NR 116, both with a C or better. Corequisite(s): NR 102 Credits: 1 Note(s) O - This course is offered online.

**NR 218. Professional Nursing 3**

This course will enable the student to explore nursing concepts needed for leadership, management of care, and continuous quality improvement within professional nursing. The student will delineate the role and impact of regulatory bodies on the healthcare system. The student will identify the role of the nurse during a catastrophic event. Prerequisite(s): NR 122, NR 117, NR 262, NR 263, all with a C or better. Corequisite(s): NR 243 Credits: 1

**NR 220. Second Level Directed Independent Study in Nursing (O)**

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. Prerequisite(s): NR 243 with a C or better. Credits: 3 Note(s) O - This course is offered online.

**NR 243. Patient Centered Care (PCC) 3: Complex Physical and Mental Health Problems**

This course will enable the student to care for a group of patients with complex physical and/or mental health problems with unpredictable outcomes. The student will utilize nursing judgment to prioritize evidence-based care to patients across the lifespan experiencing complex health problems. The student will incorporate patient care technologies, information systems, and communication devices that support safe nursing practice for patients. The student will demonstrate previous and new knowledge, skills, and attitudes to care for and communicate therapeutically with both patients with complex health problems across the lifespan and the patients' families. The student will collaborate with the multidisciplinary healthcare team to enhance patient centered care and to evaluate the effectiveness of teaching and learning for diverse patient populations. Prerequisite(s): NR 122, NR 117, NR 262, and BI 250, all with a C or better, or concurrent enrollment in BI 250. Corequisite(s): NR 218 and NR 263. Credits: 7

**NR 244. Patient Centered Care (PCC) 4: Multisystem or Emergent Health Problems**

This course will enable the student to manage patient centered care for a group of diverse patients with multisystem or emergent health problems. The student will utilize principles of leadership to meet patient needs using available resources and current technology. The student will integrate evidence-based knowledge in prioritizing clinical decisions. The student will collaborate with the healthcare team to promote optimal outcomes to ensure safety and quality of care for patients across the lifespan. The student will demonstrate professional standards and scope of practice within legal, ethical, and regulatory frame works. Prerequisite(s): NR 243, NR 218, NR 263, and EG 102 or SP 100, all with a C or better or concurrent enrollment in EG 102 or SP 100. Credits: 5

**NR 245. Pharmacology (O)**

This course will enable the student to develop an understanding of the concepts of pharmacology including pharmaceutics, 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. Prerequisite(s): BI 226 and BI 227 or BI 240 all with a C or better. Credits: 3 Note(s) O - This course is offered online.

**NR 246. Concept Synthesis**

This course will enable the student to synthesize concepts in the delivery of patient care as they prepare for licensure and will include both clinical and didactic components. The student will integrate the prioritization, leadership, management, and professionalism competencies expected of a nurse generalist in providing evidence-based care for patients across the lifespan. The student will manage patient care in an intensive clinical immersion experience, working alongside a nurse mentor. The student will complete the clinical component in a clinical setting approved by faculty and will include clinical simulation. Prerequisite(s): NR 218, NR 244 and NR 263 with a C or better. Credits: 4

**NR 262. Pharmacology for Nursing 2 (O)**

This course will enable the student to develop an understanding of the concepts of pharmacology related to the classifications and prototypes for managing and preventing common and complex health problems. The student will apply these underlying concepts to the nurse's role in medication administration, including pediatric weight-based dosing and intravenous medication calculations. Prerequisite(s): NR 101, NR 102, NR 116, and NR 161, all with a C or better. Corequisite(s): NR 122 Credits: 2 Note(s) O - This course is offered online.

**NR 263. Pharmacology for Nursing 3 (O)**

This course will enable the student to apply concepts of pharmacology related to the classifications and prototypes of drugs to manage complex, multisystem, and/or emergent health problems with unpredictable outcomes. The student will apply these underlying concepts to the nurse's role in medication administration, including advanced intravenous medication calculations. Prerequisite(s): NR 122, NR 117, NR 262, all with a C or better. Corequisite(s): NR 243 Credits: 1 Note(s) O - This course is offered online.

**Orientation****OR 102-0. Student Connect Orientation**

This course will introduce the student to college expectations and student development utilizing team building and appropriate resources and services for personal and academic success. The student will use the Butler Campus Portal and website, Academic Planner and Student Handbook to locate Butler policies and procedures, academic and student services that will introduce them to setting goals and becoming a fully engaged college student and life-long learner.

## **Personal Development**

### **PD 100. Career Readiness (O)**

This course will enable the student to identify career goals, utilize career-based technology, prepare proper pre- and post-interview correspondence, and develop interviewing skills which will assist the student in securing an internship or entering the job market. Credits: 1 Note(s) O - This course is offered online.

### **PD 105. Becoming a Master Student (O)**

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. Prerequisite(s): A score at a pre-determined level on a reading placement instrument. Credits: 3 Note(s) O - This course is offered online.

### **PD 110. Research Techniques (O)**

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. Credits: 1 Note(s) O - This course is offered online.

### **PD 112. Stress Management (O)**

This course will enable the student to develop positive strategies for managing stress and apply relaxation techniques. Credits: 1 Note(s) O - This course is offered online.

### **PD 114. Early College Academy 1 (O)**

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. Credits: 1 Note(s) O - This course is offered online.

### **PD 115. Early College Academy 2**

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. Credits: 1

### **PD 120. Conquering College**

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. Credits: 3

### **PD 121. Engaging in Business and Industry (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in BI. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially BI Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

### **PD 122. Engaging in Fine Arts and Communication (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in FAC. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially FAC Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

### **PD 123. Engaging in Health Sciences (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in HS. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially HS Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

### **PD 124. Engaging in the Humanities (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in HUM. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially HUM Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

**PD 125. Engaging in Public Service (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in PS. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially PS Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

**PD 126. Engaging in Science, Engineering, and Math (SEM) (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in SEM. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially SEM major pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

**PD 127. Engaging in Social and Behavioral Sciences (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in SBS. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially SBS Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

**PD 128. Engaging in Information Technology (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in IT. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially IT Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

**PD 129. Engaging in Meta Major and Pathways (O)**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in MMP. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially MMP Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1 Note(s) O - This course is offered online.

**PD 130. Engaging in Interactive Technology**

This course will enable students to demonstrate self-awareness about personal learning preferences and use personalized academic skills in effectively engaging with college texts, projects, ideas, and other tasks related to academic and professional development in 3DTECH. The student will demonstrate skillful strategies for navigating processes and challenges of higher education environments, especially 3DTECH Major Pathway processes, degree programs, transfer options, and professional ends. Credits: 1

**PD 214. Early College Academy 3**

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. Credits: 1

**PD 215. Early College Academy 4**

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. Credits: 1

**Philosophy****PL 101. Introduction to Logic (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (PHL1030) Note(s) O - This course is offered online.

**PL 290. Philosophy 1 (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (PHL1010) Note(s) O - This course is offered online.

**PL 291. Ethics (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (PHL1020) Note(s) O - This course is offered online.

## **Physical Science**

**PS 100. General Physical Science (O, T►)**

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.

Prerequisite(s): High school Algebra or MA 064, MA 065, and MA 066 with a C or better or diagnostic credit.

Credits: 5 Kansas SystemWide Transfer Course (PSI1010) Note(s) O - This course is offered online.

**PS 102. Physical Geology (O, T►)**

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.

Credits: 4 Kansas SystemWide Transfer Course (PSI1030) Note(s) O - This course is offered online.

Physics

**PH 103. Descriptive Astronomy (O, T►)**

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. Credits: 4 Kansas SystemWide Transfer Course (PHY1020) Note(s) O - This course is offered online.

**PH 111. Introduction to Meteorology (O)**

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. Credits: 4Note(s) O - This course is offered online.

**PH 130. Basic Physics 1 (O)**

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. Prerequisite(s): MA 125 (or MA 127, MA 128, and MA 129) with a C or better. Credits: 5Note(s) O - This course is offered online.

**PH 143. General Physics 1 (T►)**

This course will enable the student to understand the principles of mechanics, heat, and thermodynamics, and wave motion and sound. The student will perform laboratory experiments enhance the concepts listed above as well as introduction to the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, premed, pre dental, pre vet, the general liberal arts, business and preteaching. Prerequisite(s): MA 135 (or MA 132, MA 133 and MA 134) with a C or better. MA 140 with a C or better is recommended. Credits: 5 Kansas SystemWide Transfer Course (PHY1010)

**PH 146. General Physics 2 (T►)**

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. Prerequisite(s): PH 143 with a C or better. Credits: 5 Kansas SystemWide Transfer Course (PHY2020)

**PH 251. Physics 1 (T►)**

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. Prerequisite(s): MA 151 with a C or better Credits: 5 Kansas SystemWide Transfer Course (PHY1030)

**PH 252. Physics 2 (T►).**

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. Prerequisite(s): PH 251 and MA 152 with a C or better. Credits: 5 Kansas SystemWide Transfer Course (PHY2030)

**Political Science****PO 141. American Federal Government (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (POL1020) Note(s) O - This course is offered online.

**PO 142. State and Local Government (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**PO 201. International Relations (T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (POL1030)

**PO 226. Introduction to Comparative Politics (T►)**

This course will enable the student to analyze the political systems, economic systems, policy-making, representation and participation, and governance of consolidated democracies, mixed systems, and authoritarian regimes. Credits: 3 Kansas SystemWide Transfer Course (POL2010)

**Reading****RD 011. College Reading 1 (O)**

This course will enable the student to improve phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills. Prerequisite(s): A score at a predetermined level in reading on a placement instrument. Additional diagnostic testing will be used to verify correct placement. Credits: 3 Note(s) O - This course is offered online.

**RD 012. College Reading 2 (O)**

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. Prerequisite(s): A score at a predetermined level in reading on a placement instrument or RD 011 with C or better. Additional diagnostic testing will be used to verify correct placement in this course. Credits: 3 Note(s) O - This course is offered online.

**RD 014. ELL College Reading 1**

This course will enable the ELL student to improve phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills. The student will use reading comprehension skills to write summaries of readings. Prerequisite(s): A score at a predetermined level in reading on a placement instrument. Additional diagnostic testing will be used to verify correct placement. Credits: 3

**RD 015. ELL College Reading 2**

This course will enable the ELL 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. Prerequisite(s): A score at a predetermined level in reading on a placement instrument or RD 014 with C or better. Additional diagnostic testing will be used to verify correct placement in this course. Credits: 3

**Religion****RG 190. New Testament (O, T►)**

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 1st century CE. The student will apply resources and methods to biblical texts that increase comprehension both of the historical setting and the contemporary significance of those texts with an examination of how the religion functions in contemporary society. Credits: 3 Kansas SystemWide Transfer Course (REL1030) Note(s) O - This course is offered online.

**RG 191. Old Testament (O)**

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. Credits: 3 Note(s) O - This course is offered online.

**RG 210. Comparative Religions (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (REL1010) Note(s) O - This course is offered online.

**Social Science****SC 120. Principles of Geography (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (GEO1010) Note(s) O - This course is offered online.

**Social Work****SW 102. Introduction to Social Work (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (SOC1020) Note(s) O - This course is offered online.

**Software Development****SD 146. Introduction to Robotics Programming**

This course will enable the student to plan, build, and program a robot to perform basic artificial intelligence (AI) operations. The student will learn basic programming principles, style, design, structures, and logic. Credits: 3 Note(s) This course replaces IN146-Introduction to Robotic Programming.

**SD 201. Python Programming with Data Science**

This course will enable the student to use structured programming techniques to develop game applications using the Python application development language. The student will analyze the data from games using data science. Credits: 3

**SD 202. Advanced Python with Machine Learning Games**

This course will enable the student to learn advanced Python programming concepts. The student will use machine learning to develop games. Credits: 3

**SD 211. Java Programming (O)**

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. Credits: 3 Note(s) This course replaces IN211-Java Programming. O - This course is offered online.

**SD 228. Introduction to SQL Language (O)**

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. Credits: 3 Note(s) This course replaces IIN228 Introduction to SQL Language. O - This course is offered online.

**SD 282. Artificial Intelligence Game Programming**

This course will enable the student to develop programs including techniques to read, write, and manipulate data. The student will learn to visualize game data with a focus on reporting, charting, and analyzing the results. The student will use predictive analytics techniques such as machine learning and data mining to predict probable outcomes. Credits: 3 Note(s) This course replaces IN282-Artificial Intelligence Game Programming.

**Special Topics**

**PD 253. Special Topics**

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. Prerequisite(s): May require approval of departmental dean and/or instructor. Credits: 3

**Speech Communication**

**SP 100. Public Speaking (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (COM1010) Note(s) O - This course is offered online.

**SP 102. Interpersonal Communication (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (COM1020)

**SP 108. Signing Exact English Level 1**

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. Credits: 2

**SP 109. Signing Exact English Level 2**

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.

Prerequisite(s): SP 108 with a C or better. Students who have acquired Signing Exact English SEE Level I at another facility may enroll providing their skills and vocabulary are equivalent to SP 108. Credits: 2



**SP 120. Introduction to Human Communication (O)**

This course will enable the student to explain the fundamentals of human communication, including the history of communication study, models of communication, and different communication contexts (interpersonal, cross-cultural, small group, etc.) The student will practice effective communication across contexts. Credits: 3 Note(s) O - This course is offered online.

**SP 125. Introduction to Mediated Communication**

This course will enable the student to analyze the social impact of media and mediated communication on culture, society and the individual. The student will examine the history of media, new media, media theory, and the social effect communication technologies have on communication, with a primary focus on mediated communication in the United States. Credits: 3

**SP 201. Intercultural Communication**

This course will enable the student to discuss the history of intercultural communication and the importance of intercultural communication competence in today's world. The student will be able to assess and exhibit appropriate communication techniques in intercultural communication processes in both everyday life and specific applied settings. Credits: 3

**SP 205. Signing Exact English SEE Level 3**

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. Prerequisite(s): SP 108 and SP 109 with a C or better. Credits: 2

**Theatre Arts****TA 108. Play Production**

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. Prerequisite(s): Selection by audition or permission of the instructor. Credits: 3

**TA 110. Acting 1(T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (THT1020)

**TA 112. Acting 2 (T►)**

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. Prerequisite(s): TA 110 with a C or better. Credits: 3 Kansas SystemWide Transfer Course (THT2010)

**TA 125. Stagecraft (T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (THT1030)

**TA 127. Stage Makeup**

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. Credits: 3

**TA 131. Children's Theatre 1**

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. Prerequisite(s): Enrollment by audition or permission of the instructor. Credits: 3

**TA 132. Children's Theatre 2**

This course will enable the student to develop an advanced 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. Prerequisite(s): TA 131 with a C or better and selection by audition or permission of the instructor. Credits: 3

**TA 151. Theatre Practicum 1 (T►)**

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. Prerequisite(s): Permission of the instructor. Credits: 1 Kansas SystemWide Transfer Course (THT1040)

**TA 152. Theatre Practicum 2 (T►)**

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. Prerequisite(s): TA 151 with a C or better. Credits: 1 Kansas SystemWide Transfer Course (THT1040)

**TA 206. Introduction to Theatre Art (O, T►)**

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. Credits: 3 Kansas SystemWide Transfer Course (THT1010) Note(s) O - This course is offered online.

**TA 210. Chamber Theatre**

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. Credits: 3

**TA 212. Audition Techniques for the Theatre**

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. Prerequisite(s): TA 110 with a C or better. Credits: 3

**TA 250. Theatre Practicum 3**

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. Prerequisite(s): TA 152 with a C or better. Credits: 1

**TA 251. Theatre Practicum 4**

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. Prerequisite(s): TA 250 with a C or better. Credits: 1

**Welding****WE 110. OSHA 10**

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. Credits: 1

**WE 114. Welding Methods**

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. . Prerequisite(s): A score at a pre-determined level on a placement instrument. Corequisite(s): WE 129. Credits: 2

**WE 125. Blueprint Reading (Welding)**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**WE 126. Cutting Processes**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**WE 127. Gas Metal Arc Welding 1 (GMAW 1)**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**WE 128. Gas Tungsten Arc Welding 1 (GTAW 1)**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**WE 129. Shielded Metal Arc Welding 1 (SMAW 1)**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Corequisite(s): WE 114. Credits: 3

**WE 130. Oxy-Fuel Gas Welding**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 1

**WE 213. Welding and Pipe Fitting**

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. Prerequisite(s): WE 125 and WE 129 both with a C or better. Credits: 2

**WE 220. Metallurgy**

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. Prerequisite(s): A score at a pre-determined level on a placement instrument. Credits: 3

**WE 227. Gas Metal Arc Welding 2 (GMAW 2)**

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. Prerequisite(s): WE 125 and WE 127 both with a C or better. Credits: 4

**WE 228. Gas Tungsten Arc Welding 2 (GTAW 2)**

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. Prerequisite(s): WE 125 and WE 128 both with a C or better. Credits: 4

**WE 229. Shielded Metal Arc Welding 2 (SMAW 2)**

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. Prerequisite(s): WE 125 and WE 129 both with a C or better. Credits: 4

## **Financial Aid**

The Financial Aid Office is available to assist current and prospective students and families who are seeking financial aid to help cover the costs associated with attending college. A full-service financial aid office is located on the Butler of El Dorado Campus, 600 Building, Hubbard Center and on the Butler of Andover Campus, 5000 Building, Room 5026. Please visit us in person, or call El Dorado/ 316-322-3121 or Andover/316-218-6260, or email [finaid@butlercc.edu](mailto:finaid@butlercc.edu).

An overview of the financial aid process, policies, and consumer information can be found on our website at [www.butlercc.edu/financial-aid](http://www.butlercc.edu/financial-aid). For information regarding individual financial aid status and awards, go to [www.butlercc.edu](http://www.butlercc.edu), click Pipeline, and log in to your account. Utilize 'FinAid Awards Info' or 'FinAid Eligibility Info' located from the 'Student Quick Clicks' drop down menu.

### **Federal Financial Aid Eligible Coursework**

In accordance with federal regulations, students may only receive federal financial aid for courses required to complete their Butler degree. Courses outside the student's Butler Pathway will not be included in the calculation of the student's federal financial aid cost of attendance or disbursement. Students enrolled in courses outside their Butler Pathway may receive reduced federal financial aid. You may check your course requirements by viewing your My Degree @ Butler through Pipeline.

### **Policy of Financial Aid Satisfactory Academic Progress Requirements**

Federal regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study, or Federal Direct Loans to be making "satisfactory academic progress". This progress is measured at the end of each semester according to three factors: a semester and overall grade point average (GPA); completion rate (CR) of credit hours; and the time frame allowed for completing a certificate or degree.

#### **Excluded Grades:**

Audit hours are NOT considered for Federal Financial Aid. Grades of "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).

**Incomplete Grades:** Incompletes are considered active hours toward completion rate; however, they will reduce GPA. Incompletes that change to a grade will be included in the next formal evaluation period and will not change the current SAP status.

**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.

All attempts of a repeated course are used to calculate GPA and CR. This may result in a different GPA and CR than what is reflected on your transcript.

**Transfer Credits:** All previous college attempted and completed coursework officially on file will be counted when determining the student's GPA, minimum CR and maximum time frame, regardless whether the student received Federal Financial Aid for those hours or not.

### **Financial Aid Statuses**

**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 time frame allowed (see below)

**Warning:** Will occur when a student's overall GPA and CR meet the criteria for good standing, but the semester does not meet those standards. Students on Financial Aid Warning are eligible for all types of Federal Financial Aid for one additional semester.

- At the end of the Warning semester if the student meets the 2.0 GPA and 67% CR, semester and overall, they will be placed back to Good Standing
- Students that do not meet these federally mandated standards will be placed on Financial Aid Suspension

**Suspension:** All suspended students will receive a Financial Aid Suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Financial Aid Office or on Butler Pipeline. All students placed on Financial Aid Suspension have the right to appeal except Terminated Academic Plans. Students on Financial Aid Suspension are not eligible for any type of Federal Financial Aid including loans.

Suspension from all Federal Financial Aid occurs when:

- The overall GPA is below a 2.0 GPA or overall CR is below 67% or
- A student on Warning or Probation does not meet the criteria for Good Standing
- Previous Butler students that never received Federal Financial Aid and transfer students not meeting the criteria for Good Standing will be placed on Financial Aid Suspension with the right to appeal

**Reinstatement:** Students suspended from Federal Financial Aid may be reinstated in the following manners:

- Submit a Satisfactory Academic Progress Appeal Form - the appeal form and any other appropriate documentation should be submitted with the initial appeal. Appeals can be based on adjustments to college and choosing a major/career, job-related difficulties, injury/illness, the death of relative, personal problems, stress/anxiety, or other special circumstances. It must include why the student failed to meet SAP, and what has changed to allow the student to reestablish his or her eligibility. The decision of the Financial Aid Review Committee is final. A student may not appeal multiple semesters citing the same reasons and be considered for reinstatement. If the appeal is granted, the student will continue to receive aid as a probationary student. If the appeal is denied the student may discuss their denial with the Director of Financial Aid; this may or may not affect the final decision of the committee.
- Self-Reinstatement – If an appeal is not submitted or granted, a student must:
  - Meet the *minimum* criteria for Good Standing – semester and overall 2.0 GPA and a 67% CR
  - If an appeal is denied, the student may re-appeal after successfully completing a minimum of 6 credit hours. The hours do not have to be completed within the same semester, but all semesters used for consideration must meet the criteria for Good Standing.

**Approval is not guaranteed.**

**Probation/Appeal Granted:** Occurs when a suspended student submits an appeal form and the appeal is granted. Probationary students will be eligible for Federal Financial Aid for one additional semester. During that semester if the student:

- Has a 2.0 GPA and 67% CR semester and overall they will go to Good Standing
- Does not meet a 2.0 GPA and 67% CR semester and overall they will go back to Financial Aid Suspension

A status of probation can only be assigned to students for whom it is mathematically possible to meet the minimum SAP standards within one semester. Students will be notified of any decisions through their pipeline account and postal service.

**Academic Plans:** Academic Plans may be granted for students who appeal their Suspension and it is not mathematically possible to meet the minimum SAP standards within one semester. Academic Plans are individualized and are developed by the Financial Aid Office. They provide further funding on a term by term basis.

While on an Academic Plan, a student must have a 2.25 semester GPA and 75% completion rate until they are back in good standing with an overall 2.0 GPA and 67% CR. Students not meeting this criteria will be placed back on financial aid suspension. If placed back on financial aid suspension, the student cannot appeal again. In cases of extreme exceptional circumstances, the Director may approve exceptions. Once a student meets the minimum Good Standing criteria, they are no longer on an academic plan and return back to good standing. If the semester returning the student to overall good standing does not meet the minimum standards, the student will be placed on warning status the following semester.

**Maximum Time frame/PACE:** Students who have exceeded the 150% maximum time frame allowed, or obtained a degree or certificate, are not eligible for Federal Financial Aid and need to submit a PACE Appeal Form for possible further funding.

150% maximum Time frame = Associate Degree: 92 credit hours attempted

Certificate A: 24 credit hours attempted

Certificate B: 45 credit hours attempted

Certificate C: 67 credit hours attempted

If the PACE Appeal is approved, one major change is allowed without the completion of the degree or certificate. Few exceptions will be made. Once the major is completed, students may be eligible for an additional PACE Appeal if they are seeking another Butler degree or certificate.

Once the degree or certificate is complete the student will no longer be eligible for additional Federal Financial Aid.

**Satisfactory Academic Progress Appeals, including PACE Appeals, are effective for current or future terms.**

**Courses Included in SAP Calculations:**

Butler implemented Course Program of Study (CPOS) beginning with the Spring 2020 semester. CPOS identifies courses required for the student's declared program of study during that semester. If a student later changes their major, it does not retroactively change the student's CPOS identified courses for prior terms.

With the implementation of CPOS, Butler made the determination to utilize CPOS identified courses as the basis for the SAP calculation for institutionally earned credit. All courses attempted prior to Spring 2020, as well as all transfer credits, are also included in the overall calculation. Courses noted with a CR are excluded.

Maximum Time frame determination is based on all hours attempted.

**Scholarships 2021-22**

1. **ACADEMIC SCHOLARSHIPS:** Eligible students are Full-Time, Regularly Admitted, Degree Seeking College Students that have never attended another college since graduating from High School in 2018, 2019, 2020 or 2021. College classes taken prior to your first regularly admitted semester do not affect offering Deans or Presidential Scholarships but can affect future eligibility. 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. Students must complete 12 credit hours each semester with the required GPA to maintain academic scholarship eligibility. For scholarship purposes, Butler recognizes schools accredited by agencies recognized by the U.S. Department of Education. A scholarship application is required and available through Pipeline by clicking on the "Apply for Scholarships" link under quick clicks. The scholarship application deadline for the fall semester is August 1st, the scholarship deadline for the spring semester is January 1st, and the scholarship deadline for the summer semester is May 1st. This policy affects students that are applying for the first time for an academic scholarship during the 2021-2022 academic year. Students that have earned their associate degree are no longer eligible for academic scholarships.
2. **ACTIVITY/ATHLETIC SCHOLARSHIPS:** These are provided by various departments to students who wish to participate in activities such as sports, livestock judging, radio/television, theatre, music, spirit squad, and the Student Government Association. Scholarship selection and award is determined by the activity sponsor or division.
3. **TECHNICAL SCHOLARSHIPS:** These scholarships are provided as an incentive for students who could not or would not otherwise enroll in technical programs at Butler. Awards are available for \$265 for 12 or more hours of enrollment of which 6 or more hours have to be vocational. \$132.50 is available for 6-11 credit hours of enrollment, of which 3 or more have to be vocational hours. The student must provide other costs themselves. Students can receive this scholarship for up to 4 semesters if they meet the following criteria each semester: 1 Students awarded a full scholarship must complete 12 hours with a 2.0 GPA. 2 Part-time students must complete 6 hours with a 2.0 GPA.
4. **BUTLER ACCESS SCHOLARSHIPS:** These limited scholarships are offered on a first-come, first-served basis to any re-entry student who has not attended high school or college courses during the past 12 months, does not have a college degree, and is not eligible to receive a Pell Grant. Students must have completed high school in the United States or received their GED at least 12 months prior to application. The student is required to pay for books and fees; the college pays the tuition for the classes, for a maximum of 6 credit hours. These are one time, one semester scholarships that are non-renewable. Contact Financial Aid for more details.
5. **KANSAS BOARD OF REGENTS SCHOLARSHIPS:** The state of Kansas provides various scholarships. Examples: Ethnic Minority, Nursing, State, Teacher, Military, and Career and Technical Workforce Grant. Applications and a complete list of scholarships are available through their website at [www.kansasregents.org](http://www.kansasregents.org).

**Butler Foundation Scholarships**

To apply for academic and Foundation scholarships, apply online at [scholarships.butlercc.edu](http://scholarships.butlercc.edu). Students are encouraged to apply early. All Foundation scholarships vary in amount and criteria. Students must have an overall grade point average (GPA) of at least 2.0 on a 4.0 scale to be eligible to receive a Foundation scholarship. Award notifications will be sent to the student's Butler email. Visit the Foundation webpage at <http://foundation.butlercc.edu> or call 316-323-6731 for more information regarding 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 including deferred gifts and gifts-in-kind. Established in 1966, the Foundation is governed 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.

## **Other Sources of Financial Aid**

### **Veterans' Benefits**

Veterans should establish their Veterans' Administration eligibility prior to enrollment. Contact the Veterans' representative located in the Registrar's Office in El Dorado. For more information call the Veterans' Representative at 316-322-3102 or direct 733-3102 from the Wichita/metro area.

### **Native American Assistance**

The Bureau of Indian Affairs administers programs of financial assistance for Native Americans. To be eligible for assistance from the BIA, a student must be able to prove that he or she is American Indian, Eskimo or Aleutian. An applicant should contact the agency which has the student's record of tribal enrollment. The Financial Aid Office will work with each tribe on individual funding requirements.

### **State Assistance**

Butler works with multiple state programs to assist many different types of students to overcome a variety of continuing education barriers.

For more information on any state assistance program, you can contact Accounts Receivable at 316.218.6201 for application procedures and program administration in your area.

### **Outside Scholarships**

Scholarships are available from many different kinds of organizations, companies, churches, hospitals, etc. Some entities have scholarships available for members/employees and their children. Others accept applications from any individual that meets their criteria.

Outside scholarship checks should be made payable to Butler. The student's name and Butler student identification number should be listed on the check and mailed directly to Butler Financial Aid – 901 S Haverhill Rd – El Dorado, KS 67042.

## **Admissions**

### **General Admissions**

The following applicants may be admitted:

1. Graduates of accredited high schools.
2. Individuals who have completed the General Educational Development (GED®) test.
3. Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.

### **Steps for Seeking Admission**

**1. Complete the Application for Admission.** All students must submit an Application for Admission which may be obtained from any Butler location or students can apply online at [www.butlercc.edu](http://www.butlercc.edu). A student who falsifies admission information will be subject to dismissal.

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

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

Butler accepts transfer hours from only these institutions regionally accredited by the Higher Learning Commission and/per the U.S. Department of Education (ACE). International transcripts must be evaluated and translated by a member company of National Association of Credential Evaluation Services (NACES).

**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 three years),
- Complete a Butler placement test,

- Provide a high school transcript showing the required cumulative unweighted GPA for EG101 and GPA and course requirements for MA135/125.
- 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, who have graduated high school within 3 years or are currently in high school, or who **have previous college coursework should bring those records.**

Students who place below the Placement Testing Requirements above, and students who are repeating College Algebra are required to complete additional testing.

**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.**

**4. College Course Placement Tests.** All students who have not meet the criteria in the Placement Testing Requirement will be required to take either the Accuplacer and/or math assessment test. The scores from the test 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.

#### **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 (Accuplacer) and 4 week waiting period (math assessment).
- Any exceptions regarding extenuating circumstances affecting the student's testing performance/results will go to the Dean of Academic Support & Effectiveness, Dean of Humanities, Social and Behavioral Sciences or Math Coordinator 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. 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 within the first two weeks 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.
4. Is not a high school student.
5. Is not an international student

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 requirements via placement scores (ACT, SAT, Accuplacer) or cumulative unweighted GPA. Scores or GPA must be certified on the High School/Home School Release form unless transcripts and/or official scores are provided 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 post secondary 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, high school students may take developmental courses online or on a Butler campus, but dual credit will not be awarded. High school students include those enrolled in public and private institutions and those in home school. (rev.3/31/21)

### 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. **Complete the Application for Admission:** All students must submit an Application for Admission which may be completed online at [www.butlercc.edu](http://www.butlercc.edu) or obtained by emailing [international@butlercc.edu](mailto:international@butlercc.edu). A student who falsifies admission information will be subject to dismissal.
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)). International transcripts must be evaluated and translated by a member company of National Association of Credential Evaluation Services (NACES) such as those companies listed above.
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 \$16,897.00 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 and overall grade is below a "C" average, you will need to meet our English proficiency requirement by submitting one of the following.
  - a. TOEFL (Test of English as a Foreign Language) score of at least 61 (iBT, Internet-based), 173 (CBT, computer-based), or 500 (written test). The TOEFL institutional code for Butler is 6191.
  - b. IELTS (International English Language Testing System) score of at least 5.0 or higher.
  - c. 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.
  - d. 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.
  - e. Pearson Test of English (PTE) score of at least 50 or higher.
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 status 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 admitted to Butler. 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 #9 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.

## **Policies for Continuing International Students**

To facilitate compliance with SEVIS, the Department of Homeland Security information and reporting system, the International Office has instituted the following policies for international students who have an I-20 from Butler.

**Full Course of Study:** All Butler international students are required to enroll in a minimum of 12 credit hours each semester at Butler. There may be occasional exceptions, in accordance with F-1 regulations and at the discretion of the international student advisors, which will require a reduced course authorization in SEVIS with strong rationale and documentation.

**Concurrent Enrollment:** Butler international students must enroll in 12 credit hours at Butler before they are allowed to enroll as a guest student at other colleges in the area, such as Wichita State University or Cowley College. Students enrolled for 12 credit hours may be given a guest letter to enroll in additional courses at other colleges.

**Reinstatement:** International students who are "out-of-status" will be required to apply for reinstatement before they are permitted to enroll for the next semester. The international office will assist students with their reinstatement application but the student is responsible to see that it is mailed.

**Orientation:** International student F-1 visa holders attending Butler for the first time and with less than 12 passed credit hours from a U.S. institution are required to enroll in OR 102-0 Student Connect.

## **Nursing Program Selective Admissions**

### **Step One: Admission to the College**

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

The following applicants may be admitted:

- Graduates of accredited high schools.
- Individuals who have completed the General Educational Development (GED) test.
- Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.
  1. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's Office.
  2. College admission does not automatically mean admission to the nursing program.

### **Step Two: Admission to the Associate Degree Nursing Program**

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree Nursing Program.
- Butler grants admission twice yearly with a limited number of applicants accepted each fall and spring semester.
- Prospective students must understand the
- Qualifications for writing the state board licensure examinations. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
- Grounds for disciplinary action/denial of license <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1120.pdf>
- Crimes against persons  
[http://www.kslegislature.org/li\\_2014/b2013\\_14/statute/021\\_000\\_0000\\_chapter/021\\_054\\_0000\\_article/](http://www.kslegislature.org/li_2014/b2013_14/statute/021_000_0000_chapter/021_054_0000_article/)
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility.

**To meet this responsibility the student must:**

1. Complete program prerequisites BI 240. Anatomy and Physiology (T►), EG 101. English Composition 1 (O, T►), BS 160. General Psychology (O, T►) and MA 135. College Algebra (O, T►) (or its equivalent). MA 131. College Algebra with Review (T►) 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 science score. Additional points are considered for applicants who have completed a PD course with a B or higher grade, taken all prerequisites at Butler and with documented patient care experience. Examples of patient care experience include: Certified Nurse Aide, Patient Care Tech, Emergency Medical Service, Medical Assistant, Physical Therapy Assistant.

**Anatomy & Physiology	20 pts max	10 pts minimum
General Psychology	12 pts max	6 pts min.
English Comp 1	12 pts max	6 pts min.
TEAS Composite %	99 pts max	*Nat'l mean
TEAS Raw Science	47 pts max	*Nat'l mean
Patient Care Experience	5 pts max	
PD course (with a B or higher)	5 pts Fall 2021 1 pt Spring 2022	
All Butler's prerequisites	1 pt Fall 2021 2 pts Spring 2022	
Total points	201 max.	

**\*Applicants must score at the TEAS Exam National mean or higher for admission consideration for the Composite, Science and Reading scores.**

**\*\*A&P must be within the last 5 years.**

**Grades earned: A = 4 x number of credit hours, B=3, C=2.**

- Students must have completed MA 135. College Algebra (O, T►) (or its equivalent) 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 end of the first week 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 documentation of disease, TB screening, and the influenza vaccine.
2. Highly recommended: Hepatitis B immunization.
3. Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction. The American Heart Association BLS Health Care Provider Course or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
4. Liability insurance purchased through the Butler Business Office is included in student fees.
5. The nursing student is required to maintain health insurance, and provide proof of health insurance to student health, prior to and during participation in clinical.

*Note: For students currently enrolled in prerequisites at the time of application, official grades are to be received in the Nursing Department office no later than May 20 for fall admissions, and Sept. 20 for spring admissions.*

#### **Technical Standards**

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity
2. Sufficient auditory perception
3. Sufficient gross and fine motor coordination
4. Sufficient communication skills
5. Sufficient intellectual and emotional functions.

Special policies and procedures regarding admissions criteria for the Nursing Program are contained in the Nursing Student Handbook.

#### **Admission Process for Advanced Placement of Licensed Practical Nurses**

Butler Community College's Department of Nursing, in support of the Nursing Education Articulation Plan for Kansas, provides an opportunity for articulation of the licensed practical nurse LPN into the second year of the associate degree nursing program. At the time of graduation, the student earns an Associate in Applied Science Degree and is eligible to take the state board licensure examination to become a registered nurse (RN).

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience he/she has already achieved in reaching his/her own individual potential. The nursing faculty encourages the LPN to evaluate his/her resources and abilities in order to establish realistic career goals.

### **Step One: Admission to the College**

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

1. The following applicants may be admitted to the college:
  - Graduates of accredited high schools.
  - Individuals who have completed the General Educational Development (GED) test.
  - Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.
2. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's Office.
3. College admission does not automatically mean admission to the nursing program.

### **Step Two: Admission to the Associate Degree Nursing Program**

- LPNs seeking admission to the associate degree nursing program must be admitted to Butler and must also apply for admission as an Advanced Standing Student.
  - Completion of the Advanced Standing for LPNs application and direct submission of the application to the nursing department is the student's responsibility.
- Butler grants admission each fall and each spring, based on space availability. All application materials must be received in the Nursing Department before May 20th for the following fall semester and September 20th for the following spring semester to guarantee consideration for admission.

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 <https://ksbn.kansas.gov/wp-content/uploads/NPA/74-1112.pdf>

- Qualifications for writing the state board licensure examinations.  
<https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
  - Grounds for disciplinary action/denial of license  
<https://ksbn.kansas.gov/wp-content/uploads/NPA/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 minimum 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.	MA 135 or above (or its equivalency)**	3 credits
f.	General Psychology	3 credits
g.	Therapeutic Nutrition	3 credits
		24 credits

\*Anatomy and Physiology and Microbiology must have been completed within the last 5 years at the time of admission into the nursing program. The Anatomy and Physiology course must be 5 credit hours and include both anatomy and physiology. Microbiology must be at least 5 credit hours. Microbiology must be taken concurrent or before 3rd semester. Courses taken at other institutions must be from an accredited community college or four year school.

\*\* MA 131 will meet this requirement.

2. Submit the application for the Nursing Program.
3. Submit evidence of IV Therapy certificate and evidence of LPN licensure in the State of Kansas.
4. Submit official college transcripts showing completed prerequisites and copy of transcript of practical nursing education.
5. Student identifies which of the following classifications applies to him/her and completes those requirements:

### **0 - 5 Years after Graduation**

The graduate must have:

- a. Graduated from a Kansas LPN program within the last five years. Credit will be evaluated individually for out-of-state applicants not from an NLN accredited program and
- b. Successfully completed the seven prerequisite classes listed above.

### **More than 5 years after Graduation The applicant must have:**

- 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, which includes additional points for applicants who have at least 1 year of job experience as a LPN, completed a PD course with a B or better, and/or completed all prerequisites from Butler, 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 118. 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 118 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, the following courses will be waived: NR 116 and NR 117 Professional Nursing 1 and 2, NR 102. Foundations of Patient Centered Care (PCC1), NR161 and NR162 Pharmacology for Nursing 1 and 2, NR 122 (PCC 2): Common Acute and Chronic Health Problems, and NR 101. Health Assessment in 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 end of the first week 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 documentation 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.
5. The nursing student is required to maintain health insurance, and provide proof of health insurance to student health, prior to and during participation in clinical.

### **Nursing Program Transfer Students**

Students wishing to transfer from another nursing program to complete the requirements for RN licensure must send their nursing transcript and any other transfer hours to the Nursing Department. A letter of recommendation from the dean or director of the prior nursing program is required. An evaluation will be completed on an individual basis to determine the student's admission into the appropriate semester of the program.

A letter requesting the evaluation and a Department of Nursing application must accompany the transcripts and be mailed to:

Butler Community College  
Department of Nursing  
901 S. Haverhill Rd.  
El Dorado, KS 67042

Pending openings are available, the student is selected on a competitive basis by the combined GPA of the prerequisite courses if there are more applicants than openings. Prerequisite courses are the general education courses listed prior to the semester the student is eligible for being admitted. For example, a student eligible for admission to the second semester would need to have English Comp. 1, General Psychology, Anatomy and Physiology, MA 135 or above, and Pathophysiology, prior to entering at that level.

### **Transfer Student Admission**

A student in good academic standing from another accredited college or university seeking admission to Butler must submit official transcripts of all previous college work to the Office of the Registrar. The availability of transcripts is essential to enable Butler to provide appropriate advising and course placement services.

### **Professional Nursing Licensure Application**

1. Graduated from an accredited high school or obtained the equivalent, as determined by the Kansas Department of Education.
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing.
3. Other qualifications as the board may determine.

**KSA 65-1120 (a)** The Board of Nursing shall have power to deny, revoke, limit or suspend any license or certificate in the event the applicant or licensee be found after hearing:

Grounds for disciplinary action/denial of license <https://ksbn.kansas.gov/wp-content/uploads/NPA/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. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
- Grounds for disciplinary action/denial of license <https://ksbn.kansas.gov/wp-content/uploads/NPA/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.

### GrizzlySAFE

GrizzlySAFE 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. It is also the system that provides the ability for students, faculty and staff to report emergencies to the Butler Department of Public Safety. All Butler students, faculty and staff are strongly encouraged to download the GrizzlySAFE app on their iPhone or Android device. Butler will not close unless extreme weather conditions prevail that affect the safety of students and employees traveling to and from campus locations. In the event the College remains open, students and staff are encouraged to consider their own safety when making travel decisions. Faculty and supervisors are asked to be understanding when people are absent because of weather-related circumstances. When classes are cancelled, in addition to notification through GrizzlySAFE, the media will be notified at the earliest time possible. This will include local and metro news outlets. Information will be posted on the Butler website.

### Enrollment Check List

- **Do you have current information on file?** Be sure to verify address, phone numbers, and other pertinent information each semester via Pipeline or with an advisor.
- **Do you have an Educational Plan?** Visit with an academic advisor for assistance in developing a plan for success.
- **Placement Test Requirement.** Before enrolling in courses, **degree seeking students** and those enrolling in **math or English courses** must complete one of the items below:
  - Submit ACT/SAT scores (test must have been taken within the last 3 years),
  - Complete a Butler placement test, or
  - Provide a college transcript showing completion of the course prerequisites for the courses you plan to enroll

The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location.

**Students are required to take the courses and/or courses based on the scores received from the placement tests. Any exception must go through the Dean of the academic area in question.** Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

- **Courses with prerequisites will be strictly monitored.** Courses taken at other institutions to fulfill these requirements need to be submitted to the Registrar via an official transcript prior to enrolling. In limited situations, advisors may (with appropriate documentation) temporarily override prerequisites.
- **Do you plan to enroll online?** First time students at Butler must meet with an advisor in person before enrolling online. Other students wishing to enroll online must complete an enrollment update/release to enroll form each semester before enrolling in classes. Students may choose to meet with an advisor in person each semester to develop or check on their Education Plan before using online enrollment.  
**Remember:** If registering online, you as a student, take responsibility for the implementation and fulfillment of your Educational Plan. Advisors are available to assist you in meeting your educational goals and aspirations.
- **Can I enroll at any location?** If you choose to enroll in person rather than online, you can enroll at any location with the exception of McConnell. Due to military regulations, international students and other non U.S. citizens are not allowed to take courses at McConnell Air Force Base. **The Air Force also requires a background check prior to the start date of classes.**
- **I am receiving funds from a third party payer.** Students receiving financial assistance from a third party payer must submit written authorization from the third party to Accounts Receivable.
- **What if I need to simultaneously drop and add?** Students who withdraw from a course after the refund period and add another course will not receive a refund for the dropped course and will be required to pay for the added class at the time of enrollment. Adds, drops and withdrawals are not accepted via phone or email.

## **College Orientation**

### **College Orientation Requirement**

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

### **How to Use Pipeline**

Pipeline is your central source for Butler information. Besides providing convenient, easy access to e-mail and college announcements, Pipeline offers you numerous ways to enrich your student life. Services include: adding and dropping classes, online transcripts and grades, degree audits, financial aid and account information, record updates, and much more!

### **How to get started:**

1. Go to Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).
2. Log in to the system by entering your username and password at the top of the homepage. This is the first initial of your first name and usually your full last name. i.e. Linda Johnson = ljohnson Those with common last names such as Johnson in the example may have a number added to the end of his or her user name i.e. Lynn Johnson = ljohnson2 to signify a different user. Your initial password is your six digit birth date i.e. 050180 = May 1, 1980. Contact the Helpdesk at (316)-322-3306, or 316-733-3306 from the Wichita metro area, for log in assistance.
3. After logging in the first time, a screen will appear telling you that your password has expired. You must choose and confirm a new password. Your new password must be between 4 and 10 characters in length using letters and numbers only you remember. DO NOT share your new password with anyone else! Additionally, you will be asked a series of questions the answers you give will be encrypted to protect your privacy, which will be used to verify your identity should you forget your password.
4. You should now be at the "My Homepage" page. Personal and Campus announcements, your e-mail Inbox and Quick Clicks are accessible from here.
5. Most of the more frequently used services to students are available from the "Student Quick Clicks" channel on the My Homepage tab. Other services are available by going to the "Student Services" tab. Students' course information is accessible from the "My Courses" tab.

### **How to access registration pages:**

To add and drop classes through Pipeline you will need to contact an advisor in person each semester or go to the release to enroll link located on the Academic Advising homepage in order to have your registration account enabled. Some classes are not available to add and drop online due to dates or durations outside of the normal structure. Contact an advisor (316-322-3163 or e-mail [advising@butlercc.edu](mailto:advising@butlercc.edu)) for information regarding these classes.

**\*\* Don't forget to log out when you're finished by clicking the "Logout" icon and closing your browser. This will ensure your records are secure. Not all classes are available for dropping or adding once the semester begins. Please allow time prior to published deadlines in case you need advisor assistance.**

### **College Credit Hours**

The college credit hour is the standard measure of advancement toward academic goals, certificates, and degrees. Students earn credit hours by meeting course requirements at identified levels in defined time frames. A traditional lecture course worth three credit hours could meet 3 times a week for 1 hour, 2 times a week for 1½ hours, or 1 time a week for 3 hours for 16 weeks or their equivalent. Laboratory and skill courses usually require meeting twice as many clock hours as the credit hours earned through them. Students should attend class and, on a weekly basis, plan to spend an average of 2 hours outside of class preparing for every 1 credit hour in which they are enrolled.

## Academic Load

Fall and Spring	
Full-time Status	12 hours or more of semester credit
Part-Time Status	less than 12 hours of semester credit
Maximum Load	18 hours of semester credit
Summer	
Full-Time Status	6 hours of semester credit**
Part-Time Status	less than 6 hours of semester credit
Maximum Load	12 hours of semester credit
**For financial aid purposes, 12 credit hours is considered full-time enrollment.	

A typical academic load for the traditional college student is 15-16 hours per semester and 6 hours during the summer session. A student may request permission to take more than the maximum hours from the Associate Vice President, Student Services, or Director of Advising. Permission may, or may not, be granted based on, but not limited to, the student's past academic record and extracurricular demands such as student activities and employment situations.

### Excel in CTE (Senate Bill 155-2012)

The Kansas State Senate passed Excel in CTE (Senate Bill 155-2012), 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, course and program fees may apply 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

Butler Community College's Early College Academy provides 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 Academy offers 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's Early College Academy at [www.butlercc.edu/academy](http://www.butlercc.edu/academy).

#### Admissions Requirements:

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

Entrance interview with Academy staff

#### Early College Academy Pathways

- **Agriculture:** Prepare directly for a career in the thriving agriculture industry or continue studying after Butler in a wide variety of agricultural sciences at 4-year institutions. Students will have opportunities to do location learning on active farms and ranches, learn crop and livestock management, and gain experience on the business and accounting side.
- **Business:** Learn the mechanics of owning your own business or helping someone run theirs. Develop a business plan, understand how marketing works, and study the true meaning of leadership.
- **Construction:** Prepare for a career in construction, learning HVAC, masonry, electrical, cabinet making, building systems, flooring, carpentry, and general craft skills. This program is ideal for those looking to begin their construction career, those wanting to explore a broad range of construction trades, or those hoping to pursue further study in a specified construction process.
- **Culinary Arts:** Bring out your creativity while you learn to prepare exquisite meals at Butler's nationally-known program. Learn how to take your cuisine to new heights and hone classical techniques as experienced professionals guide you in the culinary program's industrial kitchen. Take your knowledge and head straight into the workforce...anywhere in the world.

- **Cyber Security:** Study the science of digital forensics and learn to protect and defend digital assets in Cyber Security. Earn TESTOUT PCPRO, NETWORK PRO, SECURITY PRO, CLIENT PRO, SERVER PRO, and other certifications to start work immediately at a higher paying job.
- **Education:** Transfer to a four-year education program, including Butler and Emporia State's BEST program – where you earn your teaching degree while taking classes on Butler's campus. Observe classes at the elementary, middle school and high school levels.
- **Engineering Studies:** Prepare for multiple different engineering disciplines by laying a strong foundation through this pathway. Learn the industry standards of engineering graphics, while simultaneously taking basic and advanced math courses and use state-of-the-art equipment to learn applicable skills, getting you ahead in your college and career goals.
- **Game and Simulation Design:** Prepare for an immediate career in the field of Game and Simulation Design. Working with the latest technologies you will learn the art and technical skills of game design, simulation design, stop-motion animation, motion capture, and video editing as you prepare for entry into this expanding and exciting field. Classes will help prepare you for a career in game design, film, 3D animation and design, simulation design for training and education, augmented and virtual reality design and many others.
- **Health Sciences:** Transfer to a nursing program or major in the sciences at a four-year university for a career in health care. While at Butler, you can obtain your CNA credentials and start work immediately at a higher paying job while you attend school. Apply for the KU nursing program and stay on Butler's campus while you earn your four-year nursing degree.
- **Humanities:** Earn a comprehensive associate degree. Take a broad range of transferable classes and then enter a four-year university. Students choose their emphasis by selecting career-specific electives and completing related job shadows and internships.
- **Humanities (Online):** Similar in scope to our Humanities Pathway, this option is for students who cannot attend courses in person. Rather than coming to our campus we offer a degree pathway within the Academy entirely online. Take a wide variety of classes and electives on your schedule.
- **Welding:** Get a jump on a career that is red hot with opportunities. Learn from experienced faculty, all the major welding and cutting processes, as well as Blueprint reading and Metallurgy, while earning an industry recognized certification from the American Welding Society (AWS). You will train on state-of-the-art industry equipment and develop skill sets that can serve you for a lifetime.

### **Enrollment Periods**

It is **strongly recommended** that students enroll early to improve their chances of getting the schedule of classes desired.

Enrollment for the fall semester begins in March. Enrollment for the spring semester begins in October, followed by summer enrollment a few weeks later. Check the Events Calendar at [www.butlercc.edu/calendar](http://www.butlercc.edu/calendar).

Students wishing to take responsibility for their own educational plan, must complete the release to enroll form each semester to enable their online Pipeline registration.

Students wishing to enroll in an English or Math course or a course requiring prerequisites, must provide appropriate documentation of previous test scores or coursework before enrolling in the classes. As always, advisors are available to assist any student as needed.

### **Enrollment Deadlines**

Butler is committed to helping all students succeed. Students are more successful when they attend the first class meeting and maintain their attendance throughout the semester. Students may enroll online by adding classes up to the day the class begins. Students may enroll through an advisor after the start date, but must be enrolled before the second class meeting. No online registration will be available after the class start date. After the registration deadline, late enrollment will only be allowed under extraordinary circumstances if approved by the dean or associate dean of the academic division for the class.

### **Enrollment and Fee Payment**

All students enroll and pay fees on dates directed and publicized by the Accounts Receivable Director and Registrar. These directions and dates are issued prior to the enrollment periods for fall, spring, summer, and special sessions. Each session's schedule of enrollment encompasses a specific time frame and directions are developed and publicized accordingly on the Butler website, [www.butlercc.edu/calendar](http://www.butlercc.edu/calendar)

**Student I.D. Card**

Students are issued a photo identification card for each academic year. Students should carry the card at all times. The card admits them to all college activities and is used to identify those who have contracted for meals at the cafeteria. An I.D. is required to make purchases utilizing financial aid and to purchase computer software at the Butler Bookstores, or to utilize college computer labs. Cards are available as soon as students have registered for classes, and can be acquired at multiple locations:

1. El Dorado: Registrar's Office. Hubbard Center.
2. Andover: 5000 building.

**Placement Testing**

The Butler Testing Centers administer the Accuplacer placement test which provides students with information about their academic skills in reading, English, and math prior to class enrollment. Advisors review results with students, providing them options to enhance their academic success. Based on test scores, students may be required to take additional diagnostic testing.

**Credit for Prior Learning**

For students interested in earning college credit for previously acquired knowledge, Butler provides processes by which a student can decrease the time needed to complete a degree or certificate. An enrolled student is permitted to earn college credits in a variety of ways. Among them are; credit by examination and/or advanced placement as determined by ACT, CLEP, Advanced Placement, International Baccalaureate, DSST; military service credit, and submission of professional work portfolios. Total credit earned by means of examination may not exceed seventy-five percent of the hours required for completion of a degree or certificate. For information contact Advising at 316.218.6259.

**ACT Credit**

Students may earn credit for English Composition 1 and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition 1 is given at the completion of English Composition 2 and the same grade will be assigned for both courses. Students need to notify the Registrar's Office by signing a retroactive credit form if they are eligible for this credit.

**CLEP Credit**

College Level Examination Program (CLEP) exams are administered through the Butler Testing Centers. Interested students should contact Advising at (316) 218-6259 for more information regarding CLEP testing.

To make an appointment to test, students must complete the Butler CLEP registration form. The form can be obtained via email to [testing@butlercc.edu](mailto:testing@butlercc.edu). Butler Testing Centers hours are published at [http://www.butlercc.edu/testing\\_center/index.cfm](http://www.butlercc.edu/testing_center/index.cfm). Butler charges a fee of \$20.00 for CLEP test administration services. In addition, an \$80.00 exam fee is paid directly to CLEP. This fee must be paid prior to taking the exam.

**General Examinations**

When a student presents a score representing the required percentile level in one or more of the examinations, credit is recorded on the student's transcript in the area in which the score was attained. **A maximum of 30 hours of CLEP may be applied toward graduation.**

Any student wishing to take a CLEP Subject Examination should contact the Butler Community College Advising Offices.

**Note: Important Information and Exclusions**

CLEP exams alone do not fulfill all degree requirements; students must complete 15 credit hours in residence at Butler.

CLEP exams in science do not fulfill the laboratory science requirement for an associate degree. Butler does not offer departmental exams for credit. Butler does not allow CLEP credit for English Composition 2 or Speech. Any questions regarding credit by examination should be addressed to the Registrar or the Advising Offices. CLEP test are given by computer only.

CLEP test are given by computer only.

**For the English Department**

Testing for Credit in English Composition 1.

The requirements can be satisfied in these ways:

TEST	SCORE	CREDIT
*College Composition	50	3
*College Composition Modular	50	3
#ACT English	31	3

#Same grade awarded at completion of Composition 2

\*A student must score at least as high on any given test as the above scale.

**In addition, each student must write an essay and submit to the English Department for review along with the examination.** If the essay is of substandard quality, no credit will be given for English Composition 1 for any of the above tests.

**\*\*Students cannot test for English Composition 2 at Butler.****For the Mathematics Department**

Testing for Credit in College Algebra or Pre-Calculus Math

TEST	SCORE	CREDIT
CLEP College Algebra	50	3
ACT Mathematics (credit for one only)		
*College Algebra credit	31	3
**Pre-Calculus Math	31	3

\*Students must also have completed the equivalent of algebra 2 and one year of high school geometry with at least a "B" average.

\*\*Students must also have completed the equivalent of algebra 2, one year of high school geometry, and one-half unit of trigonometry with at least a "B" average.

**Additional CLEP Exams Awarding Credit by Examination:**

TEST	SCORE	CREDITS	BUTLER COURSE
<b>Career/Technical Education:</b>			
Financial Accounting	50	4	BA 130. Financial Accounting (O, T►)
Information Systems	50	3	IN 105. Information Technology (IT) Concepts
Introduction Business Law	50	3	BA 115. Business Law 1 (O)
Principles of Management	50	3	BA 210. Principles of Management (O, T►)
Principles of Marketing	50	3	BA 140. Introduction to Marketing (O)
<b>Humanities/Social Sciences</b>			
American Government	50	3	PO 141. American Federal Government (O, T►)
American Literature	50	3	LT 215. American Literature 1: Colonial to 1865 (O, T►) or LT 216. American Literature 2: 1865 to Present (O, T►)
English Literature	50	3	LT 211. British Literature 1: Origins-1784 or LT 212. British Literature 2: 1784 to Present (O)
French 1	50	6	FL 118. Beginning French 1 (T►)
French 2	59	9	FL 119. Beginning French 2 (T►)
German 1	50	6	FL 109. Beginning German 1
German 2	60	9	FL 110. Beginning German 2
History of U.S. 1 Early Colonization to 1877	50	3	HS 131. US History 1 (O, T►)

History of U.S 2 1865 to Present	50	3	HS 132. US History 2 (O, T►)
Humanities	50	3	HU 100. Humanities: Ancient to Medieval (O) or HU 101. Humanities: Renaissance to Modern (O)
<b>TEST</b>	<b>SCORE</b>	<b>CREDITS</b>	<b>BUTLER COURSE</b>
Principles of Macroeconomics	50	3	EC 201. Principles of Macroeconomics (O, T►)
Principles of Microeconomics	50	3	EC 200. Principles of Microeconomics (O, T►)
Spanish 1	50	6	FL 107. Beginning Spanish 1 (O, T►)
Spanish 2	63	9	FL 108. Beginning Spanish 2 (O, T►)
Western Civilization 1: Ancient Near East to 1648	50	3	HS 121. History of Western Civilization 1 (O)
Western Civilization 2: 1648 to Present	50	3	HS 122. History of Western Civilization 2 (O)
<b>Math/Science/Education</b>			
Biology	50	5	BI 110. General Biology (O, T►)
Calculus	50	5	MA 151. Calculus 1 with Analytic Geometry (T►)
Chemistry	50	6	CH 106. Introduction to General Chemistry (O, T►)
College Mathematics	50	3	MA 130. Quantitative Reasoning (T►)
General Biology	50	6	BI 110. General Biology (O, T►)
Human Growth & Development	50	3	BS 260. Developmental Psychology (O, T►)
Introductory Psychology	50	3	BS 160. General Psychology (O, T►)
Introductory Sociology	50	3	BS 105. Sociology (O, T►)

**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>Fine Arts and Communication</b>				
Art & Design: 2D	3	AR 121 AR 121. Two-Dimensional Design (T►) Elective credit	3	CR
Art & Design: 3D	3	AR 122 AR 122. Three-Dimensional Design (T►) Elective credit	3	CR
<b>Humanities/Social Sciences</b>				
Macroeconomics	5	EC 201. Principles of Macroeconomics (O, T►)	3	CR
	4	EC 201. Principles of Macroeconomics (O, T►)	3	CR
	3	EC 201. Principles of Macroeconomics (O, T►)	3	CR
Microeconomics	5	EC 200. Principles of Microeconomics (O, T►)	3	CR
	4	EC 200. Principles of Microeconomics (O, T►)	3	CR
	3	EC 200. Principles of Microeconomics (O, T►)	3	CR
*English Language & Composition	5	EG 101. English Composition 1 (O, T►) and	3	CR
		EG 102. English Composition 2 (O, T►)	3	CR
	4	EG 101. English Composition 1 (O, T►) and	3	CR
		EG 102. English Composition 2 (O, T►)	3	CR
	3	EG 101. English Composition 1 (O, T►)	3	CR
*English Lit & Comp	5	EG 101. English Composition 1 (O, T►) and	3	CR
		LT 201. Introduction to Literature 1 (O, T►)		
	4	EG 101. English Composition 1 (O, T►) and	3	CR
		EG 101. English Composition 1 (O, T►)		
	3	EG 101. English Composition 1 (O, T►)	3	CR
French-Language	5	FL 118. Beginning French 1 (T►)	5	CR
	4-3	FL 118. Beginning French 1 (T►)	5	CR
German-Language	5	FL 109. Beginning German 1	5	CR
	4-3	FL 109. Beginning German 1	5	CR
Geography	5-3	SC 120. Principles of Geography (O, T►)	3	CR
Comp Govt & Politics	5-3	PO 226. Introduction to Comparative Politics (T►)	3	CR
Govt. & Politics-US	5-3	PO 141. American Federal Government (O, T►)	3	CR
History-European	5-4	HS 121. History of Western Civilization 1 (O) and HS 122. History of Western Civilization 2 (O)	6	CR



	3	HS 121. History of Western Civilization 1 (O) or HS 122. History of Western Civilization 2 (O)	3	CR
History-United States	5-4	HS 131. US History 1 (O, T►) and HS 132. US History 2 (O, T►)	6	CR
	3	HS 131. US History 1 (O, T►) or HS 132. US History 2 (O, T►)	3	CR
Spanish-Language	5	FL 107. Beginning Spanish 1 (O, T►)	5	CR
	4-3	FL 107. Beginning Spanish 1 (O, T►)	5	CR
Spanish-Literature	5	FL 202. Spanish Readings	3	CR
	4-3	FL 202. Spanish Readings	3	CR
<b>Math/Science/Education</b>				
Biology	5	BI 110. General Biology (O, T►)	5	CR
	4	BI 110. General Biology (O, T►)	5	CR
Calculus AB	4-5	MA 151. Calculus 1 with Analytic Geometry (T►)	5	CR
	3	MA 151. Calculus 1 with Analytic Geometry (T►)	5	CR
Calculus BC	4-5	MA 151. Calculus 1 with Analytic Geometry (T►)	5	CR
	4-5	MA 152. Calculus 2 with Analytic Geometry	5	CR
	3	MA 151. Calculus 1 with Analytic Geometry (T►)	5	CR
	3	MA 152. Calculus 2 with Analytic Geometry	5	CR
Chemistry	5	CH 110. College Chemistry 1 (T►) and	5	CR
		CH 115. College Chemistry 2 (T►)	5	CR
	4	CH 110. College Chemistry 1 (T►) and	5	CR
		CH 115. College Chemistry 2 (T►)	5	CR
	3	CH 110. College Chemistry 1 (T►)	5	CR
Physics 1	4	PH 143. General Physics 1 (T►)	3	CR
Physics 2	4	PH 146 PH 146. General Physics 2 (T►)	3	CR
Physics C-Elec & Mag	5	Physics Gen Ed	5	CR
Psychology	5	BS 160. General Psychology (O, T►)	3	CR
	4-3	BS 160. General Psychology (O, T►)	3	CR
Statistics	5	MA 210. Applied Statistics (O, T►)	3	CR
	4	MA 210. Applied Statistics (O, T►)	3	CR
	3	MA 210. Applied Statistics (O, T►)	3	CR

## International Baccalaureate (IB) Credit

Butler Community College awards college credit for scores in several individual subject areas on International Baccalaureate (IB) standard level (SL) and higher level (HL) examinations. These exams are administered in IB high schools by the IB organization. Students who have completed these exams should request that IB forward their official transcripts to the Butler Community College Registrar for evaluation:

Registrar's Office  
901 S. Haverhill Road  
El Dorado, KS 67042

Butler's IB subject area acceptance policy includes the IB subject area scores, Butler credit hours awarded for the scores, and Butler course equivalencies listed below. Other IB subject area scores may be submitted to the Registrar for evaluation. Upon acceptance of exam scores, the Registrar will place CR for credit and the appropriate number of credit hours on a transcript after a student has earned 15 hours of other credit at Butler. Students are responsible for notifying the Registrar's Office after completing the 15 credit hours. Grades are not awarded for IB credit. Butler Community College considers an IB diploma to be equivalent to a high school diploma. Other institutions may interpret IB credit differently.

### International Baccalaureate exam credit offered by Butler catalog

TEST	BUTLER COURSE	SCORE	CREDIT
<b>Fine Arts/Communication</b>			
Music	MU 100	SL/HL 5	3
Theatre Arts	TA 206	SL/HL 4	3
<b>Humanities/Social Sciences</b>			
English	EG 101	HL 5	3
	EG 101/102	HL 6	6
French	FL 118	SL 5	5
	FL 118/119	SL 6	10
Spanish	FL 107	SL 5	5
	FL 107/108	SL 6	10
	FL 107/108	HL 4	10
	FL 108/201	HL 5	8
	FL 201/202/205	HL 6, 7	11
<b>Math/Science/Education</b>			
Biology	BI 110	SL 5	5
	BI 110	HL 4	5
	BI 110	HL 5	5
	BI 120/130	HL 6 8	10
Chemistry	CH 106	SL 5	5
	CH 110	HL 4	5
	CH 110/CH 115	HL 5	10
Math Methods	MA 151	SL 5	5
Mathematics	MA 151	HL 4	5
	MA 151/MA 152	HL 6	10
Physics	PH 130	SL 6	5
	PH 143/146	HL 6	10

Psychology	BS 160	SL 6	3
	BS 160	HL 6	3

### DSST (DANTES) Tests

DSST (formerly DANTES Subject Standardized Tests) are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education support (DANTES) 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	BA 220. Business Ethics (O)	3	400
Business Mathematics	MA 114. Technical Mathematics 1 (O)	3	48/400
Introduction to Business	BA 110. Introduction to Business (O, T►)	3	46/400
Introduction to Computing	IN 105. Information Technology (IT)	3	45/400
Personal Finance	BA 112. Personal Finance (O, T►)	3	46/400
Principles of Supervision	BA 210. Principles of Management (O,	3	400
<b>Fine Arts/Communication</b>			
Art of the Western World	AR 100. Art Appreciation (O, T►)	3	48
<b>TEST</b>			
<b>BUTLER COURSE</b>			
<b>CR</b>			
<b>SCORE</b>			
<b>Humanities and Social Sciences</b>			
Ethics in America*	PL 291. Ethics (O, T►)	3	46/400
Human/Cultural Geography	SC 120. Principles of Geography (O, T►)	3B	48
Introduction to World Religions	RG 210. Comparative Religions (O, T►)	3B/Bu	48/400
Technical Writing*	EG 112. Technical Writing (O)	3B	46
<b>Math/Science/Education</b>			
Astronomy	PH 103. Descriptive Astronomy (O, T►)	3B	48
Criminal Justice	CJ 102. Introduction to Criminal Justice (O,	3B/BU	49/400
Substance Abuse	BS 115. Substance Abuse Awareness (O)	3B/BU	49/400
Environment and Humanity	EV 150. Environmental Issues (O, T►)	3B	46
Foundations of Education	ED 206. Introduction to Teaching (O, T►)	3B	46
Fundamentals of College Algebra	MA 060. Fundamentals of Algebra	3B	47/400
General Anthropology	BS 106. Introduction to Cultural	3B	47
Lifespan Developmental Psychology	BS 260. Developmental Psychology (O,	3B	46
Physical Geology	PS 102. Physical Geology (O, T►)	3B	46
Principles of Physical Science I	PS 100. General Physical Science (O, T►)	3B	47

\*Consists of an optional essay portion. Prometric will not score the essay section. It will be forwarded to colleges and universities for their use in determining the award of credit.

### **Corporate Training Credit**

Students who have completed certification testing in various professions may submit their training profiles for possible credit. The evaluation will be based on American Council on Education (ACE) National Guide to College Credit for Workforce Training. The ACE Guide gives credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government. Butler faculty will compare training content and competence demonstrated through the documented testing to determine acceptance of course equivalent credit. For more information call (316) 733-3286.

### **Military Service Credit**

Butler is a Service Member Opportunity College (SOC) which means credit for military experience and training can be awarded to assist the student in completing his/her degree. Butler will act as a credit-holding institution by which a service member can enroll with Butler, be transferred and still complete an associate degree program.

Students who have previously served in any branch of the United States Armed Forces may receive college credit for their military training and experience. Four semester hours of credit in physical education may be allowed for certain service schools completed. All military schools are evaluated upon request.

Students who desire credit for their military service should submit an official transcript (CCAF, AARTS or SMART) to the Registrar.

U.S. Air Force enlisted and formerly enlisted personnel must submit an official copy of their Community College of the Air Force transcript.

U.S. Army and formerly enlisted personnel must submit an official copy of the AARTS transcript.

A maximum of 30 hours of elective credit may be granted for military training and experience. The evaluation will be based on American Council on Education (ACE) National Guide to College Credit for Military Experience and Training. The ACE guide gives credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government. Butler faculty will compare training content and competence demonstrated through the documented testing to determine acceptance of course equivalent credit. For more information, contact the Registrar's Office (316.322.3102 or 733.3102 from the Wichita metro area).

### **Professional Work Learning Credit**

Students who have worked in professional fields and are seeking a degree or certificate in the comparable field may be able to receive credit based on an examination of a portfolio documenting their prior learning as demonstrated through such items as resumes, training records, job descriptions and work examples. Interested individuals should contact the dean of the appropriate academic division to obtain instructions on the expectations for such a portfolio given the specific professional field.

### **Alternate Sources of Credit**

#### **Retroactive Credit**

Retroactive credit is earned by enrolling in certain classes beyond the Beginning I or Introduction level based on proficiency acquired before coming to Butler. For example, students exhibiting adequate proficiency may choose to enroll in Beginning Spanish 2 (5 hours) and earn retroactive credit for Beginning Spanish 1 (5 hours). The grade for the lower will be the same as earned in the more advanced class.

Retroactive credit is available in a limited number of courses. Please visit with the Registrar's Office to obtain additional information. Students wishing to receive retroactive credit must obtain a Retroactive Credit Form from their instructor at the first class meeting, obtain appropriate signatures, and return the form to the Registrar by the stated deadline.

#### **Career Pathways**

Butler is pleased to partner with the Kansas State Department of Education in support of the Career Pathways initiative through the creation and maintenance of articulations agreements with high schools. Students who receive a grade of C or better in selected and approved courses, will be awarded credit at Butler Community College for use with Associate of Applied Science degrees, certain Associate of Arts or Associate of Science degrees and/or for certain Certificate Programs. The credit can be requested by the student up to 15 months after their high school graduation date. Articulation program details, and articulation credit applications for students are located at [http://www.butlercc.edu/career\\_pathways](http://www.butlercc.edu/career_pathways). Students are also encouraged to see their Butler advisor or high school counselor for further information.

## Transfer Hours

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

Electronic transcripts should be emailed using a secure electronic exchange from your high school, college, or other educational institution to registrar@butlercc.edu. 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 post secondary 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 hourThese 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.

## Classification

Student classification is based on credit hours completed and grade points earned. Full-time enrollment requires a minimum of 12 hours each semester. Upon completion of the freshman year, a student should have accumulated at least 30 hours and 52 grade points for classification as a sophomore.

## Grades

A grade is assigned for all courses in which a student is regularly enrolled during any semester or session. A grade once earned and entered upon a student's record cannot be removed and may not be changed without the approval of the instructor and if the change is requested more than 6 weeks after the grade was posted, it must be approved by the appropriate division dean. If a student repeats a course, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of degree requirements and overall GPA calculation.

Student grades may be interpreted as follows:

GRADES	EXPLANATION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	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	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

Students who have experienced an extenuating circumstance that prevents completion of the course on time may request an "I" (incomplete) grade from the instructor. In order to be considered, the student must have a passing grade at the time of the request and no longer be able to drop or withdraw from the course. In certain courses, an incomplete grade may not be an option due to the nature of the course material, length of course, or teaching methodology. Incomplete grades will be granted only for exceptional circumstances and are granted strictly at the discretion of the instructor.

It is the student's responsibility to initiate a written contract with the instructor that includes the coursework to be completed and the time frame. Written contracts will be sent to the Dean and the Registrar's office. The Registrar's office will electronically store the contracts with the student's file.

An incomplete grade must be satisfactorily completed by a date set by the instructor, such date not to exceed 50% of the length of the course. If the requirements are not completed in this time frame, the instructor will submit the grade earned. Extensions can be considered on a case by case basis.

Students receiving financial aid or scholarships should contact the financial aid office and/or the department granting the scholarship to discuss how Incompletes will affect their eligibility. A Return to Title IV Funds (R2T4) calculation will be made for students who have all grades of I, WD/WT, or F. Students may owe back financial aid funds due to this calculation. Students should contact the financial aid office upon completion of the course to determine if the R2T4 can be reversed.

### Audit

Students are permitted to enroll in credit courses for noncredit on a space available basis, but must indicate their desire to audit **at the time of enrollment**. Enrollment in audited courses cannot be processed via pipeline. To audit a class, students must enroll in the same manner, meet any course prerequisites, and pay the same fees as if enrolling on a credit basis. Audit enrollment will not be changed to credit enrollment after the class begins, nor may students change to audit after the class begins. Students enrolled for audit credit have the same privileges of class participation and instructor evaluation as students enrolled for credit. Regular class attendance is expected of audit students. The audited class will appear on the transcript with the grade notation "AU." High school students below the sophomore level will be allowed to audit courses only with approval of the appropriate dean. Audit hours are not considered for financial aid.

### **Repeat of Coursework**

A student may retake courses in order to improve a grade under the following conditions:

1. A student may enroll in a course for credit one time only.
2. The repeat grade will be used in grade point average computation, regardless of whether it is higher or lower than the original grade. The original grade and credit is not counted although it remains on the transcript, marked with the symbol \*, or "E" in the far right column indicating "excluded."
3. You should consult with the Financial Aid office to verify if your financial aid will be affected by repeating a course.

### **Academic Renewal**

Students wishing to petition for academic renewal must file a formal letter of petition with the Registrar's Office indicating why they no longer wish their previous Butler academic record considered for college credit. The Registrar will make a determination as to whether a petition has met the following criteria. Students filing petitions will be informed of the final decision in writing.

#### **Academic Renewal Petition Criteria**

1. Only those courses taken five years ago or more may be petitioned.
2. Students petitioning must have shown academic progress by completing a minimum of 12 hours with at least a 2.00 GPA since the semester or class being considered, at Butler or any other accredited institution.

#### **Regulations Regarding Academic Renewal**

1. Only Butler hours can be petitioned for academic renewal. Hours from another institution will need to be petitioned at that institution since academic renewal policies vary.
2. Students will only be eligible to receive academic renewal one time.
3. Students may choose to petition either a single course or an entire semester of courses keeping in mind the opportunity to petition for academic renewal is given only once.
4. The course or courses granted academic renewal remain on the Butler transcript marked with the symbol #, but will no longer be counted in the final GPA or total hours earned.
5. Academic Renewal may not change your financial aid status.

### **Student Honors**

#### **Honor Rolls**

The President's Honor Roll recognizes students who have earned a semester grade point average of 4.0. The Dean's Honor Roll includes students who have earned a semester grade point average of 3.5 to 3.99. In order to be eligible for these honor rolls, a student must complete a minimum of 9 hours college level coursework per semester and have no grade lower than a "C."

#### **Order of the Purple and Order of the Gold**

Graduating students may earn an additional honor by qualifying for membership in the Order of the Purple or Order of the Gold. Order of the Purple candidacy is announced each spring by the Vice President of Academics.

**Candidacy** for this honor is based on a combined (Institutional and transfer) grade point average and a minimum of 30 resident Butler hours earned in college level coursework at the time of graduation.

Graduates with a combined (institutional and transfer) grade point average of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a combined (institutional and transfer) 4.0 grade point average, these hours are calculated to include the semester of graduation.

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

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

#### **Phi Theta Kappa**

Phi Theta Kappa is an honor society serving institutions internationally which offer associate degree programs. Its purpose is to recognize and encourage scholarship among associate degree students. Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship of scholars, and for stimulation of interest in continuing academic excellence.

### **National Technical Honor Society**

The purpose of the NTHS is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. NTHS strives to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

### **Attendance Policy**

Student success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook and materials, and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors. Students are responsible for notifying instructors of any absence.

Withdrawal from a course may affect a student's financial aid. It is the student's responsibility to attend and actively participate to make sure they maintain financial aid eligibility.

#### **Procedural Clarifications:**

All instructors will maintain attendance as required for reporting. Following census reporting, instructors are strongly encouraged, but not required to take attendance.

For lecture/blended courses:

- Excessive unexcused absences are defined as missing more than 20% of the total scheduled meeting times for the course.
- Students who have missed more than 20% of the total scheduled meeting times for the course and are not passing may be withdrawn by the instructor.

For online courses:

- Students must actively participate by submitting an academic activity at least once per week.
- Students who are not actively participating, missing more than 20% of the total length of the course and who are not passing may be withdrawn by the instructor.
- Simply logging in to the online course does not meet the requirement for active participation.

For students exclusively enrolled in online courses:

- Students are required to actively participate by submitting an academic activity. Students who do not actively participate for 14 consecutive days risk losing all or part of their financial aid.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot withdraw a student who is regularly attending for below average performance. A faculty member cannot withdraw a student after the published last day to withdraw. Any exceptions to this policy must be approved by the Dean. Students who want to withdraw from the course may do so before or on the published last day to withdraw.

Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work missed as a result of college approved activities. Students will make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

### **Drop and Withdrawal Policy**

#### **Administrative Withdrawals**

Students can be administratively withdrawn from a course for violating expectations of student conduct and standards of honesty, and for excessive absences (see Attendance Policy). When a student is administratively withdrawn, a "WD" or "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Once a student is administratively withdrawn for any reason, the student will no longer be allowed to attend the class (es) from which he/she has been withdrawn unless written authorization of re-instatement by the appropriate administrator can be provided.

Students can check current registration status via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu) or by calling the Registrar's office at (316) 322-3268 or (316) 733-3268 Wichita/metro area.



### **Withdrawal from Class(es)**

For an official withdrawal from class(es), a student may meet face-to-face with an advisor and submit, in writing, a course scheduling form. Students may also withdraw from most classes via Pipeline. A "WD" (Withdrawal) shall be recorded. The last day to withdraw from class is posted on the Butler Website or available from registration personnel at any Butler site.

**If the withdrawal does not occur within the "refund period" charges will remain on the student account.**

**Note:** Students who fail to officially drop by the last day to withdraw will receive the grade earned in the course. *Financial Aid and/or scholarship students are advised to confer with the Financial Aid Office prior to dropping any class in order to maintain the number of credit hours necessary to receive such aid. If you receive financial aid for classes you never attended or dropped, you may be required to repay part or all of your aid.*

### **Expectation of Academic Progress**

It is the philosophy of Butler Community College that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

### **Academic Probation and Suspension**

Students earning an overall grade point average (GPA) of less than 2.0 will be placed on academic probation. Students will be automatically taken off of academic probation when their overall GPA reaches 2.0 at the end of an academic term. At the close of the probation semester, students failing to improve their GPA's to at least a 2.0 will be placed on academic suspension, during which time they will not be allowed to take classes at Butler, will automatically be dropped from pre-enrolled courses for the subsequent semester. In order to continue taking classes at Butler, students placed on suspension must meet with the Retention Specialist and complete the suspension appeals process for reinstatement into the college. If reinstated, at the close of the appeal semester, students failing to make satisfactory progress or improve their overall GPAs to at least 2.0 will be suspended from Butler for one semester without the opportunity for an additional appeal.

#### **Academic Probation**

Students placed on academic probation shall not enroll in more than twelve (12) hours and may be assigned an academic advisor for academic counseling. All students assigned to an Advisor are required to meet regularly with their assigned Advisor throughout the semester. Academic probation status will be removed once the student reaches an overall grade point average of 2.0 or higher. Students on Academic Probation are encouraged to make use of campus resources, such as tutoring or study skills classes, to help improve their overall GPAs.

#### **Academic Suspension**

If the student has been placed on academic probation and then earns an overall grade point average below 2.0, *the student will be placed on academic suspension and may be dropped* from all pre-enrolled courses for the subsequent semester. Academic suspension means a student will not be allowed to re-enroll at Butler for at least one semester. A student may appeal their suspension to be reinstated to enroll in courses. After not attending for one semester, the student who is still on academic suspension may be readmitted on probationary status and must maintain a 2.0 grade point average. Students placed on academic suspension will have a hold placed on their account and are required to meet face to face with an Academic Advisor prior to the start of the next semester to complete an appeal form and to schedule an appointment for reinstatement into the college. If a student is granted an appeal and is suspended a second time, the student may not return for one semester. Appeals will be accepted and granted on a case-by-case basis.

For reinstatement into the college or to appeal a suspension, the following procedures will be followed and completed:

- The student must contact Academic Advising to request and submit the academic suspension appeal form.
- An Academic Advisor will review the appeal form and the student will be notified regarding the status of their appeal.
- If appeal is granted, the student must schedule an appointment with an Academic Advisor to complete and sign a student success contract.

Students on academic suspension must follow-up with an Academic Advisor throughout the time of enrollment.

## **Expectation of Student Conduct**

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

### **Student Code of Conduct**

At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services.

Butler Community College expressly prohibits any form of discrimination or harassment based on gender, race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees
2. Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing/bullying.
3. Conduct which results in violations of federal, state laws, and local city ordinances or conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
4. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity is prohibited.
5. Being under the influence, possessing, and/or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations in the Student Handbook).
6. Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen. Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.
7. Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.
8. Possession or use of unauthorized firearms or other weapons or violation of the Weapons Policy.
9. Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited): 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.
10. 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)
11. Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Harassment and Violence Policy)
12. Use of cigarettes, chewing tobacco, electronic cigarettes or any other violation of the College Tobacco Free Campus Policy. (See Tobacco Free Campus Policy)
13. Committing identity theft by using personality identifying information belonging to other people or committing fraud for the purpose of personal gain. (See Identity Theft and Fraud Policy)

Students are expected to fully cooperate with any investigation affecting the College by local law enforcement or college officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

College officials including the President, Vice President of Academics, or Vice President of Student Services (or their designees) may impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy including the Student Code of Conduct and Academic Integrity policies.

If a student disagrees with the sanctions set forth by a college official, he/she has the right to appeal. To appeal sanctions resulting from violations of the Student Code of Conduct, except the Academic Integrity violations, the student should refer to the Student Disciplinary Process. For violations of the Academic Integrity policy and disagreements about grade assignments, the students should refer to the Academic Integrity and Academic Appeal Process.

### **Student Disciplinary Process**

Butler's Student Disciplinary Process is a three-step model consisting of the following stages: Investigation and Initial decision; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Student Services.

#### **Step 1: INVESTIGATION AND INITIAL DECISION**

Stage one of the disciplinary process begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and/or other student services staff (i.e. residence life staff). The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

While a disciplinary decision is pending, the Associate Vice President of Student Services (or designee) may immediately impose interim action(s) in the event that a student's continued presence in class, program, activity or event or on any College-owned, College-operated or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Associate Vice President of Student Services (or designee) will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to fulfill academic and other obligations. A student may request a review of an interim action while it remains in effect by submitting a written request to the Vice President of Student Services. The Vice President of Student Services will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the vice president will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Associate Vice President of Student Services or designee) and the disciplinary process is initiated. The role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.

No suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision to suspend or expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

### **Step 2: RIGHT TO APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE**

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving disciplinary sanctions. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Academics.

### **Step 3: APPEAL TO THE VICE PRESIDENT OF STUDENT SERVICES**

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice President of Student Services. The Vice President of Student Services will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President of Student Services has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President of Student Services' decision is final.

### **Academic Integrity**

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service, integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Examples of cheating include, but are not limited to: giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Examples of plagiarism include, but are not limited to: representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it. Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators prior to removing a student from a course.

Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members. The consequences may include, but are not limited to, any of the following actions and may be imposed in any order or sequence.

1. A warning.
2. A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
3. A zero or failing grade on the exercise with no repetition allowed.
4. A failing grade in the course and removal from it.
5. Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:
  - a. Reduction or cancellation of a college scholarship.
  - b. Suspension from college activities.
  - c. Being barred from the course and/or program for a set time.
  - d. Being barred from the course and/or program permanently.
  - e. Suspension from the college for a set time.
  - f. Expulsion from the college.

Students will be informed of administrative consequences in writing. Students have the right to appeal any decision or disciplinary action as outlined in the Academic Appeal Process.

## **Academic Appeal Process**

Butler's Academic Appeal Process is a model consisting of the following stages: Faculty/Student Resolution; Dean, Associate Dean or Site Director Appeal; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Academics.

The Butler Community College academic appeals process is to be used for violations of the academic integrity policy disagreements about grade assignments. If a student does not agree with a grade assignment, classroom procedures or related issues or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal:

**Step 1: FACULTY/STUDENT RESOLUTION** The student will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.

**Step 2: DEAN OR ASSOCIATE DEAN OR SITE DIRECTOR APPEAL** If the issue cannot be resolved between the student and the faculty member, the student has the right to appeal to the appropriate academic dean or associate dean or site director. To initiate an appeal, provide a detailed written summary of the situation and any supporting documentation in writing to the appropriate academic dean, associate dean, or site director. The academic dean, associate dean, or site director will notify the student of his or her decision in writing. Grade appeals, the appeal must be submitted in writing within six weeks of the date the grade was officially posted by the Registrar's Office.

**Step 3: STUDENT REVIEW AND APPEALS COMMITTEE** If the student is not satisfied with the decision of the academic dean, associate dean, or site director, the student may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President of Student Services. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; and explain why this decision is not satisfactory. The Student Review and Appeals Committee may request additional information from the instructor, academic dean, associate dean, site director, or others. Once all documents are received, the committee will review the information and notify the student of the committee's decision in writing. In the case of suspension or expulsion, students will have the right to a formal hearing and procedural due process. Upon receipt of the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Student Services.

## **Procedural Due Process**

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, through the Student Disciplinary Process and in cases of proposed suspension or expulsion for Academic Appeals Process. Students who have been sanctioned for violating College Policies, the Student Code of Conduct or the Academic Integrity Policy are assured due process. The formal hearing described process described in the Student Disciplinary Process and the Academic Appeals Process, hereof shall afford procedural due process including but not limited to the following listed below. The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence.

### **Rights of the Participants**

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

### **Powers and Duties of Person(s) Conducting the Hearings**

Any person, hearing officer, or any member of a committee while conducting a hearing may:

1. Administer oaths for the purpose of taking testimony.

2. Call and examine witnesses and receive documentary and other evidence.
3. Take any other action necessary to make the hearing in accord with procedural due process.

The Chairperson of the Student Review and Appeals Committee in holding an appeal hearing may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

### **Reports of Hearing(s)**

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student. Whenever any such formal hearing results in suspension or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice President of Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

### **Formal Complaint Process**

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

In any case where a grievance involves alleged illegal discrimination, including any claim that a student has been subject to illegal discrimination on the basis of race, sex, national origin, age, religion or disability, marital or parental status or status as a veteran, the Vice President of Student Services will notify the Section 504 Counselor or Title IX Coordinator in writing of the grievance. Claims of illegal discrimination will be investigated using the Policy of Nondiscrimination and/or the Harassment and Violence Policy.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

**Step 1:** The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.

**Step 2:** Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform the student in writing of any decision made and the reason for that decision within five business days.

**Step 3:** If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform the student in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.

**Step 4:** If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Board of Trustees by email or mail at the addresses below. A committee will be appointed by the Board of Trustees to review the information and make a final decision. The Board of Trustees' decision will determine if the college has a

process for addressing the complaint, if the college process was followed and if the college resolution was reasonable.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

If the student is not satisfied with the outcome of the complaint, after following the process explained above, a committee will be appointed by the Board of Trustees to review the information and render a final decision. Their decision will determine if the college has a process for addressing the complaint; if the college process was followed; and if the college resolution was reasonable.

To file a complaint, send a written complaint to:

Butler Community College –

Board of Trustees

901 S. Haverhill Rd

El Dorado, KS 67042

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 the student within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send a written response, usually within 45 days of receipt of the complaint, explaining the investigation and the resolution.

A record of all complaints and their resolution will be documented and the records will be kept in the Board Office, Clerk of the Board of Trustees, 901 S Haverhill Rd, El Dorado, KS 67042.

If the student feels the complaint has not been properly addressed, the student may follow the state complaint process by contacting the applicable state agencies:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office. Kansas Attorney General's Office of Consumer Protection: Consumer Protection Hotline 1-800-432-2310 (785) 296-3751 Fax: (785) 291-3699 <http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission, <http://www.khrc.net/complaint.html>.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office, [http://www.kansasregents.org/academic\\_affairs/sara](http://www.kansasregents.org/academic_affairs/sara).
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLCInstitutions/complaints.html>.

## **Harassment and Non-Discrimination Policy**

### **Policy Statement**

Butler Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the

allegations are subject to resolution using Butler Community College's Title IX Informal or Formal Grievance process, determined by the Title IX Coordinator.

When the Respondent is a member of the college community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College's community. This community includes, but is not limited to, students, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campus camp attendees.

### **Title IX Coordinator**

The Title IX Coordinator oversees implementation of Butler Community College's policy on harassment and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

#### **Independence and Conflict-of-Interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct or discrimination committed by the Title IX Coordinator, contact the Butler Community College President. 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline #: (800) 421-3481 Facsimile: (202) 453-6012 TDD#: (877) 521-2172 Email: OCR@ed.gov Web: <http://www.ed.gov/ocr>

Click here for a complete and updated policy or go to: [www.butlercc.edu/title-ix](http://www.butlercc.edu/title-ix)

### **Student Records**

The Registrar's Office provides services to students and academic departments related to the processes of registration, veteran's educational benefits, withdrawal and graduation. The office also maintains students' academic records and issues transcripts. Staff members are available to students for consultation. For detailed information about registration procedures, student records, and academic regulations, please contact the Registrar's Office at (316)-322-3123, or 733-3123 from the Wichita/metro area or [registrar@butlercc.edu](mailto:registrar@butlercc.edu).

### **FERPA Policy**

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.

#### **Related Procedures**

- The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
- The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
- The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butler Community College to comply with the requirements of FERPA.

#### **Exceptions to education records include:**

- Sole possession records.
- Records created and maintained by a law enforcement unit for a law enforcement purpose.
- Employment records (unless contingent on attendance).
- Medical records made and maintained in the course of treatment and disclosed only to those individuals providing treatment.
- Records that only contain information about a student after he or she is no longer a student at that institution (e.g., alumni records).



### **Directory Information**

In compliance with the Family Educational Rights and Privacy Act (FERPA), Butler Community College considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the eligible student notifies the Registrar's Office, in writing within 10 days of the beginning of each semester, of their wish to withhold release of said information:

- Name
- Address (both local and permanent)
- Telephone number; e-mail address
- Date and place of birth
- Year in school
- Major field of study
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Dates of attendance
- Enrollment status (full-time part-time, or not enrolled)
- Awards and academic honors
- Degrees and awards (and dates received)
- Most recent Previous educational institutions(s) attended
- Photography/recordings

### **Guidelines for the Release of Student Information**

Butler Community College will adhere to the following guidelines in releasing records of students:

- Official records are released only with the eligible student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the part or class of parties to whom the disclosure may be made. Eligible students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.
- Records may be released without the eligible students' knowledge and consent in the following situations:
- To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
- To officials of schools at which the student intends to enroll, upon condition that the eligible student receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- To authorized representatives of (i) the Comptroller General of the United States, (II) the Secretary of the United States Department of Education, (III) the State educational authority, which may be necessary in connection with the evaluation of Federally-supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;
- In connection with a student's application for, or receipt of, financial aid;
- To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State Statute;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
- To accrediting organizations in order to carry out their accrediting functions;
- In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
- Directory information unless the eligible student notifies the Student Privacy Officer (Vice-President of Student Services) or the Registrar's Office in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information. Students who request a confidentiality flag on their record should note that this action will exclude their name from certain publications, but would not

exclude their image from photographs/recordings of public events/appearances such as graduation ceremonies, student productions and performances, student athletic, or student life events, etc.

- Release to non-educational agencies or individuals will be conducted only with written authorization from the eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Vice-President of Student Services, or designee.
- The College may limit the disclosure of and use discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. In general, the College will not release directory information to third parties, but may release certain directory information as it relates to students involved in athletics and activities. In addition, federal law requires Butler Community College to provide military recruiters, upon request, with student names, addresses and telephone listings.
- The College is not required to permit a student to inspect and review educational records that are financial records of his or her parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by eligible students.

Inquiries concerning the Butler Community College FERPA Policy should be made to the Vice-President of Student Services, or Registrar.

### **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.

### **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.*

### **Expectation of Financial Responsibility**

It is the expectation of Butler Community College that every student enrolled in classes meet the financial obligation associated with their enrollment. Academic records and transcripts will not be released for students who have a past due 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 Account Center by going to your Pipeline account and clicking on the My Account option. Payments may be made in person at the Accounts Receivable offices or over the phone by calling 316-322-3181.

**Students Receiving Financial Aid and/or Scholarships must** pay any charges not covered by aid in accordance with the payment policies stated above. To check the amount of your charges and aid visit the Student Account Center in Pipeline.

**Student accounts not meeting the payment requirements** above will be subject to a NON-PAYMENT FEE up to \$100 assessed after the payment due date. Late accounts will be placed into a mandatory payment plan and are also subject to additional late fees. Additional charges may be incurred if collection activities are required.

**VETERANS AND OTHER CHAPTERS 31 AND 33 MILITARY AID RECIPIENTS:** As this institution abides by Section 103 of the Veterans Benefits and Transition Act of 2018, students receiving Chapter 31 or Chapter 33 military financial aid will not receive late fees on amounts that remain unpaid due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. This does not include amounts owed by the student or amounts remaining unpaid by the student after disbursement.

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 1098-T. THE **STUDENT SOCIAL SECURITY NUMBER IS REQUIRED** FOR FORM 1098-T AND MUST BE SUBMITTED BY THE STUDENT TO THE INSTITUTION BY COMPLETING FORM W-9, W-9S, OR OTHER ACCEPTABLE METHOD.

### **Student Tuition and Fee Refund Policy**

Written notification required (electronic communication may also be acceptable, check with an advisor). Any student enrolled in a class must provide written notification of withdrawal by using a course scheduling form (or acceptable electronic communication). The form must be completed by the student, 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 on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).

**\*\*\*FAILURE TO ATTEND OR CEASING TO ATTEND A CLASS DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.\*\*\***

The above is applicable regardless of the number of hours dropped, simultaneous hours added, or the time period of the drop.

Failure to make a formal request in writing or via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu) to drop a class or classes will result in full assessment of charges whether any sessions are attended or not. A refund will be considered only if the student complies with the policy above and if the drop is requested or processed prior to the end of the refund period applicable to the class or classes dropped.

#### **100 Percent Refund Period**

Students are entitled to a 100 percent refund of tuition and fees for classes formally dropped within the refund period as posted on the Butler Web site or available from registration personnel at any Butler site

**The above does not apply to Business Education and Training Analysis (BETA) classes. Call for a current course schedule and related refund policy, 316.218.6118.**

**Cooperative Education and Internship Courses: No refund after the training plan has been signed.**

#### **100 Percent Refund Period For Books**

Students are entitled to a 100 percent refund for books returned to the bookstore within the refund period as posted on the Butler Bookstore web site or available from the Andover or El Dorado bookstores.

**Cash register receipt is required and books must be in purchased condition. If books are not in purchased condition a partial refund may be possible.**

**The above does not apply to Business Education and Training Analysis (BETA) classes.**

#### **Schedule of Refund Dates**

A schedule of refund dates will be available on the Butler website calendar at [www.butlercc.edu/calendar](http://www.butlercc.edu/calendar). The schedule of refund dates for books may be found on the refund policy given to each student at time of purchase or on the Butler Bookstore webpage.

### **Tuition Appeal Procedures**

Tuition refunds may be granted in documented situations beyond the student's control.

Students wishing to appeal their tuition and fee charges should do the following:

- a. Complete a tuition appeal request form and return it with appropriate documentation to the Registrar's Office. It is the student's responsibility to withdraw from classes if they choose to do so.
- b. 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.
- c. Action will be taken and the student will be notified by letter from the Registrar. If the appeal is approved, the courses will be removed from the student record.

Should the student wish to appeal this decision, he or she may do so by submitting a second appeal **within 10 days of receipt of the committee decision**. The decision by the second appeal committee is final.

### **Refunds For Canceled Classes**

Students enrolled in classes canceled by the school will receive a full refund of tuition and fees with no service fee regardless of date. To facilitate refunds on such classes, students should contact the Advising Center for other course options or other appropriate community site personnel. Books must be returned to the bookstore within one week of class cancellation for a refund.

### **Simultaneous Drop/Add**

If a student withdraws from a course after the refund period and simultaneously adds a course, no refund will be given for the withdrawn course. Full tuition and fees will be charged for the added course.

## **Tobacco Free Campus Policy**

### **I. Definitions**

For the purpose of this policy

- **Smoking** is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- **Tobacco** includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

### **II. Background and Rationale**

Because 1) Butler Community College supports the health, safety, and well-being of students, faculty, staff, and visitors and 2) the Surgeon General has determined that the use of tobacco and exposure to second hand smoke cause preventable disease, Butler campuses must be free of tobacco and second hand smoke. Each year, more than 440,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC 2010). In addition to creating health hazards, tobacco and smoke increase institutional costs, including the costs of paying for fire damage, cleaning and maintenance, property and health insurance, and absenteeism.

### **III. Policy**

- A. Effective August 1, 2013, Butler Community College prohibits the use of tobacco by students, faculty, staff and visitors on its campuses.
- B. This policy applies to all previously mentioned tobacco products and all visitors, including vendors and contractors.
- C. The use of tobacco products is prohibited
  - a. In all interior spaces on Butler Community College campuses;
  - b. On all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways.
  - c. In Butler Community College vehicles, including buses, vans, and all other College vehicles;
  - d. In all indoor and outdoor athletic facilities associated with Butler Community College.
- D. Organizers and attendees at public events held in or at Butler facilities are required to abide by the tobacco free policy. The organizers of these events, which include conferences, meetings, and lectures and social, cultural, and sporting events, are responsible for both communicating the policy to attendees and enforcing it.

- E. The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
- F. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

#### **IV. Compliance**

Butler Community College expects all students, faculty, staff, and visitors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance.

An individual who notes a violation of this policy should

- A. Informally attempt to resolve the problem by requesting that the violator comply with the policy.
- B. If the informal attempt fails, contact the Office of Human Resources or Office of the Vice President of Student Services for referral to the appropriate administrative official.

Repeat violations shall be dealt with according to established student, faculty, and staff codes of conduct, policy, and procedures.

## Administration, Faculty and Staff

### **Jordan Abbot**

Assistant Football Coach  
A.A., Tallahassee Community College  
B.S., Florida State University  
M.S., Valdosta State University

### **Lea Atkinson**

Assistant Professor, Nursing  
B.S.N., Wichita State University

### **Janice Akao**

Professor, Administration/Accounting  
B.S., University of Arizona  
M.B.A., Grand Canyon University

### **Elena Allen**

Assistant Professor, Reading  
B.A., Krasnoyarsk State  
Pedagogical University  
M.S., Capella University  
Ph.D., Capella University

### **Kirsten Allen**

Director of Admissions  
A.S., Pratt Community College  
B.A., Washburn University  
M.S., Southwestern College

### **Adam Anthony**

Associate Professor, Mathematics  
B.S., Kansas State University  
M.S., Wichita State University

### **Danille Anthony**

Professor, Chemistry  
A.S., Cowley County Community College  
B.S., Friends University  
M.S., University of North Texas

### **Susan Cheree Anthony-Encapera**

Professor, Behavioral Science  
B.A., St. Ambrose University  
M.S., Emporia State University

### **Mel Arnold**

Assistant Director, Accounts Receivable  
A.S., Independence Community College  
B.A., Wichita State University

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