



It's powerful being a Grizzly!

Welcome. Thank you for making the powerful decision to enroll at Butler.

From our small classes and flexible scheduling to a tuition that's half the cost of four-year universities, Butler offers a powerful education you just won't find anywhere else.

At Butler, learning is something we do together. You'll discover learning is powerful when instructors support your goals and give you personalized, hands-on attention. You'll find that our courses become more than subjects because our instructors provide lessons for life, not simply lessons for class.

We know you chose Butler for a reason. Whether to earn your associate degree, build a career, continue school – or reach any other kind of goals. We are focused on inspiring you to achieve your dreams. And we're here to help you succeed at every step along your journey.

At Butler, our students, faculty and staff truly are the personalities behind the power. We look forward to sharing a unique educational experience with you. One we like to call pure learning power.

When you choose us, we choose you. Together, we'll discover where Butler's power will take you.

Jackie Vietti, President

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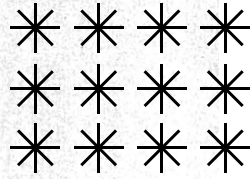
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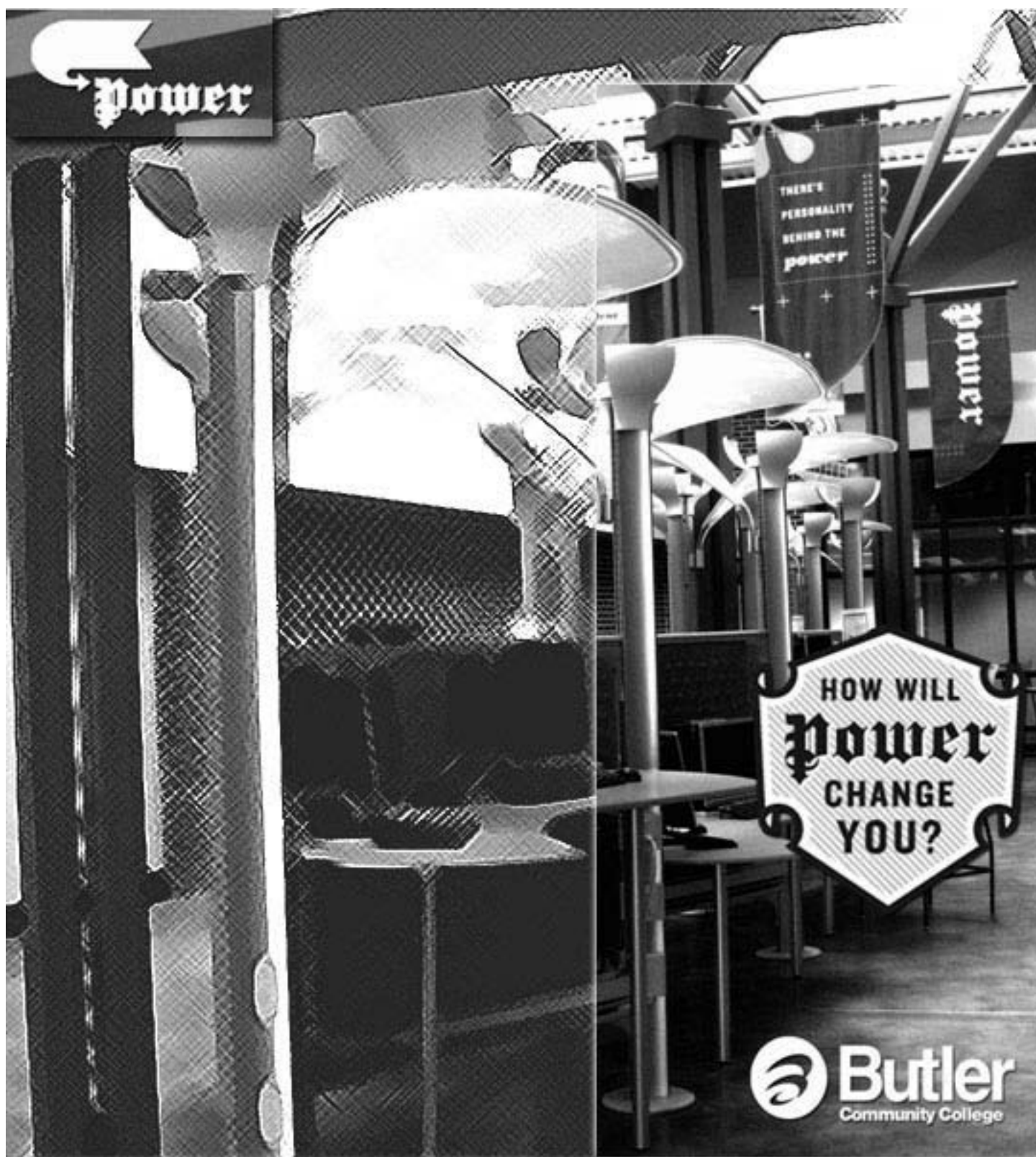
power

IS HERE



Butler
Community College
Pure Learning Power

catalog
2011 - 2012



The Learning College of Choice



Learning College of Choice

INTRODUCTION

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

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

OUR MISSION

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

OUR VISION

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

OUR STRATEGIC PRIORITIES

- Advance 21st century skills through the Learning PACT Personal Development, Analytical Thinking, Communication and Technology Skills with our students.
- Build student engagement inside and outside the classroom. Respond with agility to area employer demands.
- Expand resources through entrepreneurial endeavors.
- Enhance the college's facilities and grounds.

TIMELESS INSTITUTIONAL VALUES

- Quality
- Integrity
- Service
- Caring

BUTLER'S PURPOSES

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

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



BUTLER LEARNING COLLEGE PRINCIPLES

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

FOCUS ON LEARNING

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

ASSUME PERSONAL RESPONSIBILITY

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

ADVANCE ACTIVE ENGAGEMENT IN LEARNING

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

PROVIDE MULTIPLE LEARNING OPPORTUNITIES

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

VALUE OUR HUMAN RESOURCES

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

MAKE DECISIONS BASED ON FACTS

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

PLAN STRATEGICALLY FOR THE FUTURE

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

RESPOND WITH AGILITY

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

LINK WITH EXTERNAL COMMUNITIES

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

MODEL OUR PRINCIPLES AND TIMELESS VALUES

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

BUTLER'S LEARNING PACT WITH STUDENTS

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

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

The Butler Learning PACT consists of:

P = Personal Development Skills

A = Analytical Thinking Skills

C = Communication Skills

T = Technological Skills

Students' Work Shall Demonstrate:

P = PERSONAL DEVELOPMENT SKILLS

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

A = ANALYTICAL THINKING SKILLS

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

C = COMMUNICATION SKILLS

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

T = TECHNOLOGY SKILLS

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

LEARNING OUTCOMES ASSESSMENT

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

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

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

The complete Butler learning outcomes assessment program is available for perusal in the Office of Assessment pspeary@butlercc.edu.





Degree & Graduation Requirements

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

GENERAL EDUCATION AT BUTLER COMMUNITY COLLEGE

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

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.

Upon successful completion of required credit hours, fulfillment of the specified General Education Requirements in the case of the four degrees, and major requirements, with a minimum cumulative GPA of 2.0 and the following additional requirements, the student will be awarded the appropriate associate degree or certificate. Official documentation of all prior college work at other institutions must be on file in the Registrar's Office prior to issuance of a diploma or certificate. All 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.

To track progress toward degree or certificate completion, Butler offers an on-line degree audit program, available from within Pipeline. This software, known as GPS (Graduation Progress System) offers students and their advisors a variety of useful options to monitor progress toward goal.



ASSOCIATE IN ARTS A.A. MINIMUM DEGREE REQUIREMENTS

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

| | |
|--|--------------------------------------|
| P = Personal Development Skills | 10 credit hours |
| <ul style="list-style-type: none"> Personal management Make smart personal life choices Interpersonal interaction Interact with respect for others in a diverse world | |
| Required courses: | |
| Social and Behavioral Science | 9 credit hours |
| Social Science | 3 credit hours |
| Behavioral Science | 3 credit hours |
| One additional course from either: Social or Behavioral Science | 3 credit hours |
| One activity course in Physical Education | 1 credit hour |
| A = Analytical Thinking Skills | 16 credit hours |
| <ul style="list-style-type: none"> Critical thinking Make informed decisions for challenging situations | |
| Required courses: | |
| Humanities and Fine Arts | 9 credit hours |
| Humanities | 3 credit hours |
| Fine Arts | 3 credit hours |
| One additional course from either Humanities or Fine Arts | 3 credit hours |
| <ul style="list-style-type: none"> Problem solving Find workable solutions for real life problems | |
| Required courses: | |
| Science and Math | 7 credit hours |
| Must include one math course MA 131 or above and one laboratory science course | |
| C = Communication Skills | 9 credit hours |
| <ul style="list-style-type: none"> Creation and delivery of messages Write and speak effectively Reception and interpretation of messages Observe, listen and read effectively | |
| Required courses all grades must be C or better: | |
| English Comp I | 3 credit hours |
| English Comp II | 3 credit hours |
| Public Speaking or Interpersonal Communication | 3 credit hours |
| T = Technology Skills | |
| <ul style="list-style-type: none"> General computer use Use computers and the internet proficiently Discipline-specific technology Use specialized technology effectively | |
| <i>These outcomes are integrated throughout the above required courses</i> | |
| Required Gen Ed courses | 35 credit hours |
| Additional Courses Necessary to complete Program of Study | 27 credit hours (minimum) |
| Minimum Graduation Requirement | 62 credit hours |

ASSOCIATE IN SCIENCE A.S. MINIMUM DEGREE REQUIREMENTS

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

| | |
|--|-------------------------------------|
| P = Personal Development Skills | 7 credit hours |
| <ul style="list-style-type: none"> Personal management Make smart personal life choices Interpersonal interaction Interact with respect for others in a diverse world | |
| Required courses: | |
| Social and Behavioral Science | 6 credit hours |
| Social Science | 3 credit hours |
| Behavioral Science | 3 credit hours |
| Physical Education | 1 credit hour |
| One activity course in Physical Education or Dance | |
| A = Analytical Thinking Skills | 16 credit hours |
| <ul style="list-style-type: none"> Critical thinking Make informed decisions for challenging situations | |
| Required courses: | |
| Humanities and Fine Arts | 6 credit hours |
| Humanities | 3 credit hours |
| Fine Arts | 3 credit hours |
| <ul style="list-style-type: none"> Problem solving Find workable solutions for real life problems | |
| Required courses: | |
| Science and Math | 10 credit hours |
| Must include one math course MA 131 or above and one laboratory science course any may include a computer science course. | |
| C = Communication Skills | 9 credit hours |
| <ul style="list-style-type: none"> Creation and delivery of messages Write and speak effectively Reception and interpretation of messages Observe, listen and read effectively | |
| Required courses all grades must be C or better: | |
| English Comp I | 3 credit hours |
| English Comp II | 3 credit hours |
| Public Speaking or Interpersonal Communication | 3 credit hours |
| T = Technology Skills | |
| <ul style="list-style-type: none"> General computer use Use computers and the internet proficiently Discipline-specific technology Use specialized technology effectively | |
| <i>These outcomes are integrated throughout the above required courses</i> | |
| Required Gen Ed courses | 32 credit hours |
| Additional Courses Necessary to complete Program of Study | 30 credit hours(minimum) |
| Minimum Graduation Requirement | 62 credit hours |



ASSOCIATE IN APPLIED SCIENCE A.A.S. MINIMUM DEGREE REQUIREMENTS

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

P = Personal Development Skills **

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

Courses:

Social and Behavioral Science
One activity course in Physical Education or
Dance

A = Analytical Thinking Skills **

- Critical thinking
Make informed decisions for challenging situations

Courses:

Humanities and Fine Arts

- Problem solving
Find workable solutions for real life problems

Courses:

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

C = Communication Skills **

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

Required course:

English Comp I grade must be C or better 3 credit hours

T = Technology Skills **

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

These outcomes are integrated throughout the above courses

Required Gen Ed courses

**In addition to the 6 required hours noted above, students must take additional 9 credit hours from any PACT area for a total of 15 hours.

| | |
|---|---------------------------|
| Required Technical Specialty/Related Courses | 45 hours (minimum) |
| Minimum Graduation Requirement | 60 hours |

ASSOCIATE IN GENERAL STUDIES A.G.S. MINIMUM DEGREE REQUIREMENTS

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

P = Personal Development Skills

7 credit hours

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

Required courses:

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

A = Analytical Thinking Skills

12 credit hours

- Critical thinking
Make informed decisions for challenging situations

Required Courses:

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

- Problem solving
Find workable solutions for real life problems

Science and Math 6 credit hours

Required Courses:

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

C = Communication Skills

6 credit hours

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

Required course: all grades must be C or better:

English Comp I grade must be C or better 3 credit hours
and one of the following:
English Comp II,
Public Speaking or
Interpersonal Communication 3 credit hours

T = Technology Skills

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

These outcomes are integrated throughout the above required courses

| | |
|---|---------------------------|
| Required Gen Ed courses | 25 hours |
| Additional Courses to meet 62 hr minimum | 37 hours (minimum) |
| Minimum Graduation Requirement | 62 hours |



CERTIFICATE PROGRAM

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

ADDITIONAL DEGREE POLICY

Students with a degree from an accredited institution may earn an additional degree at Butler upon (a) completion of a minimum of 15 Butler hours earned beyond the previous degree and (b) satisfying the requirements for the degree sought. Butler general education requirements are considered fulfilled when a student supplies official documentation of the completion of a Baccalaureate degree or above. All accepted transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree being sought. Students must complete the graduation application and pay the appropriate fees by the designated due date for the additional degree.

COURSES THAT MEET GENERAL EDUCATION REQUIREMENTS

See specific degree requirements to identify the specific courses from the following required and/or accepted for that degree:

1. COMMUNICATIONS

All grades in the following four courses must be C or better:

- EG 101 English Composition I
- EG 102 English Composition II
- SP 100 Public Speaking
- SP 102 Interpersonal Communication.

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

See specific programs of study

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

2. MATH

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

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

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

3. LABORATORY SCIENCE

- AG 220 Crop Science (for Agricultural program students only)
- BI 110 General Biology
- BI 120 Majors Biology I Animal
- BI 130 Majors Biology II Plant
- BI 226 Anatomy and Physiology with Review I
- BI 227 Anatomy and Physiology with Review II
- BI 240 Anatomy and Physiology
- BI 250 Microbiology
- CH 105 Basic Chemistry
- CH 110 College Chemistry I
- CH 115 College Chemistry II
- PH 103 Descriptive Astronomy
- PH 111 Introduction to Meteorology
- PH 130 Basic Physics I
- PH 143 General Physics I,
- PH 146 General Physics II
- PH 251 Physics I
- PH 252 Physics II
- PS 100 General Physical Science
- PS 102 Physical Geology

4. COMPUTER LITERACY

- AG 107 Microcomputers in Agriculture
(For Agricultural program students only)
- BA 104 Information Processing Systems,
- BE 165 Microcomputer Applications I, Word Processing
- BE 170 Microcomputer Applications I, Spreadsheet
- BE 180 Microcomputer Applications I, Database
- BA 245 Advanced Computer Applications
- BE 265 Advanced Applications - Word
- BE 270 Advanced Applications - Excel
- BE 280 Advanced Applications - Access

5. SOCIAL SCIENCE

- AG 120 Agriculture Economics
(For Agricultural program students only)
- EC 200 Principles of Microeconomics
- EC 201 Principles of Macroeconomics
- HS 121 History of Western Civ. I
- HS 122 History of Western Civ. II
- HS 131 U.S. History I
- HS 132 U.S. History II
- HS 201 History of World Civilization I
- HS 202 History of World Civilization II
- PO 141 American Federal Government
- PO 142 State and Local Government
- PO 201 International Relations
- SC 120 Principles of Geography

6. BEHAVIORAL SCIENCE

- BS 103 Human Sexuality
- BS 105 Sociology
- BS 106 Introduction to Anthropology
- BS 107 Women and Society
- BS 110 Contemporary Social Problems
- BS 115 Substance Abuse Awareness
- BS 160 General Psychology
- BS 210 Marriage and Family
- BS 212 Abnormal Psychology
- BS 220 Minority Studies
- BS 260 Developmental Psychology
- BS 270 Child Psychology

7. HUMANITIES

Literature

LT any course except Children's Literature

Foreign Language

FL courses numbered 100 or above

(Command Spanish courses will not fulfill this requirement except for the A.A.S. Nursing Degree.)

Religion/Philosophy

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



8. FINE ARTS**Art**

AR 100 Art Appreciation

Music

MU 100 Music Appreciation

Theatre

TA 206 Introduction to Theatre Art

9. PHYSICAL EDUCATION

DN any dance course

PE any activity course

PE 254 Lifetime Fitness

CATALOG COMPLIANCE

Students will follow the guidelines of the catalog under which they began, provided they remain continuously enrolled from the semester of entry to the semester of graduation. A student may opt to move forward to another more recent catalog but not backwards. If a more recent catalog is selected, all the catalog requirements must be met, not a mix of the prior and newly selected catalogs.

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

DEVELOPMENTAL COURSES

The following developmental courses shall not count toward fulfilling degree requirements, total credit hours earned, honors, or grade point average calculations:

| | |
|--------|-------------------------------------|
| BE 060 | Computer Basics |
| EG 040 | Sentence Structure |
| EG 050 | Paragraph Groundwork |
| EG 060 | Fundamentals of English |
| CH 050 | Math Review for Science |
| MA 010 | Basic Arithmetic |
| MA 020 | Fractions, Decimals and Percents |
| MA 040 | Basic Algebra Concepts |
| MA 050 | Pre-Algebra |
| MA 060 | Fundamentals of Algebra |
| RD 005 | Multisensory Reading & Spelling I |
| RD 006 | Multisensory Reading & Spelling II |
| RD 007 | Multisensory Reading & Spelling III |
| RD 008 | Multisensory Reading & Spelling IV |
| RD 011 | Basic Reading & Vocabulary Skills |
| RD 012 | Reading Fundamentals |
| RD 051 | Spelling Fundamentals |
| RD 052 | Vocabulary Fundamentals |

PHYSICAL EDUCATION REQUIREMENTS

To meet graduation requirements for the A.A., A.S. and A.G.S. degrees, a student must complete one physical education or dance activity credit.

Any exception to the requirement must be recommended by the Physical Education 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, and pay the appropriate fee by the designated time each semester.

Application deadline:

| | |
|---------------|-------------|
| December/Fall | November 20 |
| May/Spring | March 20 |
| July/Summer | July 20 |

GRADUATION EXERCISES

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

ARTICULATION AND TRANSFER*What is an articulation (transfer) agreement?*

An articulation agreement is a "contract" drawn up between a community college and either a high school or a college/university involving faculty, counselors/advisors, administrators and appropriate personnel at both schools. This "contract" consists of aligning and transferring equivalent and prescribed courses applicable to a specific program from the high school to the community college or from the community college to the college or university. The student is ensured that all of the named courses will transfer. Often these agreements will be specialized including a 2 +2 agreement, which consists of two years at Butler and two years at the transfer college or university to complete the bachelor degree. This will in many cases, ensure that the students receive junior status upon entry to the transfer institution. Program plans of study for the following articulation agreements are available to current students through the Advising Office.



**BUTLER'S CURRENT COLLEGE AND UNIVERSITY
ARTICULATION AGREEMENTS:**

BAKER UNIVERSITY

- Associate of Arts will fulfill all General Education requirements for School of Professional and Graduate Studies
- Associate of Science will fulfill all General Education requirements for School of Professional and Graduate Studies

EMPORIA STATE UNIVERSITY

- Approved General Education coursework with the ESU Bachelor in Elementary Education with all coursework available on the El Dorado campus
- Approved General Education coursework with the ESU School of Business Administration for Bachelor's degree in Business
- Associate of Arts and Associate of Science with Bachelor of Business Administration
- Associate of Arts and Associate of Science with Bachelor of Information Systems

FRIENDS UNIVERSITY

- Associate of Science in Business with Bachelor of Business Administration in Human Resource Management with up to 78 credit hours accepted
- Associate of Science in Business with Bachelor of Business Administration in Marketing with up to 78 credit hours accepted
- Associate of Science in Business with Bachelor of Business in Business Management with up to 78 credit hours accepted.

KANSAS STATE UNIVERSITY

- Associate in Science in Business with Bachelor of Science in General Business with up to 63 credit hours accepted
- Associate of Arts in Business with Bachelor of Science in General Business with up to 63 credit hours accepted

KANSAS STATE UNIVERSITY AT SALINA

- Associate in Science in Real Time Reporting with Bachelor of Science in Technology Management with up to 62 credit hours accepted
- Associate of Applied Science in Restaurant Management with Bachelor of Science in Technology Management with up to 62 credit hours accepted
- Associate of Applied Science in Hotel Management with Bachelor of Science in Technology Management with up to 62 credit hours accepted

KANSAS WESLEYAN UNIVERSITY

- Associate of Arts and Associate of Science degree students are guaranteed general admission

NEWMAN UNIVERSITY

- Dual Admission Program – Students who participate in the Dual Admissions Program will receive:
 - Automatic Admission while attending Butler
 - Academic advising from both institutions
 - Upon matriculation as full time student to NU, a \$3,000.00 Butler Scholarship per academic year
- Associate of Arts students will receive junior standing and all lower level General Education requirements from Newman will have been met and up to 62 credit hours can be transferred
- Adult Programs in Bachelor of Science in Nursing, Business Studies, Counseling, and Healthcare Science receive
 - Transfer of up to 74 credit hours
 - Reduced tuition rate.
- Bachelor of Science in Elementary Education
 - Transfer of up to 74 credit hours
 - A \$3,000.00 scholarship if they have completed an Associate's degree from Butler - disbursed over two years the rate of \$750 per semester for 2 years

NORTHWEST MISSOURI STATE UNIVERSITY

- Associate of Science in Marketing and Management to Bachelor of Science in Business Management
- Associate of Science in Business Administration/Accounting with Bachelor of Science in Business Management

OTTAWA UNIVERSITY

- Associate degree with minimum 2.0 GPA admitted automatically and will be afforded the same treatment and protection as OU native students

PITTSBURG STATE UNIVERSITY

- Associate of Arts with the Bachelor of Science in Early Childhood/Late Childhood (K-6, Elementary Education) transferring up to 64 credit hours
- Associate of Science with the Bachelor of Science in Early Childhood/Late Childhood (K-6, Elementary Education) transferring up to 64 credit hours

SOUTHWESTERN COLLEGE

- Associate degree with multiple Bachelor's degrees including transfer of up to 64 credits with all general education course work completed
- Associate degree with Bachelor's in Mathematics Education with transfer up to 80 credits.

STERLING COLLEGE

- Transfer of up to 65 credit hours for online degree completion programs

UNIVERSITY OF PHOENIX

- Associate degree courses with a grade of "C" or above will automatically transfer



WASHBURN UNIVERSITY

- Associate degree 2+2 PLAN with online degree completion including:
 - Bachelor of Integrated Studies
 - Bachelor of Applied Science in Technology Administration
 - Bachelor of Applied Science in Human Services
 - Bachelor of Health Services
 - Bachelor of Science in Nursing
 - Bachelor of Science in Criminal Justice

WICHITA STATE UNIVERSITY

- Associate of Arts or Associate of Science with Bachelor of Science in Elementary Education
- Associate of Applied Science in Manufacturing Engineering Technology with Bachelors of Science in Manufacturing Engineering
- Associate of Applied Science in Nursing with Bachelor of Science in Nursing
- Approved General Education and/or selected program courses

**BUTLER'S CURRENT CAREER PATHWAYS
ARTICULATION AGREEMENTS:**

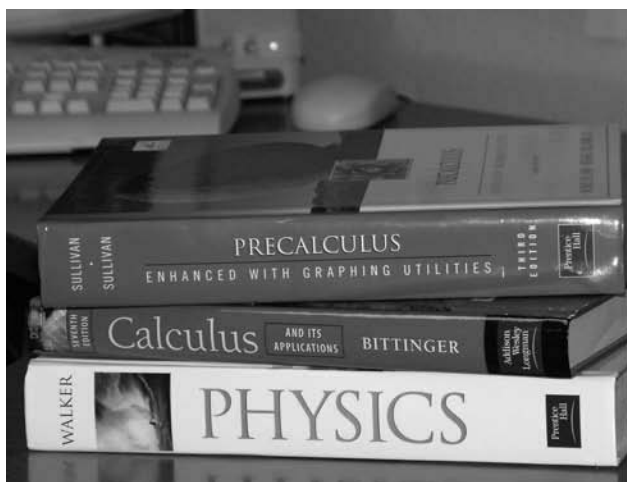
Butler supports the Kansas State Department of Education's Career Pathways initiative in creating and maintaining articulation agreements with secondary schools. For up to 15 months after the graduation date for the high school, selected and approved courses with a grade of "B" or better will be awarded credit at Butler Community College for use with Associate of Applied Science degrees plus Associate of Arts in Mass Communications degrees or for certain Certificate Programs. Articulation program details, career pathways agreements with secondary schools and articulation credit applications for students can be located at http://www.butlercc.edu/career_pathways or students can see their advisor or counselor for further information.

CURRENT ARTICULATION AGREEMENTS WITH USD'S

*(Please check website for the most current listing.
http://www.butlercc.edu/career_pathways)*

| | | |
|----------------|-------------------|---------------|
| Andover | El Dorado | Ottawa |
| Augusta | Emporia | Parsons |
| Bishop Carroll | Eureka | Peabody-Burns |
| Bluestem | Flint Hills | Remington |
| Caldwell | Goddard | Rose Hill |
| Campus | Halstead | South Haven |
| Circle | Hillsboro | Valley Center |
| Council Grove | Kapaun-Mt. Carmel | Wichita |
| Derby | Maize | |
| Douglass | Marion | |





Instructional Divisions

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

DIVISION OF ADVANCED TECHNOLOGY CENTER

The Advanced Technology Center (ATC) Division provides state-of-the-art curriculum for high demand and high wage technical programs and will facilitate collaborative partnerships with business and industry and area school districts.

The ATC Division also assists in addressing the demand among Butler CC's service area employers for a well-trained and educated workforce, especially in the areas of manufacturing engineering technology, composites technology, engineering graphics technology, information technology, cyber-security technology, and realtime reporting technology.

COMPUTER INFORMATION TECHNOLOGY-Database Administration, Digital Media, Digital Media Specialist, Cyber Security, Interactive 3D, Interactive 3D Specialist, Internetworking Management, Software Development, Web Development, Web Development Specialist, and Windows Administration;

MANUFACTURING ENGINEERING TECHNOLOGY – Composite Engineering Technology, Engineering Graphics Technology, Manufacturing Engineering Technology, and Surveying Technology.

REALTIME REPORTING TECHNOLOGY – Realtime Reporting Technology, Realtime Reporting (Steno) Certificate, and Realtime Reporting (Voice) Certificate.

DIVISION OF BEHAVIORAL SCIENCE, MATH, SCIENCE AND PHYSICAL EDUCATION

The Behavioral Science, Math, Science and Physical Education Division provides the necessary general education requirements to graduate from Butler with an Associate in Arts, Associate in Science, Associate in Applied Science and Associate in General Studies degrees. The following departments are represented within the division:

Administration of Justice Police, Behavioral Science Anthropology, Psychology, Sociology and Addictions Counseling, Health and Physical Education, Elementary and Secondary Education, Mathematics, Biology, Chemistry, Physics, Physical Science, Pre-Engineering, and Social Science Economics, History, Pre-Law, and Political Science. The division also provides programs in several occupational and professional areas. For more information call 316 322-3129 or direct 733-3129 from the Wichita/metro area.

DIVISION OF CAREER AND TECHNICAL EDUCATION

The Career and Technical Education Division facilitates learning using industry certified instructors and state-of-the-art technology to give stakeholders the competitive edge in the high skill, high wage, high demand global marketplace. The following programs are offered in the Career and Technical Education Division:

- **AGRICULTURE**-Agribusiness, Agriculture, Livestock Management & Merchandising, Farm and Ranch Management, and Pre-Veterinarian;
- **AUTOMOTIVE**-Auto Collision Repair and Auto Technology;
- **BUSINESS & PROFESSIONAL**-Accounting Assistant, Advertising, Business Administration/Accounting, Hotel Management, Marketing & Management, Restaurant Management, Tourism, and Starting & Managing a Business;
- **BUSINESS SYSTEMS TECHNOLOGY**-Business Education, Business Administrative Professional, Business Legal Specialist, Business Medical Specialist, Medical and Billing Specialist, and Medical Transcriptionist.
- **HUMAN SERVICES & PUBLIC SAFETY**-Fire Science.
- **WORKFORCE DEVELOPMENT** services are offered through the division: Cooperative Education, Student Career and Employment Services. For more information call 316 322-3128 or direct 733-3128 from the Wichita/metro area.



DIVISION OF HUMANITIES/ FINE ARTS

The Division of Humanities/Fine Arts provides general education courses to all students and freshman/sophomore degree requirements for those students majoring in Art, Dance, English/Literature, Foreign Language, Humanities, Mass Communications, Music, Philosophy/Religion, Speech, and Theatre.

Courses in the Humanities/Fine Arts enable students to create, to communicate their individual ideas and talents, to interpret the ideas and creativity of others, to develop critical-thinking skills, and to appreciate the arts and humanities. For more information call 316 322-3328 or direct 733-3328 from the Wichita/metro area.

DIVISION OF LEARNING RESOURCES AND SERVICES

The division provides a variety of programs and services to help meet the diverse needs of Butler's students. These include library services, concurrent credit, community education, disability services, tutoring and testing services, and online learning as well as academic courses.

The academic departments are college orientation, leadership studies, reading and Academic Achievement Centers. Courses in these departments are both developmental and college credit courses that support the educational pursuits of all students. For more information call 316 322-3125 or direct from the Wichita/metro area 316 733-3125.

DIVISION OF NURSING, ALLIED HEALTH AND EARLY CHILDHOOD EDUCATION

NURSING

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

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

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

ALLIED HEALTH AND CONTINUING NURSING EDUCATION

Butler is approved by the Kansas State Board of Nursing as a provider of continuing nursing education. Approval for selected programs is provided for nursing home administrators and social workers. Other courses prepare certified personnel for positions in health care agencies. The basic Emergency Medical Training EMT program prepares students to take both state and national certification exams. Butler is a Community Training Center for the American Heart Association, and provides classes in Basic Life Support and Advanced Cardiac Life Support. For more information call 316 320-7375.

EARLY CHILDHOOD EDUCATION

The Associate in Applied Science Degree is designed for students planning to seek employment in a child care field following completion of their two-year degree. The one-year Certificate Program is for those not wishing to include the total general education requirements. The programs will qualify the graduate to direct a center of up to 100 children as well as teach and/or administrate in child care centers. By adding the designed courses, the A.A.S. Degree may be altered to obtain the Special Education option for the student wishing to be trained to work as a paraprofessional with preschool special education children. For more information call 316 322-3182 or direct 733-3182 from the Wichita/metro area.

Many early childhood students do practicum work in the state-of-the-art EduCare Center. It serves as a lab site for the program as well as a service for children of students, faculty, staff and the community. It is licensed for 120 children ages two weeks to 12 years old. For more information call 316 322-6845 or direct 218-6845 from the Wichita/metro area.





Programs of Study

SUGGESTED PROGRAMS OF STUDY

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

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

The programs of study for the Associate of Applied Science A.A.S. degree and certificate programs are required programs of study. To acquire a "major" designation on the transcript for the A.A.S. degree, the student must successfully complete all the required courses as outlined in the required program of study.

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

DEGREES

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

NOTE: All first-time, full-time students are required to enroll in OR 102 Student Connect during their first semester at Butler. Should a student not be successful in this one hour class, he/she assumes the responsibility to re-enroll until the course is successfully completed.

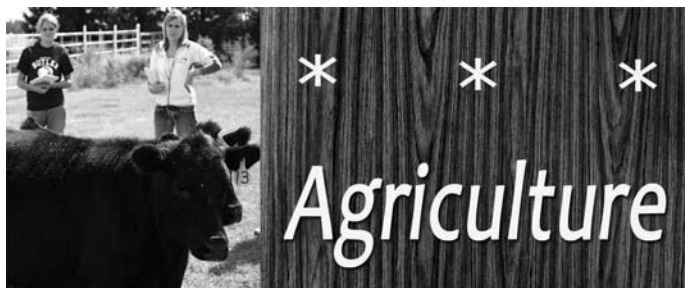


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AGRIBUSINESS

ASSOCIATE IN SCIENCE

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

| | HOURS |
|--|-----------------------|
| General Education Requirements | 32 |
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | or SP 102 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Crop Science | AG 220 |
| Computer Science | 3 |
| <input type="checkbox"/> Microcomputer in Agriculture | AG 107 |
| Social/Behavioral Science Requirement | 6 |
| <input type="checkbox"/> One Social Science Course (EC 201 Prin. of Macroeconomics recommended) | |
| <input type="checkbox"/> One Behavioral Science Course | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | 11 |
| <input type="checkbox"/> Principles of Animal Science | AG 102 |
| <input type="checkbox"/> Agriculture in Society | AG 111 |
| <input type="checkbox"/> Agriculture Economics | AG 120 |
| <input type="checkbox"/> Fund. of Livestock Nutrition | AG 211 |
| Related Electives | 11 |
| <input type="checkbox"/> Livestock Judging Lab I | AG 136 |
| <input type="checkbox"/> Livestock Judging Lab II | AG 137 |
| <input type="checkbox"/> Crop and Soil Management | AG 142 |
| <input type="checkbox"/> Internship I | AG 193 |
| <input type="checkbox"/> Internship II | AG 194 |
| <input type="checkbox"/> Coop. Ed. I, II, III, IV | AG 197, 198, 297, 298 |
| <input type="checkbox"/> Meat Science Fundamentals | AG 212 |
| <input type="checkbox"/> Financial Mgmt. in Agriculture | AG 215 |
| <input type="checkbox"/> Livestock Health and Disease | AG 216 |
| <input type="checkbox"/> Marketing Agriculture Products | AG 217 |
| <input type="checkbox"/> Principles of Future Markets | AG 218 |
| <input type="checkbox"/> Beef Management | AG 221 |
| <input type="checkbox"/> Range Management | AG 230 |
| <input type="checkbox"/> Livestock Rations | AG 240 |

| | | |
|---|-------------|---|
| <input type="checkbox"/> Introduction to Food Science | AG 213 | 3 |
| <input type="checkbox"/> Livestock Concepts & Practices | AG 275 | 3 |
| <input type="checkbox"/> Livestock Business Management | AG 285 | 3 |
| <input type="checkbox"/> Directed Ind. Study in Ag. | AG 294, 295 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |

A total of 62 credit hours is required for this degree. In addition to the 32 credit hours of general education requirements and 11 credit hours of required courses, choose 11 or more credit hours from the list of related electives. The remaining 8 hours may be from the related elective list or any other courses that enhance transfer to the university of your choice.

AGRIBUSINESS

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Don Gronau, Lead Instructor at 316.322.3145

Program Information

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

Ag Ambassadors

The Ag Ambassadors allow leadership opportunities for the students. In addition, Butler's Livestock Judging Team is nationally-renowned, and travels extensively and winning numerous competitions each season.

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.

Recommended Course Sequence

Some courses are offered only in the Spring semester while others are only offered in the Fall. Ask your advisor or instructor for details as you plan your class schedule.

Related Programs

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

After Butler

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

Salary

Average Annual Wage: \$43,390

(Source: Kansas Wage Survey, 2000 edition, Wichita MSA)



AGRICULTURE**ASSOCIATE IN SCIENCE**

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

| | HOURS |
|---|-----------------|
| General Education Requirements | 32 |
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 or |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science, Math and Computer Science | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Crop Science | AG 220 |
| <input type="checkbox"/> Microcomputer in Agriculture | AG 107 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> One Social Science Course | |
| EC 201 Princ. of Macroeconomics recommended | |
| <input type="checkbox"/> One Behavioral Science Course | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | 11 |
| <input type="checkbox"/> Principles of Animal Science | AG 102 |
| <input type="checkbox"/> Agriculture in Society | AG 111 |
| <input type="checkbox"/> Agriculture Economics | AG 120 |
| <input type="checkbox"/> Fund. of Livestock Nutrition | AG 211 |

A total of 62 credit hours is required for this degree. In addition to the 32 credit hours of general education requirements and 11 credit hours of required courses, choose 11 or more credit hours from the list of related electives below. The remaining 8 hours may be from the related elective list or any other courses that enhance transfer to the university of your choice.

| | |
|---|-----------------------|
| Related Electives | 11 |
| <input type="checkbox"/> Feeder Livestock Prod. Mgmt. | AG 108 |
| <input type="checkbox"/> Breeding Livestock Prod. Mgmt. | AG 109 |
| <input type="checkbox"/> Livestock Selection I | AG 133 |
| <input type="checkbox"/> Livestock Selection II | AG 134 |
| <input type="checkbox"/> Livestock Judging Lab I | AG 136 |
| <input type="checkbox"/> Livestock Judging Lab II | AG 137 |
| <input type="checkbox"/> Crop and Soil Management | AG 142 |
| <input type="checkbox"/> Internship I | AG 193 |
| <input type="checkbox"/> Internship II | AG 194 |
| <input type="checkbox"/> Coop. Ed. I, II, III, IV | AG 197, 198, 297, 298 |
| <input type="checkbox"/> Meat Science Fundamentals | AG 212 |
| <input type="checkbox"/> Livestock Health and Disease | AG 216 |
| <input type="checkbox"/> Marketing Agriculture Products | AG 217 |
| <input type="checkbox"/> Swine Management | AG 219 |
| <input type="checkbox"/> Beef Management | AG 221 |
| <input type="checkbox"/> Range Management | AG 230 |
| <input type="checkbox"/> Livestock Judging Lab III | AG 236 |
| <input type="checkbox"/> Livestock Judging Lab IV | AG 237 |
| <input type="checkbox"/> Livestock Rations | AG 240 |

| | | |
|---|-------------|---|
| <input type="checkbox"/> Horse Science | AG 245 | 3 |
| <input type="checkbox"/> Equine Production | AG 247 | 3 |
| <input type="checkbox"/> Livestock Concepts & Practices | AG 275 | 3 |
| <input type="checkbox"/> Livestock Business Mgmt. | AG 285 | 3 |
| <input type="checkbox"/> Dir. Ind. Study in Ag. | AG 294, 295 | 3 |
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |
| <input type="checkbox"/> Introduction to Food Science | AG 213 | 3 |

AGRICULTURE**Transfer Program**

Degree Offered: Associate in Science

Credits Required: 62

Contact: Don Gronau, Lead Instructor at 316.322.3145

Program Information

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

Ag Ambassadors

Ag Ambassadors allows leadership opportunities for students. In addition, Butler's Livestock Judging Team is nationally-renowned, traveling extensively and winning numerous competitions each season.

Recommendations

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

Related Programs

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

Recommended Course Sequence

Some courses are offered only in the Spring semester while others are only offered in the Fall. Ask your advisor or instructor for details as you plan your class schedule.

After Butler

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

Starting Salary: \$22,952 to 25,658 per year.

(Source: Workforce Planning Guide & Wage Survey, 2003 Edition, KDHR)



LIVESTOCK MANAGEMENT AND MERCHANDISING

ASSOCIATE IN APPLIED SCIENCE

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

| | | HOURS |
|---|-----------------------------------|-----------|
| General Education Requirements | | 19 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> One other course | EG 102, SP 100, SP 102, EG 112 | |
| Science, Math and Computer Science | | 10 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> Crop Science | AG 220 | |
| <input type="checkbox"/> Microcomputer in Agriculture | AG 107 | |
| Social/Behavioral Science | | 3 |
| <input type="checkbox"/> Agriculture Economics | AG 120 | |
| Required Courses | | 14 |
| <input type="checkbox"/> Principles of Animal Science | AG 102 | 3 |
| <input type="checkbox"/> Feeder Livestock Prod. Mgmt. | AG 108 | 3 |
| <input type="checkbox"/> Breeding Livestock Prod. Mgmt. | AG 109 | 3 |
| <input type="checkbox"/> Agriculture in Society | AG 111 | 2 |
| <input type="checkbox"/> Fund. of Livestock Nutrition | AG 211 | 3 |
| Related Electives | | 29 |
| <input type="checkbox"/> Livestock Selection I | AG 133 | 3 |
| <input type="checkbox"/> Livestock Judging I | AG 136 | 2 |
| <input type="checkbox"/> Livestock Judging II | AG 137 | 2 |
| <input type="checkbox"/> Introduction to Food Science | AG 213 | 3 |
| <input type="checkbox"/> Meat Science Fundamentals | AG 212 | 2 |
| <input type="checkbox"/> Financial Mgmt. in Agriculture | AG 215 | 3 |
| <input type="checkbox"/> Livestock Health and Disease | AG 216 | 3 |
| <input type="checkbox"/> Marketing Agriculture Products | AG 217 | 3 |
| <input type="checkbox"/> Principles of Futures Markets | AG 218 | 3 |
| <input type="checkbox"/> Swine Management | AG 219 | 3 |
| <input type="checkbox"/> Beef Management | AG 221 | 3 |
| <input type="checkbox"/> Range Management | AG 230 | 3 |
| <input type="checkbox"/> Livestock Judging III | AG 236 | 2 |
| <input type="checkbox"/> Livestock Judging IV | AG 237 | 2 |
| <input type="checkbox"/> Livestock Rations | AG 240 | 3 |
| <input type="checkbox"/> Horse Science | AG 245 | 3 |
| <input type="checkbox"/> Equine Production | AG 247 | 3 |
| <input type="checkbox"/> Livestock Concepts & Practices | AG 275 | 3 |
| <input type="checkbox"/> Livestock Business Mgmt. | AG 285 | 3 |
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |

LIVESTOCK MANAGEMENT AND MERCHANDISING

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Don Gronau, Lead Instructor at 316.322.3145

Program Information

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

Ag Ambassadors

Ag Ambassadors allows leadership opportunities for students. In addition, Butler's Livestock Judging Team is nationally-renowned, traveling extensively and winning numerous competitions each season.

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

After Butler

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

Median Wage for First-Line supervisors/managers of Farming Workers in South Central Kansas is \$30,905 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



LIVESTOCK MANAGEMENT & MERCHANDISING

CERTIFICATE

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

| | | HOURS |
|---|-----------------------|-----------|
| Required Courses | | 16 |
| <input type="checkbox"/> Principles of Animal Science | AG 102 | 3 |
| <input type="checkbox"/> Agriculture Economics | AG 120 | 3 |
| <input type="checkbox"/> Fund. of Livestock Nutrition | AG 211 | 3 |
| <input type="checkbox"/> Financial Mgmt. in Agriculture | AG 215 | 3 |
| <input type="checkbox"/> Crop Science | AG 220 | 4 |
| Related Electives | | 15 |
| <input type="checkbox"/> Microcomputers in Agriculture | AG 107 | 3 |
| <input type="checkbox"/> Feeder Livestock Prod. Mgmt. | AG 108 | 3 |
| <input type="checkbox"/> Breeding Livestock Prod. Mgmt. | AG 109 | 3 |
| <input type="checkbox"/> Agriculture in Society | AG 111 | 2 |
| <input type="checkbox"/> Livestock Selection I | AG 133 | 3 |
| <input type="checkbox"/> Livestock Judging I | AG 136 | 2 |
| <input type="checkbox"/> Livestock Judging II | AG 137 | 2 |
| <input type="checkbox"/> Crop and Soil Management | AG 142 | 3 |
| <input type="checkbox"/> Meat Science Fundamentals | AG 212 | 2 |
| <input type="checkbox"/> Introduction to Food Science | AG 213 | 3 |
| <input type="checkbox"/> Livestock Health and Disease | AG 216 | 3 |
| <input type="checkbox"/> Marketing Agriculture Products | AG 217 | 3 |
| <input type="checkbox"/> Swine Management | AG 219 | 3 |
| <input type="checkbox"/> Beef Management | AG 221 | 3 |
| <input type="checkbox"/> Range Management | AG 230 | 3 |
| <input type="checkbox"/> Livestock Judging III | AG 236 | 2 |
| <input type="checkbox"/> Livestock Judging IV | AG 237 | 2 |
| <input type="checkbox"/> Livestock Rations | AG 240 | 3 |
| <input type="checkbox"/> Horse Science | AG 245 | 3 |
| <input type="checkbox"/> Equine Production | AG 247 | 3 |
| <input type="checkbox"/> Livestock Concepts & Practices | AG 275 | 3 |
| <input type="checkbox"/> Livestock Business Management | AG 285 | 3 |
| <input type="checkbox"/> Internship I | AG 193 | 1-3 |
| <input type="checkbox"/> Internship II | AG 194 | 1-3 |
| <input type="checkbox"/> Coop. Ed. I, II, III, IV | AG 197, 198, 297, 298 | 2-6 |
| <input type="checkbox"/> Dir. Ind. Study in Agriculture | AG 294, 295 | 3 |
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |

Certificate requires 31 credit hours.

LIVESTOCK MANAGEMENT AND MERCHANDISING

Certificate Offered: Certificate in Agriculture

Credits Required: 31

Contact: Don Gronau, Lead Instructor, at 316.322.3145

Program Information

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

Ag Ambassadors

Ag Ambassadors allows leadership opportunities for students. In addition, Butler's Livestock Judging Team is nationally-renowned, traveling extensively and winning numerous competitions each season.

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

After Butler

Recent certificate graduates hold positions as farm and ranch managers and numerous agriculture related occupations.

Starting Salary: \$22,952 to 25,658 per year. Source: Workforce Planning Guide & Wage Survey, 2003 Edition, KDHR

Certificate Of Completion Program Recommendations

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

Related Programs

Agribusiness, Agriculture, Farm and Ranch Management, Livestock Management, and Merchandising

Recommended Course Sequence

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

After Butler

Recent certificate graduates hold positions as farm and ranch managers and numerous agriculture related occupations.

Starting Salary: \$22,952 to 25,658 per year.

(Source: Workforce Planning Guide & Wage Survey, 2003 Edition, KDHR)



FARM AND RANCH MANAGEMENT**ASSOCIATE IN APPLIED SCIENCE**

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

| | HOURS |
|---|--------------------------------|
| General Education Requirements | 19 |
| Communications | 6 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> One other course | EG 102, SP 100, SP 102, EG 112 |
| Science, Math and Computer Science | 10 |
| <input type="checkbox"/> Math Requirement | MA 114 or above |
| <input type="checkbox"/> Crop Science | AG 220 |
| <input type="checkbox"/> Microcomputer in Agriculture | AG 107 |
| Social/Behavioral Science | 3 |
| <input type="checkbox"/> Agriculture Economics | AG 120 |
| Required Courses | 20 |
| <input type="checkbox"/> Principles of Animal Science | AG 102 3 |
| <input type="checkbox"/> Feeder Livestock Prod. Mgmt. | AG 108 3 |
| <input type="checkbox"/> Breeding Livestock Prod. Mgmt. | AG 109 3 |
| <input type="checkbox"/> Agriculture in Society | AG 111 2 |
| <input type="checkbox"/> Fund. of Livestock Nutrition | AG 211 3 |
| <input type="checkbox"/> Financial Mgmt. in Agriculture | AG 215 3 |
| <input type="checkbox"/> Range Management | AG 230 3 |
| Related Electives | 15 |
| <input type="checkbox"/> Livestock Selection I | AG 133 3 |
| <input type="checkbox"/> Livestock Judging I | AG 136 2 |
| <input type="checkbox"/> Livestock Judging II | AG 137 2 |
| <input type="checkbox"/> Crop and Soil Mgmt. | AG 142 3 |
| <input type="checkbox"/> Meat Science Fundamentals | AG 212 2 |
| <input type="checkbox"/> Livestock Health and Disease | AG 216 3 |
| <input type="checkbox"/> Marketing Agriculture Products | AG 217 3 |
| <input type="checkbox"/> Principles of Futures Markets | AG 218 3 |
| <input type="checkbox"/> Swine Management | AG 219 3 |
| <input type="checkbox"/> Beef Management | AG 221 3 |
| <input type="checkbox"/> Livestock Rations | AG 240 3 |
| <input type="checkbox"/> Livestock Judging III | AG 236 2 |
| <input type="checkbox"/> Livestock Judging IV | AG 237 2 |
| <input type="checkbox"/> Horse Science | AG 245 3 |
| <input type="checkbox"/> Equine Production | AG 247 3 |
| <input type="checkbox"/> Livestock Concepts & Practices | AG 275 3 |
| <input type="checkbox"/> Livestock Business Mgmt. | AG 285 3 |

A total of 62 credit hours is required for this degree. In addition to the 19 credit hours of general education requirements and 20 credit hours of required courses, choose a minimum of 15 credit hours of related electives of which Internship I or Cooperative Education I may be applied. The remaining 8 hours may be from the related elective list or any other courses that enhance transfer to the university of your choice.

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

FARM AND RANCH MANAGEMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Don Gronau, Lead Instructor at 316.322.3145

Program Information

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

Ag Ambassadors

Ag Ambassadors allows leadership opportunities for students. In addition, Butler's Livestock Judging Team is nationally-renowned, traveling extensively and winning numerous competitions each season.

Related Programs

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

Recommended Course Sequence

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

After Butler

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

Median Wage for Farm and Ranch Managers in South Central Kansas is \$40,206 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



PRE-VETERINARIAN**ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you to have the background in required courses to transfer into a university program in veterinary medicine.

| | HOURS |
|---|---------------------------|
| General Education Requirements | 33 |
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 or |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science, Math and Computer Science | 11 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | CH 110 Chemistry I req. 5 |
| <input type="checkbox"/> Microcomputer in Agriculture | AG 107 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> One Social Science course | |
| (EC 201 Princ. of Macroeconomics recommended) | |
| <input type="checkbox"/> One Behavioral Science course | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | 30 |
| <input type="checkbox"/> Principles of Animal Science | AG 102 3 |
| <input type="checkbox"/> Agriculture in Society | AG 111 2 |
| <input type="checkbox"/> Agriculture Economics | AG 120 3 |
| <input type="checkbox"/> Crop Science | AG 220 4 |
| <input type="checkbox"/> Fund. of Livestock Nutrition | AG 211 3 |
| <input type="checkbox"/> General Biology | BI 110 5 |
| <input type="checkbox"/> Chemistry II | CH 115 5 |
| <input type="checkbox"/> General Physics I | PH 143 5 |

A total of 63 credit hours is required for this degree. See Agriculture Lead Instructor for veterinary school requirements

PRE-VETERINARIAN**Transfer Program**

Degree Offered: Associate in Science

Credits Required: 63

Contact: Don Gronau, Lead Instructor at 316.322.3145

Program Information

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

Ag Ambassadors

Ag Ambassadors allows leadership opportunities for students. In addition, Butler's Livestock Judging Team is nationally-renowned, traveling extensively and winning numerous competitions each season.

Recommendations

Visit with agricultural departmental faculty to determine the course sequences that meet your specific needs. Enroll early as classes tend to fill quickly. Students follow 4-year program options in one of the following: Animals Science pre-vet, Agronomy pre-vet, Agriculture Economics pre-vet when transferring.

Related Programs

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

Recommended Course Sequence

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

After Butler

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

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

Median Wage for Veterinarians in South Central Kansas is \$57,116 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



FOOD SCIENCE AND SAFETY**ASSOCIATE IN SCIENCE**

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

| | HOURS |
|---|-----------------|
| General Education Requirements | 35 |
| Communications | 9 |
| <input type="checkbox"/> English Comp | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP102 |
| Science and Math | 13 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> General Biology | BI 110 |
| <input type="checkbox"/> College Chemistry I | CH 110 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

A total of 68 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete the 68 credit hours is listed below:

| Required Courses | | 33 |
|---|--------|----|
| <input type="checkbox"/> Meat Science Fundamentals | AG 212 | 2 |
| <input type="checkbox"/> Introduction to Food Science | AG 213 | 3 |
| <input type="checkbox"/> Microbiology | BI 250 | 5 |
| <input type="checkbox"/> College Chemistry II | CH 115 | 5 |
| <input type="checkbox"/> Organic Chemistry I | CH 240 | 5 |
| <input type="checkbox"/> Organic Chemistry II | CH 245 | 5 |
| <input type="checkbox"/> Applied Statistics | MA210 | 3 |
| <input type="checkbox"/> Physics 1 | PH 251 | 5 |

FOOD SCIENCE AND SAFETY**Career Program**

Degree Offered: Associate in Science

Credits Required: 68

Contact: Don Gronau, Lead Instructor at 316.322.3145

Program Information

The Associate in Science in Food Science and Safety is designed for students planning to seek to transfer to a four-year college. Food science students will learn how chemistry, nutrition, biology and other sciences improve the safety and quality of foods, how new food products and flavors are developed, and how safer and more energy efficient food processes are designed.

Ag Ambassadors

Ag Ambassadors allows leadership opportunities for students. In addition, Butler's Livestock Judging Team is nationally-renowned, traveling extensively and winning numerous competitions each season.

Related Programs

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

Recommended Course Sequence**Semester 1:**

EG 101; SP 100; CH 110; MA 131 or above; Physical Education Requirement

Semester 2:

EG 102; CH 115; Humanities Requirement; EC 201; MA 210

Semester 3:

CH 240; Behavioral Science Requirement; Fine Arts Requirement

Semester 4:

CH 245 Related Electives

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





AUTOMOTIVE COLLISION REPAIR

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program includes training in structure and analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. You will be ready to sit for the Automotive Service Excellence A.S.E. exams at the completion of the program. 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. Estimated cost is \$2,000. These classes are in high demand and fill quickly. This program is Automotive Service Excellence ASE certified.

| | HOURLS |
|---|-------------------|
| General Education Requirements | 15 |
| Communications | 6 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Math and Computer Science | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above 3 |
| <input type="checkbox"/> Science Requirement | CH 105 or above 3 |
| <input type="checkbox"/> Computer Science Requirement | |
| Social/Behavioral Science | 3 |
| <input type="checkbox"/> Sociology or | BS 105 |
| <input type="checkbox"/> General Psychology | BS 160 |
| Required Courses | 45 |
| SEMESTER 1 (Fall) | |
| <input type="checkbox"/> Non-Structural Analysis Damage I | AB 137 3 |
| <input type="checkbox"/> Painting and Refinishing I | AB 104 3 |
| <input type="checkbox"/> Non-Structural Analysis Damage II | AB 138 4 |
| <input type="checkbox"/> General Industry Health & Safety | FS 113 2 |
| SEMESTER 2 (Spring) | |
| <input type="checkbox"/> Painting & Refinishing II | AB 105 4 |
| <input type="checkbox"/> Painting & Refinishing III | AB 204 3 |
| <input type="checkbox"/> Painting & Refinishing IV | AB 205 4 |
| SEMESTER 3 (Fall) | |
| <input type="checkbox"/> Structural Analysis & Damage I | AB 139 2 |
| <input type="checkbox"/> Structural Analysis & Damage II | AB 140 2 |
| <input type="checkbox"/> Structural Analysis & Damage III | AB 239 3 |
| <input type="checkbox"/> Mechanical & Electrical Components | AB 241 3 |

SEMESTER 4 (Spring)

| | | |
|---|--------|---|
| <input type="checkbox"/> Non-Structural Analysis & Damage III | AB 237 | 4 |
| <input type="checkbox"/> Non-Structural Analysis & Damage IV | AB 238 | 5 |
| <input type="checkbox"/> Structural Analysis and Damage V | AB 240 | 3 |

| Related Electives | | 6 |
|---------------------------------|----------|----------|
| Principles of Advertising | BA 103 | 3 |
| Entrepreneurship | BA 109 | 3 |
| Business Law I | BA 115 | 3 |
| Accounting I | BA 126 | 3 |
| Writing a Business Plan | BA 129 | 3 |
| Introduction to Marketing | BA 140 | 3 |
| Merchandising | BA 203 | 3 |
| Principles of Management | BA 210 | 3 |
| Personal Selling | BA 215 | 3 |
| Cyber Marketing | BA 219 | 3 |
| Microcomputer Apps. -Quickbooks | BE 193 | 1 |
| Internship I | AB 193-1 | 1 |
| Internship I | AB 193-2 | 2 |
| Internship II | AB 194-1 | 1 |
| Internship II | AB 194-2 | 2 |

This is a two-year degree program - no exceptions will be made to shorten the time. A total of 66 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 45 credit hours of required courses, choose 6 credit hours from the list of related electives.

COLLISION REPAIR TECHNOLOGY

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 66

Contact: Donnie Smith, Lead Instructor, at 316.323.6890

Program Information

Classes prepare students for the Automotive Service Excellence 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

An additional \$25 lab fees is assessed to each program course and subject to change. Students are required to purchase their own tools throughout the program at an estimated fee of \$3,000. Uniforms will be required. Approximate uniform cost is \$150 per year. A fee for I-CAR materials is also assessed.

Prior to Admission

Appropriate placement scores, see an advisor for details.

Recommended Course Sequence

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

After Butler

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

Median Wage for Automotive Body and Related Repairers in South Central Kansas is \$32,974 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



AUTOMOTIVE COLLISION REPAIR**CERTIFICATE**

Your Butler experience will prepare you to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program includes training in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques and damage analysis and estimating. You will be ready to sit for the Automotive Service Excellence ASE exams at the completion of the program. 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. Estimated cost is \$2,000. These classes are in high demand and fill quickly. This program is Automotive Service Excellence ASE certified.

| | HOURS | |
|---|--------|-----------|
| Required Courses | | 45 |
| SEMESTER 1 (Fall) | | |
| <input type="checkbox"/> Non-Structural Analysis Damage I | AB 137 | 3 |
| <input type="checkbox"/> Painting & Refinishing I | AB 104 | 3 |
| <input type="checkbox"/> Non-Structural Analysis Damage II | AB 138 | 4 |
| <input type="checkbox"/> General Industry Health & Safety | FS 113 | 2 |
| SEMESTER 2 (Spring) | | |
| <input type="checkbox"/> Painting & Refinishing II | AB 105 | 4 |
| <input type="checkbox"/> Painting & Refinishing III | AB 204 | 3 |
| <input type="checkbox"/> Painting & Refinishing IV | AB 205 | 4 |
| SEMESTER 3 (Fall) | | |
| <input type="checkbox"/> Structural Analysis & Damage I | AB 139 | 2 |
| <input type="checkbox"/> Structural Analysis & Damage II | AB 140 | 2 |
| <input type="checkbox"/> Structural Analysis & Damage III | AB 239 | 3 |
| <input type="checkbox"/> Mechanical & Electrical Components | AB 241 | 3 |
| SEMESTER 4 (Spring) | | |
| <input type="checkbox"/> Non-Structural Analysis & Damage III | AB 237 | 4 |
| <input type="checkbox"/> Non-Structural Analysis & Damage IV | AB 238 | 5 |
| <input type="checkbox"/> Structural Analysis & Damage IV | AB 240 | 3 |

Certificate requires 45 credit hours.

COLLISION REPAIR TECHNOLOGY**Career Program**

Certificate Offered: Automotive/Collision Repair

Credits Required: 45

Contact: Donnie Smith, Lead Instructor,
at 316.323.6890

Program Information

These classes prepare students for the Automotive Service Excellence 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

An additional \$25 lab fees is assessed to each program course and subject to change. Students are required to purchase their own tools at the beginning of the program at an estimated cost of \$1,500. Approximate uniform fee is \$150 per year. A fee for I-CAR materials is also assessed.

Prior to Admission

Appropriate placement scores, see an advisor for details.

After Butler

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

Median Wage for Automotive Body and Related Repairers in South Central Kansas is \$32,974 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



AUTOMOTIVE TECHNOLOGY**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Skills included are brake systems, electrical systems, engine performance, engine repair, and suspension and steering. 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. Estimated cost is \$3,000. National companies offer discounts at the beginning of training. These classes prepare students for the Automotive Service Excellence ASE certification test. These classes are in high demand and fill quickly. The Automotive Technology program is Automotive Service Excellence ASE certified.

| | | HOURS |
|---|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science, Math and Computer Science | | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 |
| <input type="checkbox"/> Computer Science Requirement | | 3 |
| Social/Behavioral Science | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Courses | | 40 |
| SEMESTER 1 | | |
| <input type="checkbox"/> General Industry Health & Safety | FS 113 | 2 |
| <input type="checkbox"/> Electrical I | AT 115 | 3 |
| <input type="checkbox"/> Electrical II | AT 116 | 2 |
| <input type="checkbox"/> Brakes I | AT 117 | 3 |
| <input type="checkbox"/> Brakes II | AT 118 | 2 |
| <input type="checkbox"/> Engine Repairs | AT 119 | 5 |
| <input type="checkbox"/> Engine Performance I | AT 120 | 3 |
| SEMESTER 2 | | |
| <input type="checkbox"/> Suspension I | AT 217 | 2 |
| <input type="checkbox"/> Suspension II | AT 218 | 2 |
| <input type="checkbox"/> Manual Transmissions & Differentials | AT 207 | 4 |
| <input type="checkbox"/> Electrical III | AT 202 | 5 |
| <input type="checkbox"/> Engine Performance II | AT 220 | 7 |
| Related Electives | | 12 |
| <input type="checkbox"/> Principles of Advertising | BA 103 | 3 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Writing a Business Plan | BA 129 | 3 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Merchandising | BA 203 | 3 |
| <input type="checkbox"/> Principle of Management | BA 210 | 3 |
| <input type="checkbox"/> Personal Selling | BA 215 | 3 |
| <input type="checkbox"/> Cyber Marketing | BA 219 | 3 |
| <input type="checkbox"/> Microcomputer App.-Quickbooks | BE 182 | 1 |
| <input type="checkbox"/> Internship I | AT 193-1 | 1 |
| <input type="checkbox"/> Internship I | AT 193-2 | 2 |

| | | |
|--|----------|---|
| <input type="checkbox"/> Internship II | AT 194-1 | 1 |
| <input type="checkbox"/> Internship II | AT 194-2 | 2 |

A total of 67 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 40 credit hours of required courses, choose 12 credit hours from the list of related electives.

AUTOMOTIVE TECHNOLOGY**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 67

Contact: Mike Fatkin, Lead Instructor, at 316.322.3257

Program Information

These classes prepare students for the Automotive Service Excellence 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

An additional \$25 lab fees is assessed to each program course and subject to change. Students are required to purchase their own tools at the beginning of the program at an estimated cost of \$2,500 to \$3,000. National companies offer discounts at the beginning of training. Approximate uniform fee is \$150 per year.

Prior to Admission

Appropriate placement scores, see an advisor for details.

After Butler

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

Median Wage for Automotive Service Technicians and Mechanics in South Central Kansas is \$22,485 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



AUTOMOTIVE TECHNOLOGY**CERTIFICATE**

Your Butler experience will prepare you to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Skills include brake systems, electrical systems, engine performance, engine repair and suspension and steering. Additional lab fees are assessed to each program courses and subject to change. Students are required to purchase their own tools by the end of the first week of class. Estimated cost is \$3,000. National companies offer discounts at the beginning of training. These classes prepare students for the Automotive Service Excellence ASE certification test. These classes are in high demand and fill quickly. The Automotive Technology program is Automotive Service Excellence ASE certified.

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 40 |
| One-Year Program | | |
| SEMESTER 1 | | |
| <input type="checkbox"/> General Industry Health & Safety | FS 113 | 2 |
| <input type="checkbox"/> Electrical I | AT 115 | 3 |
| <input type="checkbox"/> Electrical II | AT 116 | 2 |
| <input type="checkbox"/> Brakes I | AT 117 | 3 |
| <input type="checkbox"/> Brakes II | AT 118 | 2 |
| <input type="checkbox"/> Engine Repair | AT 119 | 5 |
| <input type="checkbox"/> Engine Performance I | AT 120 | 3 |
| SEMESTER 2 | | |
| <input type="checkbox"/> Suspension I | AT 217 | 2 |
| <input type="checkbox"/> Suspension II | AT 218 | 2 |
| <input type="checkbox"/> Manual transmissions and Differentials | AT 207 | 4 |
| <input type="checkbox"/> Electrical III | AT 202 | 5 |
| <input type="checkbox"/> Engine Performance II | AT 220 | 7 |

Certificate requires 34 credit hours.

AUTOMOTIVE TECHNOLOGY**Career Program**

Certificate Offered: Automotive Technology

Credits Required: 40

Contact: Mike Fatkin, Lead Instructor, at 316.322.3257

Program Information

These classes prepare students for the Automotive Service Excellence ASE certification test.

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

An additional \$25 lab fees is assessed to each program course and subject to change. Students are required to purchase their own tools at the beginning of the program at an estimated cost of \$2,500 to \$3,000. National companies offer discounts at the beginning of training. Approximate uniform fee is \$150 per year.

Prior to Admission

Appropriate placement scores, see an advisor for details.

After Butler

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

Median Wage for Automotive Service Technicians and Mechanics in South Central Kansas is \$22,485 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



ACCOUNTING

ASSOCIATE IN SCIENCE

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

| | HOURS |
|--|----------------------------|
| General Education Requirements | 36 |
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 or SP 102 |
| <input type="checkbox"/> Interpersonal Communication | |
| Science, Math and Computer Science | 11 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science | BI 110 suggested |
| <input type="checkbox"/> Computer Science | BA 104 suggested |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> One Behavioral Science | BS 105 or BS 160 suggested |
| <input type="checkbox"/> Microeconomics | EC 200 required |
| <input type="checkbox"/> Macroeconomics | EC 201 required |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> One Humanities | |
| <input type="checkbox"/> One Fine Arts | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education | |
| Required Courses | 17 |
| First Semester | |
| <input type="checkbox"/> Accounting I | BA 126 3 |
| Second Semester | |
| <input type="checkbox"/> Accounting II | BA 127 3 |
| Third Semester | |
| <input type="checkbox"/> Calculus with Applications | MA 148 3 |
| <input type="checkbox"/> Managerial Accounting | BA 204 3 |
| Fourth Semester | |
| <input type="checkbox"/> Statistics for Management, Life and Social Sciences | MA 220 5 |
| Related Electives | 9 |
| <input type="checkbox"/> Entrepreneurship | BA109 |
| <input type="checkbox"/> Introduction to Business | BA 110 |
| <input type="checkbox"/> Personal Finance | BA 112 |
| <input type="checkbox"/> Business Law I | BA 115 |
| <input type="checkbox"/> Business Law II | BA 116 |
| <input type="checkbox"/> Income Tax Fundamentals | BA 117 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 |
| <input type="checkbox"/> Introduction to Fraud Examination | BA 148 |
| <input type="checkbox"/> Payroll Accounting | BA 178 |
| <input type="checkbox"/> Human Resource Management | BA 184 |
| <input type="checkbox"/> Managerial Accounting | BA 204 |

| | |
|---|--------|
| <input type="checkbox"/> Principles of Management | BA 210 |
| <input type="checkbox"/> Computerized Accounting | BA 211 |
| <input type="checkbox"/> Business Ethics | BA 220 |
| <input type="checkbox"/> Cooperative Education I-IV | max. 3 |
| <input type="checkbox"/> Business Communications | BE 130 |

A total of 62 credit hours is required for this degree. In addition to the 36 credit hours of general education requirements and 17 credit hours of required courses, choose 9 credit hours from the list of related electives.

ACCOUNTING

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs ACBSP. According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

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.

Online

The Business Administration/Accounting degree program is also available online.

After Butler

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

Median Wage for Bookkeeping, Accounting, and Audit Clerks in South Central Kansas is \$13.87 per hour. For first line supervisors/managers and administrative support, the median wage is \$18.38 per hour in South Central Kansas.

(Source: 2006-2016 Kansas Occupational Outlook)



ACCOUNTING ASSISTANT**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you for a career as an Accounting Assistant or bookkeeper. Accounting Assistants held more than 2 million jobs in every industry in 2004. They are the company record keepers responsible for updating and maintaining financial records.

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

| | | | HOURS |
|---|-----------------|---|-----------|
| First Semester | | | 15 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 | |
| <input type="checkbox"/> Business Math/10 Key | BE 121 | 3 | |
| <input type="checkbox"/> IPS | BA 104 | 3 | |
| <input type="checkbox"/> English Comp I | EG 101 | 3 | |
| <input type="checkbox"/> Sociology or | BS 105 | | |
| <input type="checkbox"/> General Psychology | BS 160 | 3 | |
| Second Semester | | | 15 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 | |
| <input type="checkbox"/> Advanced Computer Applications | BA 245 | 3 | |
| <input type="checkbox"/> Business English | BE 120 | 3 | |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 | |
| <input type="checkbox"/> Related Elective* | | 3 | |
| Third Semester | | | 15 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 | |
| <input type="checkbox"/> Payroll Accounting | BA 178 | 3 | |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 | |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 | |
| <input type="checkbox"/> Related Elective* | | 3 | |
| Fourth Semester | | | 15 |
| <input type="checkbox"/> Computerized Accounting | BA 211 | 3 | |
| <input type="checkbox"/> Business Communications | BE 130 | 3 | |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 | |
| <input type="checkbox"/> Related Electives* | | 6 | |

A total of 60 hours is required for this degree, including 12 hours of general education requirements and 36 total hours of required courses. Choose 12 hours of related electives.

| Related Electives: | | | |
|---|---------|-----|--|
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 | |
| <input type="checkbox"/> Personal Finance | BA 112 | 3 | |
| <input type="checkbox"/> Business Law I | BA 115 | 3 | |
| <input type="checkbox"/> Business Law II | BA 116 | 3 | |
| <input type="checkbox"/> Human Resource Management | BA 184 | 3 | |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 | |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 | |
| <input type="checkbox"/> Cooperative Education I-IV | max. 12 | 2-6 | |

ACCOUNTING ASSISTANT**Career Program**

Associate in Applied Science

Degree Offered:

60

Credits Required:

Janice Akao, Lead Instructor, at 316.322.3186

Contact:**Program Information**

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

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.

Online

The Accounting Assistant degree program is also available online.

After Butler

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

Median Wage

In South Central Kansas, the median hourly wage is \$13.87.

(Source: 2006-2016 Kansas Occupational Outlook)



ACCOUNTING ASSISTANT**CERTIFICATE**

Your Butler experience will prepare you for a career as an Accounting Assistant or bookkeeper. Accounting Assistants held more than 2 million jobs in every industry in 2004. They are the company record keepers responsible for updating and maintaining financial records.

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

| | | HOURS |
|---|---------|-----------|
| First Semester | | 15 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 |
| <input type="checkbox"/> Information Processing Systems | BA 104 | 3 |
| <input type="checkbox"/> Business Math/10 Key | BE 121 | 3 |
| <input type="checkbox"/> Business Communications | BE 130 | 3 |
| Second Semester | | 18 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 |
| <input type="checkbox"/> Micro Accounting Apps. | BA 211* | 3 |
| <input type="checkbox"/> Payroll Accounting | BA 178 | 3 |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Advanced Computer Applications | BA 245 | 3 |

*Offered online Spring Semester only.

ACCOUNTING ASSISTANT**Career Program**

Degree Offered: Certificate

Credits Required: 33

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

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.

Online

The Accounting Assistant degree program is also available online.

After Butler

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

Median Wage

Median annual earnings of bookkeepers and accounting clerks in South Central Kansas is \$13.87 per hour. Source: 2006-2016 Kansas Occupational Outlook..



ADVERTISING

ASSOCIATE IN APPLIED SCIENCE

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

| | HOURS |
|--|--------------------------------|
| General Education Requirements | 22 |
| Communications | 6 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> One other course | EG 102, SP 100, SP 102, EG 112 |
| Science, Math and Computer Science | 9 |
| <input type="checkbox"/> Math Requirement | MA 114 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| <input type="checkbox"/> Computer Science Requirement | |
| Social/Behavioral Science Requirement | 3 |
| <input type="checkbox"/> One course from either Social or Behavioral Science | |
| Humanities/Fine Arts | 3 |
| <input type="checkbox"/> One course from either Humanities or Fine Arts | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | 21 |
| <input type="checkbox"/> Two-Dimensional Design | AR 121 3 |
| <input type="checkbox"/> Principles of Advertising | BA 103 3 |
| <input type="checkbox"/> 3-D Computer Animation I | IN 158 3 |
| <input type="checkbox"/> Intro to Marketing | BA 140 3 |
| <input type="checkbox"/> Personal Selling | BA 215 3 |
| <input type="checkbox"/> Computer Advertising Design | BA 225 3 |
| <input type="checkbox"/> 3-D Computer Animation II | IN 239 3 |
| Related Electives | 19 |
| <input type="checkbox"/> Computer Graphics I | AR 185 3 |
| <input type="checkbox"/> Computer Graphics II | AR 275 3 |
| <input type="checkbox"/> Entrepreneurship | BA 109 3 |
| <input type="checkbox"/> Accounting I | BA 126 3 |
| <input type="checkbox"/> Accounting II | BA 127 3 |
| <input type="checkbox"/> Cooperative Education I* | BA 197 2-6 |
| <input type="checkbox"/> Cooperative Education II* | BA 198 2-6 |
| <input type="checkbox"/> Intro to Sport Management | BA 231 3 |
| <input type="checkbox"/> Cooperative Education III* | BA 297 2-6 |
| <input type="checkbox"/> Cooperative Education IV* | BA 298 2-6 |
| <input type="checkbox"/> XHTML and CSS | IN 112 3 |
| <input type="checkbox"/> Dreamweaver | IN 114 3 |
| <input type="checkbox"/> Logo Design w/Illustrator | IN 123 3 |
| <input type="checkbox"/> Intro to Digital Design | IN 124 3 |
| <input type="checkbox"/> Business Websites | |
| w/Microsoft Expression Web | IN 137 3 |
| <input type="checkbox"/> Exploring Leadership | LS 150 3 |
| <input type="checkbox"/> The Emerging Leader | LS 160 3 |
| <input type="checkbox"/> Team and Community Building | LS 220 3 |
| <input type="checkbox"/> Leadership Dev. Capstone | LS 230 3 |
| <input type="checkbox"/> Photography I | MC 100 3 |
| <input type="checkbox"/> Television Production I | MC 175 3 |

*Maximum of 8 credit hours of Cooperative Education may be applied. A total of 62 credit hours is required for this degree. In addition to the 22 credit hours of general education requirements and 21 credit hours of required courses, choose 19 credit hours from the list of related electives.

ADVERTISING

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor at 316.322.3240

Program Information

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

Accreditation

Accredited by the Accreditation Council of Business Schools and Programs (ACBSP). The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness; the preparation of students' careers; and the recognition of organizational missions.

Related Programs

Management and Marketing, Starting and Managing a Business, Radio Shack Partnership For present and past Radio Shack employees only

Requirements

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

Articulation Agreements

Northwest Missouri State

Friends University

After Butler

Students can obtain a variety of entry-level positions within the advertising industry including design work, account management and production. Students can transfer to a university or college to pursue a bachelor's degree.

Median Wage

For Advertising Sales Agents in South Central Kansas is \$31,138 per year

For Advertising and Promotions Managers in South Central Kansas is \$44,803 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



BUSINESS ADMINISTRATION**ASSOCIATE IN SCIENCE**

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

| | | HOURS |
|---|------------------|-----------|
| General Education Requirements | | 33 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100, | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science, Math and Computer Requirement | | 11 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> Computer Science Requirement | BA 104 suggested | |
| Social/Behavioral Science Requirement | | 6 |
| <input type="checkbox"/> One Social Science Course | | |
| <input type="checkbox"/> One Behavioral Science Course | | |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Courses | | 23 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | 3 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | 3 |
| <input type="checkbox"/> Calculus with Applications | MA 148 | 3 |
| <input type="checkbox"/> Statistics for Management, Life and Social Sciences | MA 220 | 5 |
| Related Electives | | 6 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Personal Finance | BA 112 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Business Law II | BA 116 | 3 |
| <input type="checkbox"/> Writing a Business Plan | BA 129 | 3 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Human Resource Management | BA 184 | 3 |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |
| <input type="checkbox"/> Computerized Accounting | BA 211 | 3 |
| <input type="checkbox"/> Personal Selling | BA 215 | 3 |
| <input type="checkbox"/> Internet Marketing | BA 219 | 3 |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Exploring Leadership | LS 150 | 3 |
| <input type="checkbox"/> The Emerging Leader | LS 160 | 3 |
| <input type="checkbox"/> Team and Community Building | LS 220 | 3 |
| <input type="checkbox"/> Leadership Development Capstone | LS 230 | 3 |
| <input type="checkbox"/> Cooperative Education I-IV | max. 6 | 2-6 |

A total of 62 credit hours is required for this degree. In addition to the 33 credit hours of general education requirements and 23 credit hours of required courses, choose 6 credit hours from the list of related electives: If Required Courses are used to fulfill General Education Requirements, Related Electives must be used to fulfill equivalent number of hours.

BUSINESS ADMINISTRATION**Transfer Program**

Degree Offered: Associate in Science

Credits Required: 62

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

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.

Online

The Business Administration degree program is also available online.

After Butler

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

Median Wage for First Line Supervisors/Managers in South Central Kansas is \$18.38 per hour.

Source: 2006-2016 Kansas Occupational Outlook.



ECONOMICS

ASSOCIATE IN SCIENCE

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| <input type="checkbox"/> Calculus with Applications | MA 148 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Course | 3 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 |
| Related Electives, see following Degree below | 27 |

ECONOMICS

ASSOCIATE IN ARTS

| | | HOURS |
|---|-------------------------------------|-------------------------------------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 or | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| Social/Behavioral Science | | 9 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | |
| <input type="checkbox"/> Behavioral Science Requirement | | |
| Humanities/Fine Arts | | 9 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| <input type="checkbox"/> One additional course | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Course | | 3 |
| <input type="checkbox"/> Calculus with Applications | MA 148 | |
| Related Electives | | 24 |
| <input type="checkbox"/> AG 120 | <input type="checkbox"/> BA 110 | <input type="checkbox"/> BA 112 |
| <input type="checkbox"/> BA 115 | <input type="checkbox"/> BA 116 | <input type="checkbox"/> BA 126 |
| <input type="checkbox"/> BA 127 | <input type="checkbox"/> BA 140 | <input type="checkbox"/> BA 204 |
| <input type="checkbox"/> EC 197/198 | <input type="checkbox"/> BS 105 | <input type="checkbox"/> EC 193/194 |
| <input type="checkbox"/> HS 122 | <input type="checkbox"/> EC 297/298 | <input type="checkbox"/> HS 121 |
| <input type="checkbox"/> HS 201 | <input type="checkbox"/> HS 131 | <input type="checkbox"/> HS 132 |
| <input type="checkbox"/> PO 141 | <input type="checkbox"/> HS 202 | <input type="checkbox"/> MA 220 |
| <input type="checkbox"/> PO 142 | <input type="checkbox"/> PO 201 | |

ECONOMICS

Career Program

Degree Offered: Associate in Science and Associate in Arts

Credits Required: 62

Contact: Lori Winningham, Dean
316.322.3129

Program Information

Everyone is an economist. We all have definite opinions about prices, taxes, minimum wage, interest rates and big corporations. Unfortunately, too often our opinions are uninformed. Are high prices really bad? Should the Federal Reserve keep interest rates low so we can buy more houses and cars? Does minimum wage really help people? Can big oil companies charge any price that they want for gasoline? If you want informed answers to these and other economic questions, join Butler Community College's Economics Program. When you join this program you will learn to think like an economist and see the world around you in a whole new way.

Recommended Course Sequence

Micro and macroeconomics courses are structured so that either course may be taken first.

Semester 1:

EG 101, SP 100, Physical Education Requirement, Behavioral Science Requirement, Humanities Requirement, Related Elective

Semester 2:

EG 102, MA 131 or above, Fine Arts Requirement, Related Electives

Semester 3:

EC 200, Lab Science Requirement, Related Electives

Semester 4:

MA 148, EC 201, Humanities or Fine Arts Requirement, Related Electives

After Butler

The Associate in Arts degree is designed for students planning to transfer to a four-year college.

Career opportunities include actuary, economist, financial manager, loan officer, and marketing research analyst



HOTEL MANAGEMENT**ASSOCIATE IN APPLIED SCIENCE**

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

| | | HOURS |
|---|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science, Math and Computer Requirement | | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> Computer Science Requirement | BA 104 | |
| Social/Behavioral Science Requirement | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Hospitality Courses | | 27 |
| <input type="checkbox"/> Career Planning for Hospitality | HM 100 | 1 |
| <input type="checkbox"/> Hospitality Human Resources | HM 115 | 3 |
| <input type="checkbox"/> Culinary Lab I | HM 120 | 3 |
| <input type="checkbox"/> Intro. to Hospitality Management | HM 180 | 3 |
| <input type="checkbox"/> Internship I | HM 193 | 2 |
| <input type="checkbox"/> Facilities & Sanitation Mgmt | HM 201 | 3 |
| <input type="checkbox"/> Quality Mgmt./Customer Service | HM 202 | 3 |
| <input type="checkbox"/> Catering Management | HM 215 | 3 |
| <input type="checkbox"/> Hospitality Law | HM 255 | 3 |
| <input type="checkbox"/> Hospitality Marketing | HM 258 | 3 |
| Required Hotel Courses | | 21 |
| <input type="checkbox"/> Food & Beverage Management | HM 190 | 3 |
| <input type="checkbox"/> Beverage Control | HM 195 | 3 |
| <input type="checkbox"/> Rooms Management | HM 203 | 3 |
| <input type="checkbox"/> Convention Management | HM 217 | 3 |
| <input type="checkbox"/> Culinary Lab II or | HM 220 | |
| <input type="checkbox"/> Professional Baking | HM 222 | 3 |
| <input type="checkbox"/> Hotel / Motel Operations | HM 256 | 3 |
| <input type="checkbox"/> Hospitality Financial Management | HM 260 | 3 |

A total of 63 credit hours is required for this degree.

HOTEL MANAGEMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

Program Information

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

with internships, job-shadowing, and field experiences available as part of the educational experience.

After Butler

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

Starting Salary:

Median Wage for Lodging Managers in South Central Kansas is \$36,212 per year. Source: Workforce Planning Guide & Wage Survey, Local Area IV 2007 Edition, KDHR.

HOTEL MANAGEMENT**CERTIFICATE**

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

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 15 |
| <input type="checkbox"/> Career Planning for Hospitality | HM 100 | 1 |
| <input type="checkbox"/> Internship I | HM 193 | 2 |
| <input type="checkbox"/> Rooms Management | HM 203 | 3 |
| <input type="checkbox"/> Convention Management | HM 217 | 3 |
| <input type="checkbox"/> Hotel Motel Operations | HM 256 | 3 |
| <input type="checkbox"/> Hospitality Financial Management | HM 260 | 3 |
| Related Electives | | 15 |
| <input type="checkbox"/> Culinary Lab I | HM 120 | 3 |
| <input type="checkbox"/> Food & Beverage Management | HM 190 | 3 |
| <input type="checkbox"/> Facilities & Sanitation Mgmt | HM 201 | 3 |
| <input type="checkbox"/> Quality Mgmt. /Customer Srv | HM 202 | 3 |
| <input type="checkbox"/> Hospitality Law | HM 255 | 3 |
| <input type="checkbox"/> Hospitality Marketing | HM 258 | 3 |

Certificate requires 30 credit hours.

HOTEL MANAGEMENT**Career Program**

Certificate Offered: Hotel Management

Credits Required: 30

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

After Butler

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



MARKETING & MANAGEMENT

ASSOCIATE IN SCIENCE

Your Butler experience will prepare you to manage the process of developing consumer audiences and moving products from producers to consumers. This A.S. degree allows you the flexibility to design your program to a transfer institution.

| | | HOURS |
|---|-------------------------------|-----------|
| General Education Requirements | | 33 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science, Math and Computer Science | | 11 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> Computer Science Requirement | | |
| | (Highly suggest BA 104) | |
| Social/Behavioral Science Requirement | | 6 |
| <input type="checkbox"/> One Social Science Course | | |
| | (In addition to EC 200 & 201) | |
| <input type="checkbox"/> One Behavioral Science Course | | |
| | (Highly suggest BS 160) | |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Courses | | 20 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | 3 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | 3 |
| <input type="checkbox"/> Calculations with Applications | MA 148 | 3 |
| <input type="checkbox"/> Statistics for Management, | MA 220 | 5 |
| | Life and Social Sciences | |
| Related Electives | | 9 |
| <input type="checkbox"/> Principles of Advertising | BA 103 | 3 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Business Law II | BA 116 | 3 |
| <input type="checkbox"/> 3D Computer Animation I | IN 158 | 3 |
| <input type="checkbox"/> Writing a Business Plan | BA 129 | 3 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Human Resource Management | BA 184 | 3 |
| <input type="checkbox"/> Retail Management | BA 203 | 3 |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |
| <input type="checkbox"/> Personal Selling | BA 215 | 3 |
| <input type="checkbox"/> Internet Marketing | BA 219 | 3 |
| <input type="checkbox"/> Mgmt. Information Systems | BA 221 | 3 |
| <input type="checkbox"/> Computer Advertising Design | BA 225 | 3 |
| <input type="checkbox"/> 3D Computer Animation II | IN 239 | 3 |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Intro to Sport Management | BA 231 | 3 |
| <input type="checkbox"/> Internship I, II | BA 193, 194 | 1-3 |

| | | |
|---|-----------------------|-----|
| <input type="checkbox"/> Cooperative Education I, II, III, IV | BA 197, 198, 297, 298 | 2-6 |
| <input type="checkbox"/> Exploring Leadership | LS 150 | 3 |
| <input type="checkbox"/> The Emerging Leader | LS 160 | 3 |
| <input type="checkbox"/> Team and Community Building | LS 220 | 3 |
| <input type="checkbox"/> Leadership Dev. Capstone | LS 230 | 3 |

A total of 62 credit hours is required for this degree. In addition to the 33 credit hours of general education requirements and 20 credit hours of required courses, choose 9 credit hours from the list of related electives.

MARKETING & MANAGEMENT

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Online

The Marketing & Management degree program is available online.

Related Programs

Management and Marketing, Starting and Managing a Business, Radio Shack Partnership

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 (ACBSP).

After Butler

Students can gain employment in advertising, retail management, wholesale management, merchandising management, or they may become employed as a marketing director or entrepreneur. Students may transfer to a four-year university to obtain a career in marketing management.

Median Wage

Marketing Managers in South Central Kansas is \$67,912 per year.
First Line Supervisors/Managers in South Central Kansas is \$24,794 per year.
First Line Supervisors/Managers of Retail Employees in South Central Kansas is \$24,794 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



MARKETING & MANAGEMENT**ASSOCIATE IN APPLIED SCIENCE**

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

| | | HOURS |
|--|--------------------------------|-----------|
| General Education Requirements | | 20 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> One other course | EG 102, SP 100, SP 102, EG 112 | |
| Science, Math and Computer Science | | 11 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> Computer Science Requirement | BA 104 suggested | |
| Social/Behavioral Science Requirement | | 3 |
| <input type="checkbox"/> One course from either Social or Behavioral Science | EC 200 suggested | |
| Required Courses | | 32 |
| <input type="checkbox"/> Principles of Advertising | BA 103 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Retail Management* | BA 203 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |
| <input type="checkbox"/> Personal Selling | BA 215 | 3 |
| <input type="checkbox"/> Internship I | BA 193-4 | 4 |
| <input type="checkbox"/> Internship II | BA 194-4 | 4 |
| Related Electives | | 10 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 |
| <input type="checkbox"/> Business Law II | BA 116 | 3 |
| <input type="checkbox"/> 3D Computer Animation I | IN 158 | 3 |
| <input type="checkbox"/> Writing a Business Plan | BA 129 | 3 |
| <input type="checkbox"/> Human Resource Management | BA 184 | 3 |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 |
| <input type="checkbox"/> Internet Marketing | BA 219 | 3 |
| <input type="checkbox"/> Mgmt. Information Systems | BA 221 | 3 |
| <input type="checkbox"/> Computer Advertising Design | BA 225 | 3 |
| <input type="checkbox"/> 3D Computer Animation II | IN 239 | 3 |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Intro to Sport Management | BA 231 | 3 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | 3 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | 3 |
| <input type="checkbox"/> Exploring Leadership | LS 150 | 3 |
| <input type="checkbox"/> The Emerging Leader | LS 160 | 3 |
| <input type="checkbox"/> Team and Community Building | LS 220 | 3 |
| <input type="checkbox"/> Leadership Dev. Capstone | LS 230 | 3 |
| <input type="checkbox"/> Calculations with Applications | MA 148 | 3 |
| <input type="checkbox"/> Statistics for Management, Life and Social Sciences | MA 220 | 5 |

A total of 62 credit hours is required for this degree. In addition to the 20 credit hours of general education requirements and 32 credit hours of required courses, choose 10 credit hours from the list of related electives.

MARKETING & MANAGEMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Online

The Marketing & Management degree program is available online.

Related Programs

Management and Marketing, Starting and Managing a Business, Radio Shack Partnership

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 (ACBSP).

After Butler

Students can gain employment in advertising, retail management, wholesale management, merchandising management, or they may become employed as a marketing director or entrepreneur. Students may transfer to a four-year university to obtain a career in marketing management.

Median Wage

Marketing Managers in South Central Kansas is \$67,912 per year.

First Line Supervisors/Managers in South Central Kansas is \$24,794 per year.

First Line Supervisors/Managers of Retail Employees in South Central Kansas is \$24,794 per year.

(Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



RESTAURANT MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

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

| | | HOURS |
|---|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science, Math and Computer Science | | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> Computer Science Requirement | BA 104 | |
| Social/Behavioral Science Requirement | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| REQUIRED HOSPITALITY COURSES | | 27 |
| <input type="checkbox"/> Career Planning for Hospitality | HM 100 | 1 |
| <input type="checkbox"/> Hospitality Human Resources | HM 115 | 3 |
| <input type="checkbox"/> Culinary Lab I | HM 120 | 3 |
| <input type="checkbox"/> Intro. to Hospitality Management | HM 180 | 3 |
| <input type="checkbox"/> Internship I | HM 193 | 2 |
| <input type="checkbox"/> Facilities & Sanitation Mgmt | HM 201 | 3 |
| <input type="checkbox"/> Quality Mgmt./Customer Service | HM 202 | 3 |
| <input type="checkbox"/> Catering Management | HM 215 | 3 |
| <input type="checkbox"/> Hospitality Law | HM 255 | 3 |
| <input type="checkbox"/> Hospitality Marketing | HM 258 | 3 |
| REQUIRED RESTAURANT COURSES | | 15 |
| <input type="checkbox"/> Food & Beverage Management | HM 190 | 3 |
| <input type="checkbox"/> Beverage Control | HM 195 | 3 |
| <input type="checkbox"/> Culinary Lab II | HM 220 | 3 |
| <input type="checkbox"/> Professional Baking | HM 222 | 3 |
| <input type="checkbox"/> Hospitality Financial Management | HM 260 | 3 |
| Related Electives | | 6 |
| <input type="checkbox"/> Event Planning I | HM 116 | 3 |
| <input type="checkbox"/> Event Planning II | HM 216 | 3 |
| <input type="checkbox"/> Hotel Motel Operations | HM 256 | 3 |

A total of 63 credit hours is required for this degree.

RESTAURANT MANAGEMENT

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

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.

After Butler

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

Median Wage for Food Service Managers in South Central Kansas is \$40,144 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2007 Edition, KDHR.)



RESTAURANT MANAGEMENT**CERTIFICATE**

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

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 24 |
| <input type="checkbox"/> Career Planning for Hospitality | HM 100 | 1 |
| <input type="checkbox"/> Culinary Lab I | HM 120 | 3 |
| <input type="checkbox"/> Food & Beverage Management | HM 190 | 3 |
| <input type="checkbox"/> Internship I | HM 193 | 2 |
| <input type="checkbox"/> Facilities & Sanitation Mgmt | HM 201 | 3 |
| <input type="checkbox"/> Catering Management | HM 215 | 3 |
| <input type="checkbox"/> Culinary Lab II | HM 220 | 3 |
| <input type="checkbox"/> Professional Baking | HM 222 | 3 |
| <input type="checkbox"/> Hospitality Financial Management | HM 260 | 3 |
| Related Electives | | 6 |
| <input type="checkbox"/> Hospitality Human Resources | HM 115 | 3 |
| <input type="checkbox"/> Intro. to Hospitality Management | HM 180 | 3 |
| <input type="checkbox"/> Beverage Control | HM 195 | 3 |
| <input type="checkbox"/> Quality Mgmt./Customer Service | HM 202 | 3 |
| <input type="checkbox"/> Hospitality Law | HM 255 | 3 |
| <input type="checkbox"/> Hospitality Marketing | HM 258 | 3 |

Certificate requires 30 credit hours.

RESTAURANT MANAGEMENT**Career Program**

Certificate Offered: Restaurant Management

Credits Required: 30

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

After Butler

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

ENTREPRENEURSHIP**CERTIFICATE**

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

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 30 |
| <input type="checkbox"/> Principles of Advertising | BA 103 | 3 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Writing a Business Plan | BA 129 | 2 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Retail Management | BA 203 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |
| <input type="checkbox"/> Personal Selling | BA 215 | 3 |
| <input type="checkbox"/> Internet Marketing | BA 219 | 3 |
| <input type="checkbox"/> Microcomputer App.-QuickBooks or Applications Elective | BE 182 | 1 |

Certificate requires 30 credit hours.

STARTING AND MANAGING A BUSINESS

Certificate of Completion: Starting and Managing a Business

Credits Required: 30

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

After Butler

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





BUSINESS ADMINISTRATIVE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

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

| | | HOURS |
|--|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> Business English | BE 120 | |
| Math and Computer Science* | | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| General Education Elective | | 3 |
| Required Courses | | 41 |
| First Semester | | |
| <input type="checkbox"/> Business English | BE 120 | 3 |
| <input type="checkbox"/> Inter. Document Processing | BE 102 | 3 |
| <input type="checkbox"/> MAP 1: Word Processing | BE 165 | 1* |
| <input type="checkbox"/> MAP 1: Spreadsheet | BE 170 | 1* |
| <input type="checkbox"/> MAP 1: Database | BE 180 | 1* |
| Second Semester | | |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Advanced Computer Apps. | BA 245 | 3 |
| <input type="checkbox"/> Business Communications | BE 130 | 3 |
| <input type="checkbox"/> Business Math/10-Key | BE 121 | 3 |
| <input type="checkbox"/> Keyboard Skillbuilding | BE 103 | 3 |
| Third Semester | | |
| <input type="checkbox"/> Advanced Doc. Proc.: Executive | BE 105 | 3 |
| <input type="checkbox"/> Human Relations | BE 109 | 3 |
| <input type="checkbox"/> MAP 1: Presentation Graphics ** | BE 175 | 3 |
| <input type="checkbox"/> Records Management * | BE 108 | 3 |
| Fourth Semester | | |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Business Procedures | BE 202 | 3 |
| <input type="checkbox"/> Internship *** | BE 193 | 2 |
| Related Electives | | 6 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Business Web Sites w/ Microsoft Expression Web | IN 137 | 3 |
| <input type="checkbox"/> Internship II | BE 194 | 2 |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |

- * Spring Only Class
- ** Online Only
- *** Students will initially enroll in CP 193 or CP 194

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 44 credit hours of required courses, choose 3 credit hours from the list of related electives.

BUSINESS ADMINISTRATIVE TECHNOLOGY

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jennifer Steinkamp, CTE Associate Dean
316.218.6130 jsteinkamp@butlercc.edu

Program Information

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

Phi Beta Lambda

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students' careers; and the recognition of unique organizational missions.

Program Entry Requirements

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

To make an appointment for testing contact:

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

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

Completion Requirements

To receive this degree or certificate, a student must:

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

Related Programs

Business Medical Specialist

Median Wage for First-Line Supervisor/Managers of Office and Admin Support workers in South Central Kansas is \$40,602 per year.

(Source: KS Wage Survey, Local Area IV 2008 Edition).

BUSINESS ADMINISTRATIVE TECHNOLOGY**CERTIFICATE**

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

Completion Requirements

To receive this degree or certificate, a student must:

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

| | | | HOURS |
|--|--------|---|-------|
| Required Courses | | | 35 |
| Semester 1 | | | |
| <input type="checkbox"/> Inter. Document Processing | BE 102 | 3 | |
| <input type="checkbox"/> Human Relations | BE 109 | 3 | |
| <input type="checkbox"/> Business English | BE 120 | 3 | |
| <input type="checkbox"/> Business Math/10-Key | BE 121 | 3 | |
| <input type="checkbox"/> Business Communications | BE 130 | 3 | |
| <input type="checkbox"/> MAP 1: Word Processing | BE 165 | 1 | |
| <input type="checkbox"/> MAP 1: Spreadsheet | BE 170 | 1 | |
| <input type="checkbox"/> MAP 1: Database | BE 180 | 1 | |
| Semester 2 | | | |
| <input type="checkbox"/> Advanced Computer Apps | BA 245 | 3 | |
| <input type="checkbox"/> Records Management * | BE 108 | 3 | |
| <input type="checkbox"/> MAP 1: Presentation Graphics ** | BE 175 | 3 | |
| <input type="checkbox"/> Internship I *** | BE 193 | 2 | |
| <input type="checkbox"/> Business Procedures | BE 202 | 3 | |
| <input type="checkbox"/> Desktop Publishing * | BE 275 | 3 | |

This certificate requires 35 hours to complete.

- * Spring Only Class
 ** Online Only
 *** Students will initially enroll in CP 193

BUSINESS ADMINISTRATIVE TECHNOLOGY

Certificate Offered: Business Administrative Technology

Credits Required: 35

Contact: Jennifer Steinkamp, CTE Associate Dean
 316.218.6130
jsteinkamp@butlercc.edu

Related Programs

Business Medical Specialist

After Butler

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

Accreditation

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

Program Entry Requirements

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

To make an appointment for testing contact:

Sherrell King sking@butlercc.edu

Karen Waddell kwaddell@butlercc.edu

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

Median Wage for Administrative Assistants in South Central Kansas is \$33,840 per year.
 (Source: Kansas Wage Survey, Local Area IV 2008 Edition).





DATABASE ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to design and manage the construction of databases and related software programs and applications, including the linking of individual data sets to create complex searchable databases warehousing and the use of analytical search tools mining. This program provides training for the following certifications: CompTIA Network+, CompTIA A+, MCITP: Database Administrator, MCTS: Windows Configuration, MCTS: Windows Server 2008 Networking Infrastructure Configuration.

| | | HOURS |
|--|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Technical Writing | EG 112 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| Science, Math and Computer Science | | |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 |
| Social/Behavioral Science | | |
| <input type="checkbox"/> Sociology | BS 105 OR | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Courses | | 39 |
| First Semester | | |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 |
| <input type="checkbox"/> Supporting Desktop Systems | IN 106 | 3 |
| <input type="checkbox"/> Supporting Networked Comp. | IN 133 | 3 |
| Second Semester | | |
| <input type="checkbox"/> Network Servers * | IN 131 | 3 |
| <input type="checkbox"/> Principles of Info Assurance | IN 2001 | 3 |
| <input type="checkbox"/> Introduction to SQL Language | IN 228 | 3 |
| <input type="checkbox"/> SQL Server 2005 Implementation | IN 238 | 3 |
| Implementation * | | |
| Third Semester | | |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 |
| <input type="checkbox"/> Designing DB Serv. Infrastructure | IN 268 | 3 |
| <input type="checkbox"/> Infrastructure * | | |
| <input type="checkbox"/> Optimizing/Maintain Data Sol. * | IN 269 | 3 |
| <input type="checkbox"/> C#* | IN201 | 3 |
| <input type="checkbox"/> Network Clients | IN 130 | 3 |
| Fourth Semester | | |
| <input type="checkbox"/> Entrepreneurship | BA 109 or | 3 |
| <input type="checkbox"/> Intro to Marketing | BA 140 | |

Technical Electives

9

☐ Any IN courses

Students can achieve additional certifications by selecting the following technical electives:

MCITP: Windows Server 2008 Administrator

- ☐ Networking Management* IN 237
- ☐ Network Directory Services I* IN 150

MCITP: Windows Server 2008 Enterprise Administrator

- ☐ Enterprise Networking I* IN 140
- ☐ Networking Management* IN 237
- ☐ Network Directory Services II* IN 250

A total of 63 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 42 credit hours of required courses, choose 6 credit hours of Technical electives.

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

DATABASE ADMINISTRATION

Career Program

Degree Offered: Associate in Applied Science in Database Administration

Credits Required: 63

Contact: Steve Strom, Lead Instructor, at 316.218.6143 or sstrom@butlercc.edu

Prior to Admission

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

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

Additional Costs

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



DIGITAL MEDIA**ASSOCIATE IN APPLIED SCIENCE**

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

| | | | HOURS |
|---|-----------------|---|-----------|
| General Education Requirements | | | 15 |
| Communications | | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 | |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 | |
| <input type="checkbox"/> English Comp II | EG 102 | 3 | |
| Science, Math and Computer Science | | | 3 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 | |
| Social/Behavioral Science/Fine Arts | | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 or | 3 | |
| <input type="checkbox"/> General Psychology | BS 160 | 3 | |
| Required Courses | | | 48 |
| <i>First Semester</i> | | | |
| <input type="checkbox"/> Second Life | IN 148 | 3 | |
| <input type="checkbox"/> IT Concepts | IN 105 | 3 | |
| <input type="checkbox"/> Flash Fundamentals | IN 115 | 3 | |
| <input type="checkbox"/> Digital Graphics w/Photoshop | IN 122 | 3 | |
| <input type="checkbox"/> Intro to Digital Design | IN 124 | 3 | |
| <i>Second Semester</i> | | | |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 | |
| <input type="checkbox"/> Digital Video Editing | IN 117 | 3 | |
| <input type="checkbox"/> Digital Audio | IN 119 | 3 | |
| <input type="checkbox"/> Digital Illustration and Layout* | IN 123 | 3 | |
| <input type="checkbox"/> Digital Storyboarding | IN 145 | 3 | |
| <i>Third Semester</i> | | | |
| <input type="checkbox"/> Digital Media Publishing Tools* | IN 208 | 3 | |
| <input type="checkbox"/> 2D Animation*I | IN 217 | 3 | |
| <input type="checkbox"/> Info Technology Ethics* | IN 275 | 3 | |
| <input type="checkbox"/> Digital Design Entrepreneurship* | IN 299 | 3 | |
| <i>Fourth Semester</i> | | | |
| <input type="checkbox"/> Stop Motion and 3D Concepts | IN 174 | 3 | |
| <input type="checkbox"/> 3-D Computer Animation I | IN 158 | 3 | |

A total of 63 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 48 credit hours of required courses.

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

DIGITAL MEDIA**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Skyler Lovelace, Lead Instructor, at 316.218. 6229 or slovelace@butlercc.edu

Prior to Admission

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

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

Additional Costs

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



DIGITAL MEDIA SPECIALIST***CERTIFICATE***

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

| | | HOURS |
|---|--------|-------|
| Required Courses | | 33 |
| <input type="checkbox"/> Flash Fundamentals | IN 115 | 3 |
| <input type="checkbox"/> Digital Video Editing | IN 117 | 3 |
| <input type="checkbox"/> Digital Audio | IN 119 | 3 |
| <input type="checkbox"/> Digital Illustration and Layout* | IN 123 | 3 |
| <input type="checkbox"/> Intro to Digital Design | IN 124 | 3 |
| <input type="checkbox"/> Digital Media Publishing Tools* | IN 208 | 3 |
| <input type="checkbox"/> 2D Animation* | IN 217 | 3 |
| <input type="checkbox"/> Second Life | IN 148 | 3 |
| <input type="checkbox"/> Stop Motion and 3D Concepts | IN 174 | 3 |
| <input type="checkbox"/> Photo Editing w/Photoshop | IN 122 | 3 |
| <input type="checkbox"/> Digital Storyboarding | IN 145 | 3 |

Certificate requires 33 credit hours.

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

DIGITAL MEDIA SPECIALIST CERTIFICATE**Certificate of Completion**

Certificate Offered: Digital Media Specialist

Credits Required: 33

Contact: Skyler Lovelace, Lead Instructor, at
316.218.6229 or e-mail
slovelace@butlercc.edu

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 add to your income potential.

Prior to Admission

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

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

Additional Costs

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



CYBER SECURITY**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Students completing the curriculum mapped to National Security Administration NSA standards will receive the corresponding CNSS 4011 certification, that designates federal training standards.

| | | HOURS |
|--|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> English Comp II | EG102 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| Science, Math and Computer Science | | 3 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| Social/Behavioral Science | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 or | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Courses | | 45 |
| First Semester | | |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 |
| <input type="checkbox"/> Supporting Desktop Systems | IN 106 | 3 |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 |
| <input type="checkbox"/> Supporting Networked Comp | IN 133 | 3 |
| Second Semester | | |
| <input type="checkbox"/> Network Clients | IN 130 | 3 |
| <input type="checkbox"/> Network Server* | IN 131 | 3 |
| <input type="checkbox"/> Java Programming* | IN 211 | 3 |
| <input type="checkbox"/> Principles of Info Assurance | IN 2001 | 3 |
| Third Semester | | |
| <input type="checkbox"/> Network Management* | IN 237 | 3 |
| <input type="checkbox"/> SQL Server Implementation* | IN 238 | 3 |
| <input type="checkbox"/> Network Security* | IN 2002 | 3 |
| <input type="checkbox"/> Secure Electronic Commerce* | IN 2004 | 3 |
| Fourth Semester | | |
| <input type="checkbox"/> Enterprise Security Mgt.* | IN 2003 | 3 |
| <input type="checkbox"/> Digital Forensics* | IN 2005 | 3 |
| <input type="checkbox"/> Entrepreneurship or | BA 109 OR | 3 |
| <input type="checkbox"/> Intro to Marketing | BA 140 | |

A total of 60 credit hours is required for this degree

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

CYBER SECURITY**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 60

Contact: Larry Evans, Lead Instructor, at 316.218.6142, levans@butlercc.edu

Prior to Admission

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

Additional Costs

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



CYBER SECURITY***CERTIFICATE***

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. Because the curriculum has been mapped to the National Security Administration NSA standards, students satisfactorily completing the following coursework will receive the corresponding CNSS 4011 certification.

| | | HOURS |
|---|---------|-------|
| Required Courses | | 27 |
| <input type="checkbox"/> Supporting Desktop Systems | IN 106 | 3 |
| <input type="checkbox"/> Network Clients | IN 130 | 3 |
| <input type="checkbox"/> Network Server* | IN 131 | 3 |
| <input type="checkbox"/> Principles of Info Assurance | IN 2001 | 3 |
| <input type="checkbox"/> Network Security* | IN 2002 | 3 |
| <input type="checkbox"/> Secure Electronic Commerce* | IN 2004 | 3 |
| <input type="checkbox"/> Enterprise Security Mgt.* | IN 2003 | 3 |
| <input type="checkbox"/> Digital Forensics * | IN 2005 | 3 |
| <input type="checkbox"/> Java Programming* | IN 211 | 3 |

A total of 27 credit hours is required for this certificate.

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

CYBER SECURITY**Certificate of Completion**

Credits Required: 27

Contact: Larry Evans, Lead Instructor, at 316.218.6142,
levans@butlercc.edu

Additional Costs

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

Prior to Admission

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



INTERACTIVE 3D TECHNOLOGY**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to use 3D, Image Manipulation, Game Engine, Non-Linear Editing and Audio software to produce an array of Interactive 3D projects. Students create 3D multimedia projects designed to educate, simulate and entertain, with potential applications in education, architecture and engineering, healthcare, military simulations and game design.

| | | HOURS |
|--|-----------|-----------|
| General Education Requirements | | 15 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| <input type="checkbox"/> English Comp II | EG 102 | 3 |
| Science, Math and Computer Science | | 3 |
| <input type="checkbox"/> Math Requirement | MA 135 | 3 |
| Social/Behavioral Science | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 or | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Courses | | 48 |
| <i>First Semester</i> | | |
| <input type="checkbox"/> 3D Computer Animation I | IN 158 | 3 |
| <input type="checkbox"/> Digital Video Editing | IN 117 | 3 |
| <input type="checkbox"/> Second Life | IN 148 | 3 |
| <input type="checkbox"/> Engineering Graphics I* | EN 101 | 3 |
| <i>Second Semester</i> | | |
| <input type="checkbox"/> 3D Computer Animation II* | IN 239 | 3 |
| <input type="checkbox"/> Digital Audio | IN 119 | 3 |
| <input type="checkbox"/> Interactive Scripting* | IN 149 | 3 |
| <input type="checkbox"/> AutoCAD Basics | EN 107 | 3 |
| <i>Third Semester</i> | | |
| <input type="checkbox"/> Principles of Virtual Reality* | IN 291 | 3 |
| <input type="checkbox"/> Game Graphics | IN 147 | 3 |
| <input type="checkbox"/> Beginning C++ with Game Programming | IN 200 | 3 |
| <input type="checkbox"/> Trigonometry* | MA 140 | 3 |
| <i>Fourth Semester</i> | | |
| <input type="checkbox"/> Game and Simulation Development* | IN 296 | 3 |
| <input type="checkbox"/> 3-D World Building* | IN 221 | 3 |
| <input type="checkbox"/> Introduction to DirectX* | IN 210 | 3 |
| <input type="checkbox"/> 3-D Modeling and CAD* | EN 214 | 3 |
| Related Electives | | 0 |

There are no related electives in the Interactive 3D Technology program.

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

INTERACTIVE 3D TECHNOLOGY**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Shiva Kumar, Lead Instructor, at 316.218.6312 or skumar@butlercc.edu

Prior to Admission

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

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

Additional Costs

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



INTERACTIVE 3D TECHNOLOGY SPECIALIST**CERTIFICATE**

Your Butler experience will prepare you to use 3D, Image Manipulation, Game Engine, Non-Linear Editing and Audio software to produce an array of Interactive 3D projects. Students create 3D multimedia projects designed to educate, simulate and entertain, with potential applications in education, architecture and engineering, healthcare, military simulations and game design.

| HOURS | | |
|--|--------|---|
| <i>First Semester</i> | | |
| <input type="checkbox"/> 3D Computer Animation I | IN 158 | 3 |
| <input type="checkbox"/> Second Life | IN 148 | 3 |
| <i>Second Semester</i> | | |
| <input type="checkbox"/> 3D Computer Animation II* | IN 239 | 3 |
| <input type="checkbox"/> Interactive Scripting* | IN 149 | 3 |
| <i>Third Semester</i> | | |
| <input type="checkbox"/> Principles of Virtual Reality* | IN 291 | 3 |
| <input type="checkbox"/> Game Graphics | IN 147 | 3 |
| <input type="checkbox"/> Beginning C++ with Game Programming | IN 200 | 3 |
| <i>Fourth Semester</i> | | |
| <input type="checkbox"/> Game and Simulation Development* | IN 296 | 3 |
| <input type="checkbox"/> 3-D World Building* | IN 221 | 3 |
| <input type="checkbox"/> Introduction to DirectX* | IN 210 | 3 |

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

INTERACTIVE 3D TECHNOLOGY SPECIALIST CERTIFICATE**Certificate of Completion**

Certificate Offered: INTERACTIVE 3D TECHNOLOGY Specialist

Credits Required: 30

Contact: Shiva Kumar, Lead Instructor, at 316.218.6312
or skumar@butlercc.edu

Program Information

This certificate program can be converted to the INTERACTIVE 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.

Prior to Admission

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

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

Additional Costs

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



INTERNETWORKING MANAGEMENT**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to oversee and regulate the computer system and performance requirements of an entire organization or network of satellite users. Instruction includes performing balancing; redundancy; CISCO router configuration; Local and Wide Area Networking. This program provides training for the following certifications: CISCO CCNA, CompTIA's A+, CompTIA's Network+, and CompTIA's Security+. Courses are taught by CISCO Certified Instructors.

| | | | HOURS |
|--|-----------------|---|-----------|
| General Education Requirements | | | 15 |
| Communications | | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 | |
| <input type="checkbox"/> English Comp II | EG 102 | 3 | |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 | |
| Science, Math and Computer Science | | | 3 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 | |
| Social/Behavioral Science | | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 or | 3 | |
| <input type="checkbox"/> General Psychology | BS 160 | | |
| Required Courses | | | 33 |
| First Semester | | | |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 | |
| <input type="checkbox"/> Supporting Desktop Systems | IN 106 | 3 | |
| <input type="checkbox"/> Supporting Networked Comp | IN 133 | 3 | |
| Second Semester | | | |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 | |
| <input type="checkbox"/> Network Clients | IN 130 | 3 | |
| <input type="checkbox"/> Network Servers* | IN 131 | 3 | |
| Third Semester | | | |
| <input type="checkbox"/> Internetworking Fund* | IN 245 | 3 | |
| <input type="checkbox"/> Princ of Info Assurance | IN 2001 | 3 | |
| Fourth Semester | | | |
| <input type="checkbox"/> JAVA Programming* | IN 211 | 3 | |
| <input type="checkbox"/> Network Security* | IN 2002 | 3 | |
| <input type="checkbox"/> Entrepreneurship | BA 109 OR | 3 | |
| <input type="checkbox"/> Intro to Marketing | BA 140 | | |
| Technical Electives | | | 15 |
| <input type="checkbox"/> Introduction to Visual Basic.NET | IN 108 | 3 | |
| <input type="checkbox"/> Enterprise Networking* | IN 140 | 3 | |
| <input type="checkbox"/> Network Directory Services I* | IN 150 | 3 | |
| <input type="checkbox"/> Network Directory Services II* | IN 250 | 3 | |
| <input type="checkbox"/> JAVA Prog & Web Database* | IN 214 | 3 | |
| <input type="checkbox"/> Networking Management* | IN 237 | 3 | |
| <input type="checkbox"/> SQL Server 2005 Implementation* | IN 238 | 3 | |
| <input type="checkbox"/> Designing a Database Serv Infrastructure* | IN 268 | 3 | |
| <input type="checkbox"/> Optimizing & Maint.a Database Solut* | IN 269 | 3 | |
| <input type="checkbox"/> Share Point Config* | IN 161 | 3 | |

A total of 63 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 33 credit hours of required courses, choose 15 credit hours of Technical electives.

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

INTERNETWORKING MANAGEMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Larry Evans, Lead Instructor, at 316.218.6142, levans@butlercc.edu

Additional Costs

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

Prior to Admission

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

After Butler

Recent graduates hold entry-level positions as Network and Computer Systems Administrators

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



SOFTWARE DEVELOPMENT**ASSOCIATE IN APPLIED SCIENCE**

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

| | | | HOURS |
|---|-----------------|---|-----------|
| General Education Requirements | | | 15 |
| Communications | | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 | |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 | |
| <input type="checkbox"/> Technical Writing | EG 112 | 3 | |
| Science, Math and Computer Science | | | 3 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 | |
| Social/Behavioral Science Requirement | | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 or | 3 | |
| <input type="checkbox"/> General Psychology | BS 160 | | |
| Required Courses | | | 36 |
| <i>First Semester</i> | | | |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 | |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 | |
| <input type="checkbox"/> Introduction to Visual Basic.NET | IN 108 | 3 | |
| <i>Second Semester</i> | | | |
| <input type="checkbox"/> Intro to Programming w/C++ | IN 200 | 3 | |
| <input type="checkbox"/> Intro to SQL Language | IN 228 | 3 | |
| <input type="checkbox"/> XML* | IN 116 | 3 | |
| <i>Third Semester</i> | | | |
| <input type="checkbox"/> Client Side Scripting* | IN 2023 | 3 | |
| <input type="checkbox"/> C#* | IN 201 | 3 | |
| <i>Fourth Semester</i> | | | |
| <input type="checkbox"/> Java Programming* | IN 211 | 3 | |
| <input type="checkbox"/> Server Side Programming | IN 2024 | 3 | |
| <input type="checkbox"/> Programming for Wireless & Handheld Devices* | IN 261 | 3 | |
| <input type="checkbox"/> PHP & Databases* | IN 118 | 3 | |
| Related Electives | | | 12 |
| In any IN Courses | | | |

A total of 63 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 36 credit hours of required courses, choose any 12 "IN" credit hours.

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

SOFTWARE DEVELOPMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Pedro Leite, Dean, at 316-218-6302 or pleite@butlercc.edu

Prior to Admission

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

After Butler

Recent graduates hold positions as computer programmers and related positions.

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

Additional Costs

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



WEB DEVELOPMENT**ASSOCIATE IN APPLIED SCIENCE**

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

| | | HOURS |
|---|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| <input type="checkbox"/> Technical Writing | EG 112 | 3 |
| Science, Math and Computer Science | | 3 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 |
| Social/Behavioral Science Requirement | | 3 |
| Humanities/Fine Arts | | 3 |
| One course from the following | | |
| <input type="checkbox"/> Sociology | BS 105 | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| <input type="checkbox"/> Art Appreciation | AR 100 | 3 |
| Required Courses | | 42 |
| <i>First Semester</i> | | |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 |
| <input type="checkbox"/> Introduction to Digital Design | IN 124 | 3 |
| <input type="checkbox"/> Web Graphics | IN 135 | 3 |
| <i>Second Semester</i> | | |
| <input type="checkbox"/> Flash Fundamentals | IN 115 | 3 |
| <input type="checkbox"/> Dreamweaver | IN 114 | 3 |
| <input type="checkbox"/> Network Basics | IN 134 | 3 |
| <i>Third Semester</i> | | |
| <input type="checkbox"/> Intro. to SQL Language | IN 228 | 3 |
| <input type="checkbox"/> 2D Animation* | IN 217 | 3 |
| <input type="checkbox"/> Digital Illustration and Layout* | IN 123 | 3 |
| <input type="checkbox"/> Network Servers* | IN 131 | 3 |
| <i>Fourth Semester</i> | | |
| <input type="checkbox"/> Flash ActionScript* | IN 216 | 3 |
| <input type="checkbox"/> Princ. of Information Assurance | IN 2001 | 3 |
| <input type="checkbox"/> Enterprise Networking* | IN 140 | 3 |
| Related Electives | | 6 |
| Any IN class from multimedia, software development or networking. In addition, the following BA classes are acceptable: | | |
| <input type="checkbox"/> 3D Computer Animation I | IN 158 | 3 |
| <input type="checkbox"/> 3D Computer Animation II* | IN 239 | 3 |
| <input type="checkbox"/> Cyber Marketing | BA 219 | 3 |

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

WEB DEVELOPMENT**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Shiva Kumar, Lead Instructor, at 316.218.6312 or skumar@butlercc.edu

Additional Costs

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

Prior to Admission

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

Recommended Course Sequence

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

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

WEB DEVELOPMENT SPECIALIST**CERTIFICATE**

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

| | | HOURS |
|---|-----------|-----------|
| Required Courses | | 33 |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 |
| <input type="checkbox"/> Network Basics | IN 134 | 3 |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 |
| <input type="checkbox"/> Dreamweaver | IN 114 | 3 |
| <input type="checkbox"/> Flash Fundamentals | IN 115 | 3 |
| <input type="checkbox"/> Intro to Digital Design | IN 124 | 3 |
| <input type="checkbox"/> Web Graphics | IN 135 | 3 |
| <input type="checkbox"/> Intro. to SQL Language or | IN 228 or | 3 |
| <input type="checkbox"/> 2D Animation* | IN 217 | 3 |
| <input type="checkbox"/> Principles of Info Assurance | IN 2001 | 3 |
| <input type="checkbox"/> Network Services* or | IN 131 or | 3 |
| <input type="checkbox"/> Digital Illustration and Layout* | IN 123 | 3 |
| <input type="checkbox"/> Enterprise Networks* or | IN 140 or | 3 |
| <input type="checkbox"/> Flash ActionScript* | IN 216 | 3 |

Certificate requires 33 credit hours.

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



WINDOWS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to manage the computer operations and networks based on Windows software. Includes instruction in computer hardware and software applications; local and wide area networking; network security; disc space and traffic load monitoring; data backup; resource allocation; and setup and take down procedures. This program provides training for the following certifications: CompTIA Network+, MCITP: Server Administrator, CompTIA Security+, MCTS: Windows Configuration, and MCTS: SQL Server.

| | | HOURS |
|--|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Technical Writing | EG 112 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| Science, Math and Computer Science | | 3 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 |
| Social/Behavioral Science | | 3 |
| <input type="checkbox"/> Sociology or | BS 105 OR | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Courses | | 39 |
| <i>First Semester</i> | | |
| <input type="checkbox"/> Information Technology Concepts | IN 105 | 3 |
| <input type="checkbox"/> Supporting Desktop Systems | IN 106 | 3 |
| <input type="checkbox"/> Supporting Networked Comp. | IN 133 | 3 |
| <i>Second Semester</i> | | |
| <input type="checkbox"/> Network Servers* | IN 131 | 3 |
| <input type="checkbox"/> Princ. of Information Assurance | IN 2001 | 3 |
| <input type="checkbox"/> Introduction to SQL Language | IN 228 | 3 |
| <input type="checkbox"/> SQL Server 2005 Implementation* | IN 238 | 3 |
| <i>Third Semester</i> | | |
| <input type="checkbox"/> XHTML w/CSS | IN 112 | 3 |
| <input type="checkbox"/> Networking Management* | IN 237 | 3 |
| <input type="checkbox"/> C#* | IN 201 | 3 |
| <input type="checkbox"/> Network Clients | IN 130 | 3 |
| <i>Fourth Semester</i> | | |
| <input type="checkbox"/> Network Directory Services I* | IN 150 | 3 |
| <input type="checkbox"/> Entrepreneurship or | BA 109 OR | 3 |
| <input type="checkbox"/> Intro to Marketing | BA 140 | |
| Technical Electives | | 9 |
| <input type="checkbox"/> Any IN course | | |

Students can achieve additional certifications by selecting the following technical electives:

| | | |
|--|--------|--|
| MCITP Microsoft Certified IT Professional | | |
| <input type="checkbox"/> Enterprise Networking I* | IN 140 | |
| <input type="checkbox"/> Network Directory Services II* | IN 250 | |
| <input type="checkbox"/> Designing a Database Server Infrastructure* | IN 268 | |
| <input type="checkbox"/> Optimizing and Maintaining a Database Solution* | IN 269 | |

A total of 63 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 39 credit hours of required courses, choose 9 credit hours of Technical electives.

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

WINDOWS ADMINISTRATION

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Steve Strom, Lead Instructor, at 316.218.6143 or sstrom@butlerccc.edu

Prior to Admission

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

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

Additional Costs

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





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

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

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

ELECTRICAL WORKERS APPRENTICESHIP

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

| HOURS | | |
|---|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | |
| <input type="checkbox"/> Communications Requirement | EG 100 or above | 3 |
| Science, Math and Computer Science | | |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 |
| <input type="checkbox"/> Any other Gen Ed Requirement | | 9 |
| Required Courses | | 47 |
| <input type="checkbox"/> Electrical JATC Apprenticeship | Transcript | 47 |

62 credits are required. 15 hours BCC Residency.

SHEET METAL WORKERS APPRENTICESHIP

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

| HOURS | | |
|---|------------|-----------|
| General Education Requirements | | 9 |
| Communications | | |
| <input type="checkbox"/> Business Communications | BE 130 | 3 |
| <input type="checkbox"/> Business English | BE 120 | 3 |
| Science, Math and Computer Science | | |
| <input type="checkbox"/> Computer Requirement | BA 104 | 3 |
| <input type="checkbox"/> Other 6 hours articulated within JATC Articulation | | |
| Required Courses | | 53 |
| <input type="checkbox"/> Cooperative Education I | IT 196 | 2 |
| <input type="checkbox"/> Cooperative Education II | IT 197 | 2 |
| <input type="checkbox"/> Cooperative Education III | IT 297 | 2 |
| <input type="checkbox"/> Sheet Metal Apprenticeship | Transcript | 47 |

62 credits are required. 15 hours BCC Residency.



MARKETING & MANAGEMENT

Radio Shack Partnership

ASSOCIATE IN APPLIED SCIENCE

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

| | | HOURS |
|--|--------------------------------|-----------|
| General Education Requirements | | 20 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> One other course | EG 102, SP 100, SP 102, EG 112 | |
| Science, Math and Computer Science | | 11 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> Lab Science Requirement (available on-line) | CH 105 | |
| <input type="checkbox"/> Computer Science Requirement | BA 104 suggested | |
| Social/Behavioral Science Requirement | | 3 |
| <input type="checkbox"/> One course from either Social or Behavioral Science | EC 200 suggested | |
| Required Courses | | 32 |
| <input type="checkbox"/> Principles of Advertising | BA 103 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Accounting II | BA 127 | 3 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Retail Management | BA 203 | 3 |
| <input type="checkbox"/> Principles of Management* | BA 210 | 3 |
| <input type="checkbox"/> Personal Selling* | BA 215 | 3 |
| <input type="checkbox"/> Internship I | BA 193-4 | 4 |
| <input type="checkbox"/> Internship II | BA 194-4 | 4 |
| Related Electives | | 10 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 |
| <input type="checkbox"/> Business Law II | BA 116 | 3 |
| <input type="checkbox"/> 3D Computer Animation I | IN 158 | 3 |
| <input type="checkbox"/> Managerial Accounting | BA 204 | 3 |
| <input type="checkbox"/> Internet Marketing | BA 219 | 3 |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Mgmt. Information Systems | BA 221 | 3 |
| <input type="checkbox"/> Computer Advertising Design | BA 225 | 3 |
| <input type="checkbox"/> 3D Computer Animation II | IN 239 | 3 |
| <input type="checkbox"/> Intro to Sport Management | BA 231 | 3 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | 3 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | 3 |
| <input type="checkbox"/> Exploring Leadership | LS 150 | 3 |
| <input type="checkbox"/> The Emerging Leader | LS 160 | 3 |
| <input type="checkbox"/> Team and Community Building | LS 220 | 3 |
| <input type="checkbox"/> Leadership Dev. Capstone | LS 230 | 3 |
| <input type="checkbox"/> Calculations with Applications | MA 148 | 3 |
| <input type="checkbox"/> Statistics for Management, Life and Social Sciences | MA 220 | 5 |

A total of 62 credit hours is required for this degree. In addition to the 20 credit hours of general education requirements and 32 credit hours of required courses, choose 10 credit hours from the list of related electives below.

This program is for employees of Radio Shack in a partnership with Butler.

*Credit will be awarded at the conclusion of the Radio Shack Training Program for these three courses when the student has accumulated 15 hours of Butler courses. No charge will be assessed Radio Shack or the student for these 9 hours when transcribed.

**Cooperative Education courses must be completed through Butler, but students do not need to come onto a Butler campus to take the courses.

Courses in the sequence may be taken from any accredited college. The degree will be awarded from Butler if the student completes at least 15 credit hours from Butler Community College.

MARKETING & MANAGEMENT via Radio Shack Partnership

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

This program is designed for current or past Radio Shack employees only. Students will be awarded credit at the conclusion of the Radio Shack Training Program. Cooperative education courses must be completed through Butler Community College, but students do not need to come onto the Butler campus for the courses. AMA courses are available through Butler's Business Performance Group.

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students careers; and the recognition of unique organizational missions."

After Butler

Students will be able to progress within the management system at Radio Shack.



21st CENTURY MANUFACTURING WORKFORCE ALLIANCE

ASSOCIATE IN APPLIED SCIENCE

This program is a partnership between the Workforce Alliance of South Central Kansas, Southwestern College and Butler Community College to deliver an associate of applied science degree to displaced workers in a down economy. The goal is to provide laid off workers with the opportunity to earn an associate of applied science degree with high skill, high wage skills needed in today's manufacturing environment within the Wichita metro area.

Note: In addition to earning the AAS in Corporate Studies, participants will be eligible to set for the ASQ Six Sigma Green Belt and APICS Certified Production and Inventory. Students already holding professional certifications or other college work at the "C" or above level from accredited colleges will be awarded appropriate credit. Participants are required to have a minimum of 15 credit hours taken at Butler Community College to receive an award. This AAS degree is designed to transfer seamlessly into Southwestern College's Bachelor of Science in Operations Management degree.

Contact: skills@butlercc.edu, 316.218.6118

| Partner: Butler | | |
|---|-----------------|-------------|
| Butler's Learning PACT Skills | | 24 |
| <input type="checkbox"/> English Comp I (P) | EG 101 | 3 |
| <input type="checkbox"/> Sociology (P) | BS 105 | 3 |
| <input type="checkbox"/> Math Requirement (A) | MA 114 or above | 3 |
| <input type="checkbox"/> English Composition II (C) | EG 102 | 3 |
| <input type="checkbox"/> Public Speaking (C) | SP 100 | 3 |
| <input type="checkbox"/> Information Processing System (T) | BA 104 | 3 |
| <input type="checkbox"/> Project Management (T) | BE 255 | 3 |
| <input type="checkbox"/> Principles of Management (T) | BA 103 | 3 |
| Advanced Materials: Composites Certificate | | 16 |
| <input type="checkbox"/> Introduction to Composites | IT 135 | 4 |
| <input type="checkbox"/> Composite Manufacturing Practices | IT 136 | 4 |
| <input type="checkbox"/> Composite Structure Repair | IT 235 | 4 |
| <input type="checkbox"/> Advanced Techniques in Composites | IT 236 | 4 |
| Partner: Southwestern College | | |
| Productivity Enhancement—Lean Six Sigma Certificate | | 15 |
| <input type="checkbox"/> Six Sigma Green Belt I | OMGT 311 | 3 |
| <input type="checkbox"/> Six Sigma Green Belt II | OMGT 312 | 3 |
| <input type="checkbox"/> Operations Management I | OMGT 310 | 3 |
| <input type="checkbox"/> Managing Group Dynamics | OMGT 320 | 3 |
| <input type="checkbox"/> Integrative Supply Chain Mgmt | OMGT 415 | 3 |
| APICS Certification Production and Inventory Management (CPIM) Related Electives | | 10.5 |
| <input type="checkbox"/> Introduction to Materials Mgmt | PRMG 201 | 3 |
| <input type="checkbox"/> Basics of Supply Chain Mgmt | PRMG 305 | 1.5 |
| <input type="checkbox"/> Master Planning of Resources | PRMG 306 | 1.5 |
| <input type="checkbox"/> Detailed Scheduling & Planning | PRMG 307 | 1.5 |
| <input type="checkbox"/> Execution & Control of Operations | PRMG 308 | 1.5 |
| <input type="checkbox"/> Strategic Mgmt of Resources | PRMG 309 | 1.5 |
| 65.5 Total Credit Hours | | |



UCI CORPORATE STUDIES

ASSOCIATE IN APPLIED SCIENCE

UCI and Butler Community College have partnered to offer a customized corporate studies degree to UCI's workforce. The UCI and Butler Community College partnership makes it possible for construction workers employed by UCI to earn college credit for successfully completing company-sponsored training. When you combine the credits awarded for UCI's training with credits earned by taking designated business, technology and general elective courses at Butler, a college degree is within your reach.

About the UCI Construction AAS Degree:

- Sixty-five (65) credit hours are required for this degree. See the degree requirements for a list of required and elective courses you can take to earn your degree.
- College courses may be taken from any accredited college. Official transcripts must be provided to Butler Community College for classes taken from another institution.
- To earn a degree from Butler Community College, you must earn at least 15 credit hours from Butler Community College. This 15 hour residency requirement can include online classes taken through Butler.
- UCI's curriculum is under review by Butler Community College. Subject to final approval, you will receive college credit for UCI training shown on the degree plan. UCI classes are not Butler Community College classes. You will not pay tuition to Butler for UCI classes, and UCI classes will not count toward your 15 credit hour Butler Community College residency requirement.

Your Personal Butler Connection:

Jami Calvert, Butler's corporate advisor, will assist you with Butler's admission process and serve as your college advisor. Jami will work with you to help you get started at Butler and you can contact Jami whenever you need advising services or other assistance while working on your degree at Butler. The first step is simple. Just ask Eric Estep to schedule a meeting for you and Jami Calvert. Jami will help you with every step of the admissions, advising, assessment, and enrollment process. If you work with any other advisor at Butler, be sure to identify yourself as a UCI employee, working toward the UCI Corporate Studies, AAS.

Your Corporate Advisor:
Jami Calvert
Email: jcalvert@butlercc.edu

UCI Degree Contact:
Eric Estep 316.239.7755
E-mail: eestep@ucict.com

| | | HOURS |
|---|--------|--------------|
| General Education Requirements | | 15 |
| Required General Education Courses | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Technical Math or above | MA 114 | 3 |
| <input type="checkbox"/> Information Processing Systems | BA 104 | 3 |
| Elective General Education Courses (6 Credit Hours) | | 3 |
| <input type="checkbox"/> Public Speaking | P 100 | 3 |
| <input type="checkbox"/> Technical Writing | G 112 | 3 |
| <input type="checkbox"/> Introduction to Meteorology | H 111 | 4 |
| <input type="checkbox"/> Microeconomics | D 200 | 3 |
| <input type="checkbox"/> Sociology | BE 105 | 3 |
| <input type="checkbox"/> Contemporary Social Problems | BS 110 | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| <input type="checkbox"/> Minority Studies | BS 220 | 3 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 | 2 |
| <input type="checkbox"/> Any Physical Education Activity Course | PE | 1 |
| Corporate Core Courses - Butler Courses | | |
| Business Administration Courses | | 18 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Introduction to Business | BA 110 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 |
| <input type="checkbox"/> Elective Business Administration Course(s) | BA | 3 |
| Technical Courses | | 9 |
| <input type="checkbox"/> Industrial Safety | IT 205 | 3 |
| <input type="checkbox"/> Introduction to Quality Assurance | IT 260 | 3 |
| <input type="checkbox"/> Introduction to Surveying | SR 104 | 3 |
| Cooperative Education | | 4 |
| <input type="checkbox"/> Cooperative Education | CP 197 | 4 |
| UCI Training Courses | | 19-20 |
| Required UCI Training Courses | | 16 |
| <input type="checkbox"/> OSHA 30 | FS 113 | 2 |
| <input type="checkbox"/> Hazwoper – 40 hour | | 3 |
| <input type="checkbox"/> NCCER Core, Introduction to Craft Skills | CN 106 | 3 |
| <input type="checkbox"/> Basic Supervisory Management | BA 208 | 3 |
| <input type="checkbox"/> NCCER Management | | 1 |
| <input type="checkbox"/> NCCER Site Layout | | 3 |
| Elective UCI Training Course (Choose 1) | | 3-4 |
| <input type="checkbox"/> NCCER Carpentry Forms | | 4 |
| <input type="checkbox"/> NCCER Concrete Finish | | 3 |
| <input type="checkbox"/> NCCER Pipelayer | | 3 |
| Total Credit Hours Required for Degree | | 65 |

Note: UCI training courses are being evaluated by Butler Community College. Once courses are formally approved for Butler evaluated credit, course numbers will be added to the degree plan.





EARLY CHILDHOOD EDUCATION

ASSOCIATE IN APPLIED SCIENCE

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

| | HOURS |
|---|-----------------|
| General And Elective Courses | 21 |
| Communications | 6 |
| <input type="checkbox"/> English Composition I | EG 101 |
| Electives one of the following | |
| <input type="checkbox"/> English Composition II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| <input type="checkbox"/> Technical Writing | EG 112 |
| <input type="checkbox"/> Business Communications | BE 130 |
| Science and Math | 9 |
| <input type="checkbox"/> Math Requirement | MA 114 or above |
| <input type="checkbox"/> Laboratory Science Requirement | |
| <input type="checkbox"/> Computer Science Requirement | |
| Social/Behavioral Science | 3 |
| <input type="checkbox"/> General Psychology | BS 160 |
| Humanities/Fine Arts | 3 |
| <input type="checkbox"/> One course from either Humanities or Fine Arts | |
| Program Courses (must equal 40 hrs or more) | |
| Required Courses | 38 |
| <input type="checkbox"/> Child Care Administration | CD 222 3 |
| <input type="checkbox"/> First Aid or Red Cross Certified | HL 130 2 |
| <input type="checkbox"/> First Start: Care of Infant and Toddlers with Disabilities | CD 135 3 |
| <input type="checkbox"/> Infant and Toddler Development | CD 124 3 |
| <input type="checkbox"/> Developmental Psych or | BS 260 3 |
| <input type="checkbox"/> Child Psychology. | BS 270 |
| <input type="checkbox"/> Prin. of Early Childhood Ed. I | CD 122 3 |
| <input type="checkbox"/> Prin. of Early Childhood Ed. II | CD 123 3 |
| <input type="checkbox"/> Child Nutrition, Health & Safety | CD 125 3 |
| <input type="checkbox"/> Interaction Techniques with Young Children | CD 225 3 |
| <input type="checkbox"/> Creative Experiences I | CD 115 3 |
| <input type="checkbox"/> Early Childhood Program Curriculum Planning | CD 220 3 |
| <input type="checkbox"/> Child Care Practicum I OR | CD 223 3 |
| <input type="checkbox"/> Lic. Home Daycare Practicum I | CD 213 3 |
| <input type="checkbox"/> Child Care Practicum II OR | CD 224 3 |
| <input type="checkbox"/> Lic. Home Daycare Practicum II | CD 214 3 |

| Related Electives | | 3 |
|---|--------|----------|
| <input type="checkbox"/> Parenting | CD 219 | 3 |
| <input type="checkbox"/> Creative Experiences II | CD 121 | 2 |
| <input type="checkbox"/> Early Childhood Mentoring I | CD 230 | 1 |
| <input type="checkbox"/> Early Childhood Mentoring II | CD 231 | 1 |
| <input type="checkbox"/> Early Childhood Program and Curriculum Planning Lab | CD 221 | 1 |
| <input type="checkbox"/> Coop Ed or Internship | CD 197 | 3 |
| (Work experience must be with infant/toddler or preschool-age children in a licensed center, maximum 3 credit hours.) | | |
| <input type="checkbox"/> Survival Spanish for Early Childhood Staff | FL 140 | 3 |
| <input type="checkbox"/> Children's Literature | LT 260 | 3 |

EARLY CHILDHOOD EDUCATION

Career/Transfer Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Teresa Thompson, Early Childhood Education
Lead Instructor, 316.323.6883 or
Sue Barrientos, Early Childhood Education
Coordinator, 316.323.6845

Accreditation

The EduCare Center Lab on the Butler of El Dorado Campus is accredited by the National Association for the Education of Young Children (NAEYC). It is a Kansas Quality Rating Improvement System KQRIS five star center.

Requirements

Students must have completed a health physical on the Kansas Department of Health & Environment Form KDHE 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 CD 223 or CD 213 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.

Recommended Course Sequence

Early Childhood Education students must have 6 hours of required courses with CD indicator before enrolling in practicum courses, CD 223 or CD 224. First semester program students with previous childcare experience may enroll in CD 223 or CD 213 with instructor permission. CD 123, Principles of Early Childhood II may be completed before CD 122, Principles of Early Childhood I. Red Cross First Aid Certification or Lifesaver Learning will fulfill the HL 130 First Aid 2 credit hour requirement, however the student will need to replace this requirement with 2 credit hours in Early Childhood or approved related courses. CD 222 Childcare Administration should be taken in the last semester of the program.

After Butler

Upon completion, any of our programs in Early Childhood Education will qualify you to direct a center of up to 100 children as well as teach and/or administrate in childcare centers.

With a certificate or an associate's degree in Early Childhood Education you can start a career as a: child care director, child care teacher, special education paraprofessional, Head Start teacher or Early Head Start teacher, among other early childhood positions.



EARLY CHILDHOOD ASSOCIATE**APPRENTICESHIP PROGRAM**

Your Butler experience will prepare you for successfully working with children. ECAAP is an apprenticeship program supported by a grant from the Kansas Department of Social and Rehabilitation Services. You'll gain reflective and guided experience in working with children and families. The goal is to raise the quality of child-care by providing college-level early childhood education to childcare workers through education stipends, salary increases and on-the-job training. Butler provides the training opportunities, however, the student must enroll with ECAAP prior to enrollment to be a program participant in the apprenticeship program. Contact ECAAP program consultant at 771.6830 for more information.

| HOURS | | |
|---|----------------|-----------|
| Program Requirements | | |
| First Year - Required Courses | | 10 |
| <input type="checkbox"/> Early Childhood Program and Curriculum Planning | CD 220 | 3 |
| <input type="checkbox"/> Early Childhood Program and Curriculum Planning Lab | CD 221 | 1 |
| One of the Following | | |
| <input type="checkbox"/> Principles of Early Childhood Education I | CD 122 | 3 |
| <input type="checkbox"/> Principles of Early Childhood Education II | CD 123 | 3 |
| One of the Following | | |
| <input type="checkbox"/> Parenting | CD 219 | 3 |
| <input type="checkbox"/> Interaction Techniques with Young Children | CD 225 | 3 |
| Apprentices are to apply for and complete the CDA at the end of the first year. | | |
| Second Year - Required Courses | | 10 |
| <input type="checkbox"/> Child Practicum I | CD 223 | 3 |
| AND Any course listed as an option in the first year, not used as a requirement or any course from the following. | | |
| <input type="checkbox"/> Infant and Toddler Development | CD 124 | 3 |
| <input type="checkbox"/> Child Nutrition, Health & Safety | CD 125 | 3 |
| <input type="checkbox"/> Creative Experiences For Children I or II | CD 115, CD 121 | 3/2 |
| <input type="checkbox"/> Children's Literature | LT 260 | 3 |
| <input type="checkbox"/> First Start: Care of Handicapped Infants and Toddlers | CD 135 | 3 |
| <input type="checkbox"/> Developmental Psychology | BS 260 | 3 |
| <input type="checkbox"/> Child Psychology | BS 270 | 3 |
| <input type="checkbox"/> Early Childhood Mentoring I | CD 230 | 1 |
| <input type="checkbox"/> Early Childhood Mentoring II | CD 231 | 1 |
| <input type="checkbox"/> Child Care Administration | CD 222 | 3 |

Program Information

The apprenticeship program is supported by a grant from the Kansas Department of Social and Rehabilitation Services. The Early Childhood Associate Apprenticeship Program ECAAP is open to all interested child care centers in Butler's service area and other selected areas throughout Kansas. Childcare centers interested in developing an apprenticeship program should contact the ECAAP Office, Kansas Department of Commerce, 150 N. Main, Suite 100, Wichita, KS 67202, 316.771.6830.

EARLY CHILDHOOD ASSOCIATE APPRENTICESHIP**Career Program**

Certificate Offered: CDA, The Child Development Associate Certification: The Department of Labor Early Childhood Associate Apprentice Certificate

Credits Required: 20

On the job training: 4,000 hours

Requirements

An apprentice is an individual who has applied for and been accepted for an apprenticeship and who, with an employer, has a written apprenticeship agreement.

After Butler

Transfer students should consult with an academic advisor concerning transferring of classes to colleges and universities. Upon completion, any of our programs in Early Childhood Education will qualify you to direct a center of up to 100 children as well as teach and/or administrate in childcare centers.

CDA CHILD DEVELOPMENT ASSOCIATE**COURSEWORK**

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

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

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



EARLY CHILDHOOD EDUCATION, ONE-YEAR**CERTIFICATE**

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

| | | HOURS |
|--|--------|-----------|
| Program Courses | | |
| Required Courses | | 29 |
| <input type="checkbox"/> Child Care Administration | CD 222 | 3 |
| <input type="checkbox"/> Princ. of Early Childhood I | CD 122 | 3 |
| <input type="checkbox"/> Princ. of Early Childhood II | CD 123 | 3 |
| <input type="checkbox"/> First Aid or Red Cross certified | HL 130 | 2 |
| <input type="checkbox"/> Infant & Toddler Dev. | CD 124 | 3 |
| <input type="checkbox"/> First Start: Care of Infants & Toddlers with Disabilities | CD 135 | 3 |
| <input type="checkbox"/> Early Childhood Program and Curriculum Planning | CD 220 | 3 |
| <input type="checkbox"/> Interaction Techniques with Young Children | CD 225 | 3 |
| <input type="checkbox"/> Child Care Practicum I or | CD 223 | 3 |
| <input type="checkbox"/> Lic. Home Day Care Practicum I | CD 213 | 3 |
| <input type="checkbox"/> Child Care Practicum II or | CD 224 | 3 |
| <input type="checkbox"/> Lic. Home Day Care Practicum II | CD 214 | 3 |
| Three Hours from the Following | | 3 |
| <input type="checkbox"/> Creative Experiences I | CD 115 | 3 |
| <input type="checkbox"/> Child Nutrition Health & Safety | CD 125 | 3 |
| <input type="checkbox"/> Parenting | CD 219 | 3 |

Program Information

This is a vocationally oriented program and includes 29 hours of Early Childhood Education courses as well as basic skill areas in spelling, vocabulary, math, writing and interpersonal communications. Students may add general education requirements to this certificate and additional early childhood hours to complete an associate's degree. Any exceptions to the list of required courses for this certificate must be approved by the Lead faculty of Early Childhood Education.

EARLY CHILDHOOD EDUCATION

Certificate Offered: Certificate of Completion in Early Childhood Education

Credits Required: 32

Contact: Sue Barrientos, 316.323.6845, Early Childhood Education Program Coordinator or Teresa Thompson, Early Childhood Education Lead Instructor 316.323.6883

Accreditation

The EduCare Center Lab on the Butler of El Dorado Campus is accredited by the National Association for the Education of Young Children NAEYC. It is a Kansas Quality Rating Improvement System KQRIS five star center.

Requirements

Students must have completed a health physical on the Kansas Department of Health & Environment Form KDHE 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 CD 223 or CD 213 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.

After Butler

Upon completion, any of our programs in Early Childhood Education will qualify you to direct a center of up to 100 children as well as teach and/or administrate in childcare centers.

With a certificate or an associate's degree in Early Childhood Education you can start a career as a: Child care director, Child care teacher, Special education paraprofessional, Head Start teacher or Early Head Start teacher among other early childhood positions.



ELEMENTARY EDUCATION**ASSOCIATE IN SCIENCE**

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

| | HOURS |
|--|-------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 3 |
| <input type="checkbox"/> English Comp II | EG 102 3 |
| <input type="checkbox"/> Public Speaking | SP 100 3 |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above 3 |
| <input type="checkbox"/> Lab Science Requirement | 4-5 |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | 3-4 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | 3 |
| <input type="checkbox"/> General Psychology | BS 160 3 |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | 3 |
| <input type="checkbox"/> Fine Arts Requirement | 3 |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | 6 |
| <input type="checkbox"/> Intro to Teaching | ED 206 3 |
| <input type="checkbox"/> Children's Literature | LT 260 3 |
| Related Electives (see an advisor for transfer information) | 24 |
| <input type="checkbox"/> Intro. to the Exceptional Child | ED 220 3 |
| <input type="checkbox"/> Instructional Technology | ED 222 3 |

ELEMENTARY EDUCATION**ASSOCIATE IN ARTS**

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

| | HOURS |
|--|-------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 3 |
| <input type="checkbox"/> English Comp II | EG 102 3 |
| <input type="checkbox"/> Public Speaking | SP 100 3 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above 3 |
| <input type="checkbox"/> Lab Science Requirement | 4-5 |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | 3 |
| <input type="checkbox"/> General Psychology | BS 160 3 |
| <input type="checkbox"/> Behavioral or Social Science Req. | 3 |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | 3 |
| <input type="checkbox"/> Fine Arts Requirement | 3 |
| <input type="checkbox"/> One additional course | 3 |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | 1 |

| | |
|--|--------------|
| Required Courses | 6 |
| <input type="checkbox"/> Intro to Teaching | ED 206 3 |
| <input type="checkbox"/> Children's Literature | LT 260 3 |
| Related Electives (see an advisor for transfer information) | 22-23 |
| <input type="checkbox"/> Intro. to the Exceptional Child | ED 220 3 |
| <input type="checkbox"/> Instructional Technology | ED 222 3 |

ELEMENTARY EDUCATION**Career Program**

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Shellie Gutierrez, Lead Instructor for Education
at 316.322.3291
Shannon Herbert, Education Advisor
at 316.322.3258
Carmen Bunck, Education Advisor
at 316.218.6504

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. Program planning and selection of options need careful consideration. Work with a Butler advisor so your transfer will be a smooth and complete process.

Recommended Course Sequence**Semester 1:**

EG 101, BS 160, LT 260, MA 131 or MA 135, Social Science Requirement, Physical Education Requirement

Semester 2:

EG 102, SP 100, Behavioral Science Requirement, Humanities Requirement

Semester 3:

Lab Science Requirement, Fine Arts Requirement, Related Electives

Semester 4:

ED 206, Humanities or Fine Arts Requirement, Related Elective

After Butler

The Associate in Arts degree is designed for students planning to transfer to a four-year college.

B.E.S.T. Program Butler and Emporia, from Students to Teachers

Emporia State University offers Junior and Senior-year courses in Elementary Education at the Butler of El Dorado campus.

The partnership between ESU and Butler is known as the BEST program. See an advisor for more information.

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



SECONDARY EDUCATION

ASSOCIATE IN SCIENCE

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

| | HOURS |
|--|-------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 3 |
| <input type="checkbox"/> English Comp II | EG 102 3 |
| <input type="checkbox"/> Public Speaking | SP 100 3 |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above 3 |
| <input type="checkbox"/> Lab Science Requirement | 4-5 |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | 3-4 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | 3 |
| <input type="checkbox"/> General Psychology | BS 160 3 |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | 3 |
| <input type="checkbox"/> Fine Arts Requirement | 3 |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | 1 |
| Required Courses | |
| <input type="checkbox"/> Intro to Teaching | ED 206 3 |
| Related Electives see an advisor for transfer information | 27 |
| <input type="checkbox"/> Intro. to the Exceptional Child | ED 220 3 |
| <input type="checkbox"/> Instructional Technology | ED 222 3 |

SECONDARY EDUCATION

ASSOCIATE IN ARTS

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

| | HOURS |
|--|------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 3 |
| <input type="checkbox"/> English Comp II | EG 102 3 |
| <input type="checkbox"/> Public Speaking | SP 100 3 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA131 or above 3 |
| <input type="checkbox"/> Lab Science Requirement | 4-5 |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | 3 |
| <input type="checkbox"/> General Psychology | BS 160 3 |
| <input type="checkbox"/> Behavioral or Social Science Req. | 3 |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | 3 |
| <input type="checkbox"/> Fine Arts Requirement | 3 |
| <input type="checkbox"/> One additional course | 3 |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | 1 |

Required Courses

| | | |
|--|--------|--------------|
| <input type="checkbox"/> Intro to Teaching | ED 206 | 3 |
| Related Electives | | 24-25 |
| (see an advisor for transfer information) | | |
| <input type="checkbox"/> Intro. to the Exceptional Child | ED 220 | 3 |
| <input type="checkbox"/> Instructional Technology | ED 222 | 3 |

SECONDARY EDUCATION

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Shellie Gutierrez, Lead Instructor for Education
at 316.322.3291
Shannon Herbert, Education Advisor
at 316.322.3258
Carmen Bunck, Education Advisor
at 316.218.6504

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. Program planning and selection of options need careful consideration. Work with a Butler advisor so your transfer will be a smooth and complete process.

Recommended Course Sequence

Semester 1:

EG 101, BS 160, LT 260, MA 131 or MA 135, Social Science Requirement, Physical Education Requirement

Semester 2:

EG 102, SP 100, Behavioral Science Requirement, Humanities Requirement

Semester 3:

Lab Science Requirement, Fine Arts Requirement, Related Electives

Semester 4:

ED 206, Humanities or Fine Arts Requirement, Related Electives

After Butler

The Associate in Arts degree is designed for students planning to transfer to a four-year college.

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



PHYSICAL EDUCATION FOR ELEMENTARY MAJORS

ASSOCIATE IN SCIENCE

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

| | | HOURS |
|--|-----------------------------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> English Comp II | EG 102 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| Science and Math | | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> Lab Science Requirement | | 4-5 |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | | 3-4 |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> Social Science Requirement | | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | 3 |
| <input type="checkbox"/> Fine Arts Requirement | | 3 |
| Physical Education | | 1 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 | 2 |
| Required Courses | | 11 |
| <input type="checkbox"/> Intro to Teaching | ED 206 | 3 |
| <input type="checkbox"/> Intro to Physical Education | PE 120 | 3 |
| <input type="checkbox"/> Personal and Public Health | HL 100 | 3 |
| <input type="checkbox"/> First Aid | HL 130 | 2 |
| Related Electives | | 19 |
| <input type="checkbox"/> Any Physical Education Activity Courses | | |
| <input type="checkbox"/> Any Theory of Coaching Courses | PE 240, PE 250, PE 260, PE 270 | |

PHYSICAL EDUCATION FOR ELEMENTARY MAJORS

ASSOCIATE IN ARTS

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

| | | HOURS |
|--|-----------------------------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> English Comp II | EG 102 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| Science and Math | | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> Lab Science Requirement | | 4-5 |
| Social/Behavioral Science | | 9 |
| <input type="checkbox"/> Social Science Requirement | | |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| <input type="checkbox"/> Behavioral or Social Science Req. | | 3 |
| Humanities/Fine Arts | | 9 |
| <input type="checkbox"/> Humanities Requirement | | 3 |
| <input type="checkbox"/> Fine Arts Requirement | | 3 |
| <input type="checkbox"/> One additional course | | 3 |
| Physical Education | | 1 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 | 2 |
| Required Courses | | 11 |
| <input type="checkbox"/> Intro to Teaching | ED 206 | 3 |
| <input type="checkbox"/> Intro to Physical Education | PE 120 | 3 |
| <input type="checkbox"/> Personal and Public Health | HL 100 | 3 |
| <input type="checkbox"/> First Aid | HL 130 | 2 |
| Related Electives | | 16 |
| <input type="checkbox"/> Any Physical Education Activity Courses | | |
| <input type="checkbox"/> Any Theory of Coaching Courses | PE 240, PE 250, PE 260, PE 270 | |

PHYSICAL EDUCATION AND RECREATION

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Fred Torneden, Lead Physical Education/Health Instructor, at 316.218.6375

Program Information

Butler's department of health and physical education provides you with the opportunity to take classes for both recreational and instructional purposes. You don't have to be an athlete or a physical education major to enjoy the wide variety of classes available at Butler.



PHYSICAL EDUCATION FOR SECONDARY MAJORS

ASSOCIATE IN SCIENCE

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

| | HOURS |
|--|----------------------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 3 |
| <input type="checkbox"/> English Comp II | EG 102 3 |
| <input type="checkbox"/> Public Speaking | SP 100 3 |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above 3 |
| <input type="checkbox"/> Lab Science Requirement | 4-5 |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | 3-4 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | 3 |
| <input type="checkbox"/> General Psychology | BS 160 3 |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | 3 |
| <input type="checkbox"/> Fine Arts Requirement | 3 |
| Physical Education | 1 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 2 |
| Required Courses | 16 |
| <input type="checkbox"/> Intro to Teaching | ED 206 3 |
| <input type="checkbox"/> Intro to Physical Education | PE 120 3 |
| <input type="checkbox"/> Personal and Public Health | HL 100 3 |
| <input type="checkbox"/> First Aid | HL 130 2 |
| <input type="checkbox"/> Prevention and Care of Athletic Injuries | PE 280 3 |
| <input type="checkbox"/> Any Theory of Coaching | PE 240, PE 250, PE 260, PE 270 2 |
| Related Electives | 14 |
| <input type="checkbox"/> Any Physical Education Activity Course | |

PHYSICAL EDUCATION FOR SECONDARY MAJORS

ASSOCIATE IN ARTS

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

| | HOURS |
|---|----------------------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 3 |
| <input type="checkbox"/> English Comp II | EG 102 3 |
| <input type="checkbox"/> Public Speaking | SP 100 3 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above 3 |
| <input type="checkbox"/> Lab Science Requirement | 4-5 |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | 3 |
| <input type="checkbox"/> General Psychology | BS 160 3 |
| <input type="checkbox"/> Behavioral or Social Science Req. | 3 |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | 3 |
| <input type="checkbox"/> Fine Arts Requirement | 3 |
| <input type="checkbox"/> One additional course | 3 |
| Physical Education | 1 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 2 |
| Required Courses | 16 |
| <input type="checkbox"/> Intro to Teaching | ED 206 3 |
| <input type="checkbox"/> Intro to Physical Education | PE 120 3 |
| <input type="checkbox"/> Personal and Public Health | HL 100 3 |
| <input type="checkbox"/> First Aid | HL 130 2 |
| <input type="checkbox"/> Prevention and Care of Athletic Injuries | PE 280 3 |
| <input type="checkbox"/> Any Theory of Coaching | PE 240, PE 250, PE 260, PE 270 2 |
| Related Electives | 11 |
| <input type="checkbox"/> Any Physical Education Activity Course | |

PHYSICAL EDUCATION AND HEALTH

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Fred Torneden, Lead Physical Education/
Health Instructor, at 316.218.6375

Program Information

Butler's department of health and physical education provides you with the opportunity to take classes for both recreational and instructional purposes. You don't have to be an athlete or a physical education major to enjoy the wide variety of classes available at Butler.





ENGINEERING GRAPHICS TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to apply advanced computer-aided design CAD skills to the creation of graphic representations and simulations in support of architectural and engineering projects with the aid of CAD. This program includes instruction in engineering graphics, two-dimensional and three-dimensional design, solid modeling, residential design, and commercial design.

| First Semester (Fall) | | 15 |
|--|--------|----|
| <input type="checkbox"/> English Comp. I | EG 101 | 3 |
| <input type="checkbox"/> Trigonometry | MA 140 | 3 |
| <input type="checkbox"/> Networking Basics | IN 134 | 3 |
| <input type="checkbox"/> Auto CAD Basics | EN 107 | 3 |
| <input type="checkbox"/> Related Elective | | 3 |
| Second Semester (Spring) | | 16 |
| <input type="checkbox"/> English Comp II* | EG 102 | 3 |
| <input type="checkbox"/> General Physics* | PH 143 | 5 |
| <input type="checkbox"/> Engineering Graphics I* | EN 101 | 3 |
| <input type="checkbox"/> Engineering Concepts | EN 115 | 2 |
| <input type="checkbox"/> AutoCAD Advanced*2 | EN 207 | 3 |
| Third Semester (Fall) | | 18 |
| <input type="checkbox"/> Ethics | PL 291 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| <input type="checkbox"/> Engineering Graphics II* | EN 102 | 3 |
| <input type="checkbox"/> Related Electives | | 9 |
| Fourth Semester (Spring) | | 15 |
| <input type="checkbox"/> Residential Design & CAD*2 | EN 103 | 3 |
| <input type="checkbox"/> Engineering Graphics Tech Capstone* | EN 206 | 3 |
| <input type="checkbox"/> 3D Modeling & CAD*2 | EN 214 | 3 |
| <input type="checkbox"/> Internship | | 3 |
| <input type="checkbox"/> Related Elective | | 3 |
| Related Electives | | |
| <input type="checkbox"/> Introduction to Surveying1 | SR 104 | 3 |
| <input type="checkbox"/> Surveying II* | SR 204 | 3 |
| <input type="checkbox"/> Commercial Building Design & CAD*1 | EN 211 | 3 |
| <input type="checkbox"/> Structural, Civil and Pipe Design & CAD*1 | EN 217 | 3 |
| <input type="checkbox"/> Introduction to Quality Assurance | IT 260 | 3 |
| <input type="checkbox"/> Statics* | EN 260 | 3 |

Any Engineering course not listed under required or any Manufacturing Technology course.

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

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

A total of 64 credit hours are required for this degree. In addition to the 20 credit hours of general education requirements and 29 credit hours of required courses, 15 credit hours of related electives are required.

ENGINEERING GRAPHICS TECHNOLOGY

Career Program

Degree Offered: Associate In
Applied Science

Credits Required: 64

Contact: Kara McCluskey, P.E., Lead Instructor, at
316.218.6343, or kmccclusk@butlercc.edu

Accreditation

TAC/ABET, American Design & Drafting Association (ADDA)

Prior To Admission

Appropriate Placement Scores, See An Advisor For Details.

Additional Costs

Additional Lab Fee Is Assessed To Each Program Course And Subject To Change.

Median Wage

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



ENGINEERING GRAPHICS TECHNOLOGY**CERTIFICATE**

Your Butler experience will prepare you to apply advanced computer-aided design CAD skills to the creation of graphic representations and simulations in support of architectural and engineering projects. With the aid of CAD, this program includes instruction in engineering graphics, two-dimensional and three-dimensional design, solid modeling, residential and commercial design.

Prior to Admission

Appropriate placement scores, see an advisor for details.

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

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

Median Wage

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

CAD TECHNICIAN**Career Program**

Certificate Offered: Certificate in CAD Technician

Credits Required: 32

Contact: Kara McCluskey, P.E., Lead Instructor, at 316.3218.6343, or kmclusk@butlercc.edu

Accreditation

ADDA, TAC/ABET accreditation.

Recommended Course Sequence

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

Additional Costs

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

COMPOSITE ENGINEERING TECHNOLOGY**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using advanced materials and polymers in commercial manufacturing. Instruction will prepare students to design products via Catia and produce those products within a laboratory setting.

Prior to admission

Students are required to take the ASSET test. Students must score a minimum of 37 Reading, 35 Writing, and Numerical Math.

| | | HOURS |
|---|-----------------|-----------|
| General Education Requirements | | 20 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| <input type="checkbox"/> 1 additional course in communications | | 3 |
| Science and Math | | 11 |
| <input type="checkbox"/> College Algebra | MA 131 or above | 3 |
| <input type="checkbox"/> Applied Physics | PH 109 | 3 |
| <input type="checkbox"/> Applied Chemistry | CH 105 | 5 |
| Required Courses | | 44 |
| <input type="checkbox"/> Industrial Safety* | IT 205 | 3 |
| <input type="checkbox"/> Intro to Composites | IT 135 | 4 |
| <input type="checkbox"/> Composites Manufacturing Practices | IT 136 | 4 |
| <input type="checkbox"/> Beginning Concepts of CNC* | IT 120 | 3 |
| <input type="checkbox"/> Machine Processes I* | IT 100 | 3 |
| <input type="checkbox"/> Basic Catia* | IT 218 | 3 |
| <input type="checkbox"/> Machine Processes II* | IT 102 | 3 |
| <input type="checkbox"/> Composite Structure Repair | IT 235 | 4 |
| <input type="checkbox"/> Adv. Techniques in Composites | IT 236 | 4 |
| <input type="checkbox"/> Intro to Quality Assurance | IT 260 | 3 |
| <input type="checkbox"/> Advanced Catia* | IT 219 | 3 |
| <input type="checkbox"/> Intro Manufacturing and Material Science* | IT 226 | 3 |
| <input type="checkbox"/> Any IT elective course or department consent | | 4 |

AAS Degree requires 64 credit hours.

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

COMPOSITE ENGINEERING TECHNOLOGY**Career Program**

Degree Offered: AAS in Composite Engineering Technology

Credits Required: 64

Contact: Rod Brown, Lead Instructor, at 316.218.6135, or rbrown34@butlercc.edu



COMPOSITE ENGINEERING TECHNOLOGY**MANUFACTURING AND COMPOSITES CERTIFICATE**

Your Butler experience will prepare you to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using advanced materials and polymers in commercial manufacturing. Instruction will prepare students to design products via Catia and produce those products within a laboratory setting.

Prior to admission

Students are required to take the ASSET test. Students must score a minimum of 37 Reading, 35 Writing, and Numerical Math.

| | | HOURS |
|---|--------|-------|
| Required Courses | | |
| <input type="checkbox"/> Industrial Safety* | IT 205 | 3 |
| <input type="checkbox"/> Intro to Composites | IT 135 | 4 |
| <input type="checkbox"/> Composites Manufacturing Practices | IT 136 | 4 |
| <input type="checkbox"/> Beginning Concepts of CNC* | IT 120 | 3 |
| <input type="checkbox"/> Machine Processes I* | IT 100 | 3 |
| <input type="checkbox"/> Basic Catia* | IT 218 | 3 |
| <input type="checkbox"/> Machine Processes II* | IT 102 | 3 |
| <input type="checkbox"/> Composite Structure Repair | IT 235 | 4 |
| <input type="checkbox"/> Adv. Techniques in Composites | IT 236 | 4 |
| <input type="checkbox"/> Intro to Quality Assurance | IT 260 | 3 |
| <input type="checkbox"/> Advanced Catia* | IT 219 | 3 |

Certificate requires 37 credit hours.

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

COMPOSITE ENGINEERING TECHNOLOGY**Career Program**

Certificate Offered: Certificate in Composite Engineering Technology

Credits Required: 37

Contact: Rod Brown, Lead Instructor, at 316.218.6135, or rbrown34@butlercc.edu

COMPOSITE ENGINEERING TECHNOLOGY**COMPOSITE TECHNICIAN CERTIFICATE**

Your Butler experience will prepare you to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using advanced materials and polymers in commercial manufacturing. Focuses on Composite Fabrication, Repair, Machining, Lay Up, and Basic Design.

Prior to admission

Students are required to take the ASSET test. Students must score a minimum of 37 Reading, 35 Writing, and Numerical Math.

| | | HOURS |
|---|--------|-------|
| Required Courses | | |
| <input type="checkbox"/> Intro to Composites | IT 135 | 4 |
| <input type="checkbox"/> Composites Manufacturing Practices | IT 136 | 4 |
| <input type="checkbox"/> Composite Structure Repair | IT 235 | 4 |
| <input type="checkbox"/> Adv. Techniques in Composites | IT 236 | 4 |

Certificate of Completion requires a total of 16 credit hours.

COMPOSITE ENGINEERING TECHNOLOGY**Career Program**

Certificate Offered: Certificate of Completion in Composite Technician

Credits Required: 16

Contact: Rod Brown, Lead Instructor, at 316.218.6135, or rbrown34@butlercc.edu



MANUFACTURING ENGINEERING TECHNOLOGY**ASSOCIATE IN APPLIED SCIENCE**

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

| | | HOURS |
|---|---------------------|-----------|
| General Education Requirements | | 18 |
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| <input type="checkbox"/> One other course | EG 102 or EG 112 | 3 |
| Science and Math | | 6 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> Science Requirement (CH 105 strongly advised) | PH 109 or CH 105 | 3 |
| Social/Behavioral Science Requirement | | 3 |
| <input type="checkbox"/> Sociology | BS 105 or | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Required Courses | | 37 |
| <input type="checkbox"/> Machine Processes I* | IT 100 | 3 |
| <input type="checkbox"/> Machine Processes II* | IT 102 | 3 |
| <input type="checkbox"/> Beginning Concepts of CNC* | IT 120 | 3 |
| <input type="checkbox"/> Machine Trades Print Reading* | IT 150 | 1 |
| <input type="checkbox"/> Manufacturing Processes* | IT 204 | 3 |
| <input type="checkbox"/> Industrial Safety* | IT 205 | 3 |
| <input type="checkbox"/> Basic CATIA* | IT 218 | 3 |
| <input type="checkbox"/> Advanced CATIA* | IT 219 | 3 |
| <input type="checkbox"/> Adv. Automated Manufacturing with CNC* | IT 220 | 3 |
| <input type="checkbox"/> Introduction to Material Science* | IT 226 | 3 |
| <input type="checkbox"/> Manufacturing Part Design | IT 230 | 3 |
| <input type="checkbox"/> Introduction to Quality Assurance | IT 260 | 3 |
| <input type="checkbox"/> Introduction to Metrology | IT 263 | 3 |

A total of 64 hours is required for this degree. In addition to the 18 credit hours of general education requirements and 37 hours of required courses, students must choose 9 credit hours from the list of related electives below:

| | | |
|--|--------|----------|
| Related Electives | | 9 |
| <input type="checkbox"/> Engineering Graphics I* | EN 101 | 3 |
| <input type="checkbox"/> Engineering Graphics II* | EN 102 | 3 |
| <input type="checkbox"/> Engineering Concepts* | EN 115 | 2 |
| <input type="checkbox"/> Industrial Supervision* | IT 141 | 3 |
| <input type="checkbox"/> Mechanical Devices and Sys* | IT 116 | 3 |
| <input type="checkbox"/> Fluid Power* | IT 117 | 3 |
| <input type="checkbox"/> Cooperative Education | IT 197 | 3 |
| <input type="checkbox"/> Basic FeatureCAM* | IT 216 | 3 |
| <input type="checkbox"/> Basic Mastercam* | IT 217 | 3 |
| <input type="checkbox"/> Advanced FeatureCAM* | IT 221 | 3 |
| <input type="checkbox"/> Advanced Mastercam* | IT 225 | 3 |

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

MANUFACTURING ENGINEERING TECHNOLOGY**Career Program**

Degree Offered: Associate in Applied Science in
Manufacturing Technology

Credits Required: 64

Contact: Buford Pringle, CMFGT, Lead Instructor, at
316.218.6136

Accreditation

TAC/ABET.

Prior to Admission

Appropriate placement scores, see an advisor for details.

University Articulations

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

Additional Costs

Additional Lab Fee Is Assessed To Each Program Course And Subject To Change.

Median Wage

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



MANUFACTURING ENGINEERING TECHNOLOGY**CERTIFICATE**

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

Prior to Admission

Appropriate placement scores, see an advisor for details.

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 34 |
| <input type="checkbox"/> Machine Processes I* | IT 100 | 3 |
| <input type="checkbox"/> Machine Processes II* | IT 102 | 3 |
| <input type="checkbox"/> Beginning Concepts of CNC* | IT 120 | 3 |
| <input type="checkbox"/> Machine Trades Print Reading* | IT 150 | 1 |
| <input type="checkbox"/> Manufacturing Processes* | IT 204 | 3 |
| <input type="checkbox"/> Advanced CATIA* | IT 219 | 3 |
| <input type="checkbox"/> Introduction to Quality Assurance | IT 260 | 3 |
| <input type="checkbox"/> Industrial Safety* | IT 205 | 3 |
| <input type="checkbox"/> Basic CATIA* | IT 218 | 3 |
| <input type="checkbox"/> Adv. Automated Manufacturing with CNC* | IT 220 | 3 |
| <input type="checkbox"/> Intro to Material and Manufacturing Science* | IT 226 | 3 |
| <input type="checkbox"/> Manufacturing Part Design | IT 230 | 3 |

Students must have 3 hours of related electives from the following:

| Related Electives | | 3 |
|--|--------|----------|
| <input type="checkbox"/> Engineering Graphics I* | EN 101 | 3 |
| <input type="checkbox"/> Engineering Graphics II* | EN 102 | 3 |
| <input type="checkbox"/> Mechanical Devices and Systems* | IT 116 | 3 |
| <input type="checkbox"/> Fluid Power* | IT 117 | 3 |
| <input type="checkbox"/> Basic Feature CAM* | IT 216 | 3 |
| <input type="checkbox"/> Advanced Feature CAM* | IT 221 | 3 |
| <input type="checkbox"/> Advanced Mastercam* | IT 225 | 3 |

Certificate requires 37 credit hours.

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

MANUFACTURING ENGINEERING TECHNOLOGY**Career Program**

Certificate Offered: Certificate in Manufacturing Technology and eligibility to take the Society of Manufacturing Engineers SME certification test

Credits Required: 37

Contact: Buford Pringle, CMFGT, Lead Instructor, at 316.218.6136

Accreditation

TAC/ABET

Prior to Admissions

Appropriate placement scores, see an advisor for details.

Additional Costs

Additional Lab Fee Is Assessed To Each Program Course And Subject To Change.

Median Wage

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



SURVEYING TECHNOLOGY**ASSOCIATE OF APPLIED SCIENCE**

Butler Community College's Associate of Applied Science in Surveying Technology degree is designed to prepare students for necessary training for future licensure as a land surveyor in Kansas. All 50 states and all U.S. territories license surveyors. The program consists of topics including field surveying techniques, surveying laws and ethics, Global Position Systems GPS, Geographic Information Systems GIS, land information systems, safety, drafting, and records research. The two-year Associate of Applied Science in Surveying Technology degree is designed to provide necessary training for future licensure as a land surveyor in Kansas.

| | | | HOURS |
|---|-----------------|---|-----------|
| General Education Requirements | | | 24 |
| Communications | | | 12 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 | |
| <input type="checkbox"/> English Comp II | EG 102 | 3 | |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 | |
| <input type="checkbox"/> Technical Writing | EG 112 | 3 | |
| Science and Math | | | 9 |
| <input type="checkbox"/> College Algebra w/Review or | MA 131 or above | 3 | |
| <input type="checkbox"/> Trigonometry | MA 140 | 3 | |
| <input type="checkbox"/> Applied Physics or | PH 109 or | 3 | |
| <input type="checkbox"/> Basic Physics I | PH 130 | | |
| Social/Behavioral Science | | | 3 |
| <input type="checkbox"/> US History I or | HS 131 or | 3 | |
| <input type="checkbox"/> US History II | HS 132 | | |
| Required Courses | | | 40 |
| <input type="checkbox"/> Introduction to Surveying | SR 104 | 3 | |
| <input type="checkbox"/> AutoCAD Basics* | EN 107 | 3 | |
| <input type="checkbox"/> Introduction to GIS/GPS* | SR 110 | 3 | |
| <input type="checkbox"/> Accounting I | BA 126 | 3 | |
| <input type="checkbox"/> Surveying II* | SR 204 | 3 | |
| <input type="checkbox"/> Advanced GIS/GPS* | SR 210 | 3 | |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 | |
| <input type="checkbox"/> Boundary Control | SR 220 | 3 | |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 | |
| <input type="checkbox"/> Survey Law* | SR 222 | 3 | |
| <input type="checkbox"/> Legal Descriptions* | SR 224 | 2 | |
| <input type="checkbox"/> Subdivision Planning and Design* | SR 112 | 3 | |
| <input type="checkbox"/> Route Surveying* | SR 226 | 3 | |
| <input type="checkbox"/> Internship I | SR 193 | 2 | |

A total of 64 credit hours is required for this degree; 24 hours of general education and 39 hours of technical courses.

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

SURVEYING TECHNOLOGY**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Buford Pringle, CMFGT, Lead Instructor, at 316.218.6136

Prior to Admission

Appropriate placement scores, see an advisor for details.

Additional Costs

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

SURVEYING TECHNOLOGY**CERTIFICATE**

Your Butler experience will prepare you for future licensure as a land surveyor in Kansas.

Prior to Admission

Appropriate placement scores, see an advisor for details.

| | | | HOURS |
|---|--------|---|-----------|
| Required Courses | | | 40 |
| <input type="checkbox"/> Introduction to Surveying | SR 104 | 3 | |
| <input type="checkbox"/> AutoCAD Basics* | EN 107 | 3 | |
| <input type="checkbox"/> Introduction to GIS/GPS* | SR 110 | 3 | |
| <input type="checkbox"/> Accounting I | BA 126 | 3 | |
| <input type="checkbox"/> Surveying II* | SR 204 | 3 | |
| <input type="checkbox"/> Advanced GIS/GPS* | SR 210 | 3 | |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 | |
| <input type="checkbox"/> Boundary Control | SR 220 | 3 | |
| <input type="checkbox"/> Business Ethics | BA 220 | 3 | |
| <input type="checkbox"/> Survey Law* | SR 222 | 3 | |
| <input type="checkbox"/> Legal Descriptions* | SR 224 | 2 | |
| <input type="checkbox"/> Subdivision Planning and Design* | SR 112 | 3 | |
| <input type="checkbox"/> Route Surveying* | SR 226 | 3 | |
| <input type="checkbox"/> Internship I | SR 193 | 2 | |

Certificate requires 40 credit hours.

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



PRE-ENGINEERING

ASSOCIATE IN SCIENCE

| | HOURS |
|--|------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP102 |
| Science and Math | 10* |
| <input type="checkbox"/> Calculus I with Analytic Geometry | MA 151 |
| <input type="checkbox"/> College Chemistry I | CH 110 |
| <input type="checkbox"/> Calculus II w/Analytic Geometry | MA 152 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> Behavioral Science Requirement | |
| Humanities/Fine Arts | |
| <input type="checkbox"/> Humanities Requirement | 6 |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

A minimum of 62 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete this Associate in Science degree is listed below:

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

*Some related elective hours are met with extra hours in Math and Science above.

**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 Chemistry II. Advisement in either course for any option should be verified by future university of choice. Also see "Engineering Graphics Technology."

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.

PRE-ENGINEERING

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Larry Friesen, Lead Mathematics/Engineering Instructor, at 316.322.3138

Requirements :

See Program of Study

Recommended Course Sequence

Semester 1:

EG 101, MA 151, CH 110, EN 115, Physical Education Requirement

Semester 2:

EG 102, MA 152, EN 101 or CH 115,

Semester 3:

MA 253, PH 251, SP 100, Humanities Requirement, or Electives

Semester 4:

MA 260, PH 252, EN 260, Behavioral Science Requirement, Fine Arts Requirement

Recommended Electives

Any IN Programming course; Any IT Manufacturing Engineering Technology course, Engineering Graphics I & II, EC200



WELDING TECHNOLOGY**ASSOCIATE IN APPLIED SCIENCE**

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

| | | HOURS |
|--|-----------------|-----------|
| General Education Requirements | | 17 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| Science, Math and Computer Science | | 11 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 |
| <input type="checkbox"/> Science Requirement | CH 105 or above | 5 |
| <input type="checkbox"/> Computer Science Requirement | BA 104 | 3 |
| Required Courses | | 37 |
| Semester I (Fall) | | |
| <input type="checkbox"/> General Industry Health & Safety | FS 113 | 2 |
| <input type="checkbox"/> Blueprint Reading (Welding) | WE 125 | 3 |
| <input type="checkbox"/> Cutting Processes | WE 126 | 3 |
| <input type="checkbox"/> Gas Metal Arc Welding (GMAW I) | WE 127 | 3 |
| <input type="checkbox"/> Gas Tungsten Arc Welding (GTAW I) | WE 128 | 3 |
| <input type="checkbox"/> Shielded Metal Arc Welding II (SMAW II) | WE 129 | 5 |
| <input type="checkbox"/> Oxy-Fuel Gas Welding | WE 130 | 1 |
| Semester II (Spring) | | |
| <input type="checkbox"/> Gas Metal Arc Welding II (GMAW II) | WE 227 | 4 |
| <input type="checkbox"/> Gas Tungsten Arc Welding II (GTAW II) | WE 228 | 4 |
| <input type="checkbox"/> Shielded Metal Arc Welding II (SMAW II) | WE 229 | 4 |
| <input type="checkbox"/> Welding and Pipe Fitting | WE 213 | 2 |
| <input type="checkbox"/> Metallurgy | WE 220 | 3 |
| Related Electives | | 9 |
| <input type="checkbox"/> Principles of Advertising | BA 103 | 3 |
| <input type="checkbox"/> Entrepreneurship | BA 109 | 3 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Accounting I | BA 126 | 3 |
| <input type="checkbox"/> Writing a Business Plan | BA 129 | 3 |
| <input type="checkbox"/> Introduction to Marketing | BA 140 | 3 |
| <input type="checkbox"/> Merchandising | BA 203 | 3 |
| <input type="checkbox"/> Principles of Management | BA 210 | 3 |
| <input type="checkbox"/> Personal Selling | BA 215 | 3 |
| <input type="checkbox"/> Cyber Marketing | BA 219 | 3 |
| <input type="checkbox"/> Microcomputer App.-Quickbooks | BE 182 | 1 |
| <input type="checkbox"/> Internship I | WE 193-1 | 1 |
| <input type="checkbox"/> Internship I | WE 193-2 | 2 |
| <input type="checkbox"/> Internship II | WE 194-1 | 1 |
| <input type="checkbox"/> Internship II | WE 194-2 | 2 |

A total of 63 credit hours is required for this degree. In addition to the 17 credit hours of general education requirements and 37 credit hours of required courses, you must choose 9 credit hours from the list of related electives.

WELDING TECHNOLOGY**Career Program**

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Matt Galbraith, Lead Instructor, at 316.323.6824

Prior to Admission:

Appropriate placement scores; see an advisor for details.

Recommendations

These classes are in high demand and fill quickly. Enrollment is limited.

Accreditation

All Instructor are AWS Certified Welding educators.

The Welding Department is a certified participating organization in the AWS SENCE Program.

Additional Costs/Tool Requirement

An additional \$25 lab fee is assessed to each program course and subject to change.

Recommended Course Sequence**Semester 1:**

FS 113, WE 125, WE 126, WE 127, WE 128, WE 129, WE 130

Semester 2:

WE 227, WE 228, WE 229, WE 213, WE 220,

Semester 3:

General Education and/or Related Elective Classes

Semester 4:

General Education and/or Related Elective Classes

After Butler

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

Median Wage for Welders, Cutters, Solderers, and Brazers in South Central Kansas is \$30,905 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



WELDING TECHNOLOGY**CERTIFICATE**

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

Prior to Admission

Appropriate placement scores, see an advisor for details.

| | | HOURS |
|--|--------|-----------|
| Required Courses | | 37 |
| Semester I (Fall) | | |
| <input type="checkbox"/> General Industry Health & Safety | FS 113 | 2 |
| <input type="checkbox"/> Blueprint Reading (Welding) | WE 125 | 3 |
| <input type="checkbox"/> Cutting Processes | WE 126 | 3 |
| <input type="checkbox"/> Gas Metal Arc Welding (GMAW I) | WE 127 | 3 |
| <input type="checkbox"/> Gas Tungsten Arc Welding (GTAW I) | WE 128 | 3 |
| <input type="checkbox"/> Shielded Metal Arc Welding I (SMAW I) | WE 129 | 5 |
| <input type="checkbox"/> Oxy-Fuel Gas Welding | WE 130 | 1 |
| Semester II (Spring) | | |
| <input type="checkbox"/> Gas Metal Arc Welding II (GMAW II) | WE 227 | 4 |
| <input type="checkbox"/> Gas Tungsten Arc Welding II (GTAW II) | WE 228 | 4 |
| <input type="checkbox"/> Shielded Metal Arc Welding II (SMAW II) | WE 229 | 4 |
| <input type="checkbox"/> Welding and Pipe Fitting | WE 213 | 2 |
| <input type="checkbox"/> Metallurgy | WE 220 | 3 |

Certificate requires 37 credit hours with a minimum accumulative GPA of 2.0 in program classes.

WELDING TECHNOLOGY**Career Program**

Certificate Offered: Certificate in Welding Technology

Credits Required: 37

Contact: Matt Galbraith, Lead Instructor, at 316.323.6824

Recommendations

These classes are in high demand and fill quickly. Enrollment is limited.

Accreditation

All Instructors are AWS Certified Welding educators.

The Welding Department is a certified participating organization in the AWS SENCE Program

Additional Costs/Tool Requirement

An additional \$25 lab fee is assessed to each program course and subject to change.

Prior to Admission

Appropriate placement scores, see an advisor for details.

Recommended Course Sequence**Semester 1:**

WE 121, WE 112, WE 116, WE 113, WE 114, WE 111, WE 215

Semester 2:

WE 122, WE 220, WE 119, WE 219, WE 216, WE 212, WE 213

After Butler

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

Median Wage for Welders, Cutters, Solderers, and Brazers in South Central Kansas is \$30,905 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



CONSTRUCTION TRADES**CERTIFICATE**

Your Butler experience will prepare you to apply technical knowledge and skills to work on construction crews to construct and finish residential homes. This program includes training in OSHA safety standards, construction craft skills, framing floors, walls, ceilings, roofs, and installation of doors, windows, and stairs. NCCET Level 1 certification. 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. Estimated cost is \$200. These classes are in high demand and fill quickly.

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 18 |
| SEMESTER 1 | | |
| <input type="checkbox"/> Safety Orientation | CN 100 | 1 |
| <input type="checkbox"/> Introductory Craft Skills | CN 106 | 3 |
| <input type="checkbox"/> Carpentry Basics | CN 108 | 4 |
| SEMESTER 2 | | |
| <input type="checkbox"/> Floors, Walls, and Ceiling Framing | CN 110 | 4 |
| <input type="checkbox"/> Roof Framing | CN 111 | 3 |
| <input type="checkbox"/> Windows, Doors and Stairs | CN 112 | 3 |

Certificate requires 18 credit hours.

CONSTRUCTION TRADES**Career Program**

Certificate Offered: Construction Trades, NCCER Level 1

Credits Required: 18

Contact: Jim Edwards, CTE Dean, at 316.322.3128 or 316.733.3128

Program Information

These classes prepare students for the National Center for Construction Education and Research (NCCER) Level 1 Certification.

Recommendations

These classes are in high demand and fill quickly. Enrollment is limited.

Articulations

This program of study is eligible for free course credit if you meet the requirements and attended an eligible high school. Please check out the following link to see whether you might be eligible to receive articulated credit: <http://www.butlercc.edu/careerpathways/areahighschools.cfm>

Accreditation

The National Center for Construction Education and Research (NCCER) is a not-for-profit education foundation created to develop industry-driven standardized craft training programs with portable credentials and help address the critical workforce shortage facing the construction industry.

Additional Costs/Tool Requirement

An additional \$20 lab fees is assessed to each program course and subject to change. Students are required to purchase their own tools at the beginning of the program at an estimated cost of \$200. NCCER/Residential Carpentry & Construction tool requirements: tool bag with belt, tape measure (12' minimum), speed square, claw hammer (16oz. minimum), utility knife, construction pencils, and work boots (steel toe not required). Optional tools: pliers, work gloves, hat, rubber boots, change of clothes for inclement weather.

Prior to Admission

Appropriate placement scores, see an advisor for details.

Recommended Course Sequence

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

Fall Start

Semester 1: CN 100, CN 106, CN 108

Semester 2: CN 110, CN 111, CN 112

After Butler

The Construction Trades program is new at Butler Community College with the inaugural class to begin Fall of 2011. Students should be ready to find employment in residential construction firms.

Median Wage for Construction laborers in South Central Kansas is \$25,520 per year.

(Source: Kansas Wage Survey, Local Area IV 2010 Edition, KDHR.)





ART

ASSOCIATE IN ARTS

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the following.

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

| Required Art Courses | | |
|--|-----------|-----------|
| <input type="checkbox"/> Drawing and Comp. I | AR 141 | 3 |
| <input type="checkbox"/> Design I | AR 121 | 3 |
| <input type="checkbox"/> Art Appreciation | AR 100 | 3 |
| <input type="checkbox"/> Drawing and Comp. II or | AR 142 or | 3 |
| <input type="checkbox"/> Life Drawing | AR 241 | |
| <input type="checkbox"/> Fundamental of Three Dimensional Design | AR 122 | 3 |
| Related Electives | | 12 |
| <input type="checkbox"/> AR - Any Art course | | |

ART

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Valerie Haring, Lead Art Instructor, at 316.322.3173

Program Information

Painting, Ceramics, Drawing, Jewelry, Design, Glass. Butler offers you a wide spectrum of visual arts to spark your creativity. Butler's facilities and the talents of highly respected local artists and teachers will give you a solid foundation in drawing, and two-dimensional and three-dimensional design. Students interested in art scholarships should contact the art department. The art department's facilities include studios and lecture rooms with audio/visual equipment. The Erman B. White Gallery of Art is used to display both student exhibits and rotating exhibits by regionally and nationally recognized artists.

Additional Costs

Certain studio classes require additional supplies.

Recommended Course Sequence

Semester 1:

AR141, AR121, AR100

Semester 2:

AR142 or AR241, AR122

After Butler

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



DANCE**ASSOCIATE IN ARTS**

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement or Dance | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the list in the following column.

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 11 credit hours of the following course requirements in addition to the general education requirements.

| Required Dance Courses | | 15 |
|---|--------|----|
| <input type="checkbox"/> Beginning Jazz Dance | DN 133 | 1 |
| <input type="checkbox"/> Jazz Dance II | DN 134 | 1 |
| <input type="checkbox"/> Modern Dance I | DN 130 | 2 |
| <input type="checkbox"/> Modern Dance II | DN 131 | 2 |
| <input type="checkbox"/> Beginning Tap | DN 137 | 1 |
| <input type="checkbox"/> Ballet I | DN 135 | 2 |
| <input type="checkbox"/> Ballet II | DN 136 | 2 |
| <input type="checkbox"/> Ballet III | DN 235 | 2 |
| <input type="checkbox"/> Ballet IV | DN 236 | 2 |
| Related Electives | | 12 |
| <input type="checkbox"/> DN Any Dance course | | |
| <input type="checkbox"/> MU Any Music course | | |
| <input type="checkbox"/> TA Any Theatre course | | |
| <input type="checkbox"/> PE Any Physical Education course | | |
| <input type="checkbox"/> HL Any Health course | | |

DANCE**Transfer Program**

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Kris Anderson, Lead instructor, at 316.322.3260

Program Information

Butler's Dance Department offers beginning and advanced classes in most styles of dance including Tap, Jazz, Modern and Ballet. Students interested in dance as a career are encouraged to assist or teach in private or public dance studios under the Cooperative Education or internship programs. Public recitals by Tap, Ballet, Modern, and Jazz classes are presented twice each year. All dance students participate. Also, the Dance Team performs a variety of dance styles at athletic events, community events, and area high schools. Students interested in applying for Dance Team scholarships should contact the Dance department.

Related Programs

Many dance students also take classes in music and theatre.

Recommended Course Sequence**Semester 1:**

DN130, DN133, DN135

Semester 2:

DN131, DN136, DN134, TA 127

Semester 3:

AR100, DN 137, DN233, DN235

Semester 4:

DN 138, DN234, DN236

After Butler

Students transfer to Kansas and out-of-state universities. Graduates hold positions as choreographers, teachers, and professional performers.



ENGLISH/LITERATURE

ASSOCIATE IN ARTS

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| Physical Education or Dance Requirement | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the list below.

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 12 credit hours of the following course requirements in addition to the general education requirements.

| Required English/Literature Courses | | 12 |
|--|-------------|----|
| <input type="checkbox"/> Introduction to Literature I | LT 201 | 3 |
| <input type="checkbox"/> American Literature I | LT 215 | 3 |
| <input type="checkbox"/> American Literature II | LT 216 | 3 |
| <input type="checkbox"/> British Literature I or II | LT 211, 212 | 3 |
| Related Electives | | 15 |
| <input type="checkbox"/> TA Introduction to Theatre | | |
| <input type="checkbox"/> EG Any English course | | |
| <input type="checkbox"/> HS Any History course | | |
| <input type="checkbox"/> HU Any Humanities course | | |
| <input type="checkbox"/> LT Any Literature course except Children's | | |
| <input type="checkbox"/> SP Any Speech course | | |

ENGLISH/LITERATURE

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Troy Nordman, Lead English instructor, at 316.322.3284 or Katherine Barrier, Lead Instructor at 316.218.6209

Program Information

Butler's language and literature classes will help you in the business world by teaching you how to proofread and edit your own work as well as how to analyze and to evaluate effectively in writing. Literature classes offer you a broad literary selection and also provide an opportunity to discuss current events and to learn about the conflicts of life. Courses are open to both English majors and non-majors.

Butler students also have the opportunity to become published authors through two internal publications, The Quill and Scan.

The Quill

The Quill is publication of literary and visual art produced by and for Butler students, faculty and staff.

Scan

The Scan is a yearly publication of some of the best academic writing done in English classes, as well as other classes, such as biology and psychology.

Recommended Course Sequence

Semester 1:

EG101

Semester 2:

EG102, LT 201

After Butler

Students transfer to Kansas and out-of-state universities. After finishing a bachelor's degree, graduates hold positions as teachers, journalists, editors, authors, technical writers, public relations professionals, and sales/advertising representatives.



FOREIGN LANGUAGE**ASSOCIATE IN ARTS**

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

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

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the following list.

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

| Required Foreign Language Courses | | | 15 |
|---|--------|--|----|
| <input type="checkbox"/> Beginning Spanish I | FL 107 | | 5 |
| <input type="checkbox"/> Beginning Spanish II | FL 108 | | 5 |
| <input type="checkbox"/> Intermediate Spanish | FL 201 | | 5 |
| Related Electives | | | 12 |
| <input type="checkbox"/> FL Any Foreign Language course (not including Command Spanish courses) | | | |
| <input type="checkbox"/> HS Any History course | | | |

FOREIGN LANGUAGE**Transfer Program**

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Calisa Marlar, Lead Foreign Language Instructor, at 316.218.6496

Program Information

Whether you're taking foreign language courses for graduation credit or to assist you in the workplace, Butler is the place to be. Our teachers can help you reach your goals with beginning foreign language classes. Classes are taught with an emphasis in oral proficiency as well as understanding, speaking, reading, and writing. Courses also support the education and business curriculum.

Related Programs

Command Spanish courses are designed to provide Spanish language skills for specific workplace settings.

Recommended Course Sequence**Semester 1:**

EG101, FL107

Semester 2:

EG102, FL108

Semester 3:

FL201

After Butler

Most students transfer to Kansas and out-of-state universities After finishing a bachelor's degree, graduates hold positions as foreign language teachers, bilingual teachers, interpreters/translators, social workers, and representatives for international companies.



HISTORY

ASSOCIATE IN SCIENCE

| | | HOURS |
|--|-----------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> English Comp II | EG 102 | 3 |
| <input type="checkbox"/> Public Speaking or | SP 100 | 3 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> Lab Science Requirement | | 4-5 |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | | 3-4 |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> US History I | HS 131 | 3 |
| <input type="checkbox"/> Behavioral Science Requirement | | 3 |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | 3 |
| <input type="checkbox"/> Fine Arts Requirement | | 3 |
| Physical Education | | 1 |
| <input type="checkbox"/> One activity course in Physical Education or Dance | | 1 |
| Required Courses | | 15 |
| <input type="checkbox"/> US History II | HS 132 | 3 |
| <input type="checkbox"/> Western Civilization I & II | HS 121 & HS 122 | 6 |
| <input type="checkbox"/> World Civilization I & II | HS 201 & HS 202 | 6 |
| Related Electives | | 15 |
| <input type="checkbox"/> Art Appreciation | AR 100 | 3 |
| <input type="checkbox"/> Sociology | BS 105 | 3 |
| <input type="checkbox"/> Dealing with Diversity | BS 222 | 3 |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | 3 |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | 3 |
| <input type="checkbox"/> Humanities: Ancient to Medieval | HU 100 | 3 |
| <input type="checkbox"/> Humanities: Renaissance to Mod. | HU 101 | 3 |
| <input type="checkbox"/> Humanities through the Arts | HU 110 | 3 |
| <input type="checkbox"/> Music Appreciation | MU 100 | 3 |
| <input type="checkbox"/> American Federal Government | PO 141 | 3 |
| <input type="checkbox"/> State and Local Government | PO 142 | 3 |
| <input type="checkbox"/> International Relations | PO 201 | 3 |
| <input type="checkbox"/> Principles of Geography | SC 120 | 3 |

HISTORY

ASSOCIATE IN ARTS

| | | HOURS |
|---|-----------------|----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> English Comp II | EG 102 | 3 |
| <input type="checkbox"/> Public Speaking or | SP 100 | 3 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> Lab Science Requirement | | 4-5 |
| Social/Behavioral Science | | 9 |
| <input type="checkbox"/> US History I | HS 131 | 3 |
| <input type="checkbox"/> US History II | HS 132 | 3 |
| <input type="checkbox"/> Behavioral Science Requirement | | 3 |
| Humanities/Fine Arts | | 9 |
| <input type="checkbox"/> Humanities Requirement | | 3 |
| <input type="checkbox"/> Fine Arts Requirement | | 3 |
| <input type="checkbox"/> One additional course | | 3 |

Physical Education 1

☐ One activity course in Physical Education or Dance 1

Required Courses 12

☐ Western Civilization I & II HS 121 & HS 122 6
☐ World Civilization I & II HS 201 & HS 202 6

Related Electives 15

☐ Art Appreciation AR 100 3
☐ Sociology BS 105 3
☐ Dealing with Diversity BS 222 3
☐ Principles of Microeconomics EC 200 3
☐ Principles of Macroeconomics EC 201 3
☐ Humanities: Ancient to Medieval HU 100 3
☐ Humanities: Renaissance to Mod. HU 101 3
☐ Humanities through the Arts HU 110 3
☐ Music Appreciation MU 100 3
☐ American Federal Government PO 141 3
☐ State and Local Government PO 142 3
☐ International Relations PO 201 3
☐ Principles of Geography SC 120 3

HISTORY

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Tim Myers, Lead Social Science Instructor, at 316.218.6228

Program Information

History is more than the yellow space on a Trivial Pursuit board. History is the gateway subject to many careers including journalism, law, and education. More importantly, however, a knowledge of history is crucial in 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. With this foundation to build upon, you will be able to go forward and make history

Recommended Course Sequence

Semester 1:

EG 101, HS 131, 132 or SP 100, Physical Education Requirement, Behavioral Science Requirement, Related Electives

Semester 2:

EG 102, HS 121 or 201, 122, HS 131, 132, Humanities Requirement, Related Electives

Semester 3:

HS 121 or 201, 122, HS 131, 132, MA 131 or above, Lab Science Requirement, Fine Arts Requirement

Semester 4:

HS 121, 122, Humanities or Fine Arts Requirement, Related Electives

Related Electives

AR 100 BS 105 BS 222 EC 200
EC 201 HU 100 HU 101 HU 110
MU 100 PO 141 PO 142 PO 201
SC 120

After Butler

Career opportunities include Archeologist, Archivist, History Instructor, Museum or Park Curator.



LIBERAL ARTS**ASSOCIATE IN ARTS**

Cooperative Education I, II, III and IV can be applied as related electives.

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP102 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> One activity course in Physical Education or Dance | |
| Related Electives | 27 |

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

A total of 62 credit hours is required. In addition to general education requirements, coursework may be selected from any academic department to complete the 62 credit hours.

*For electives, check with advisor and the university to which you plan to transfer.

LIBERAL ARTS**ASSOCIATE IN SCIENCE**

Cooperative Education I, II, III and IV can be applied as related electives.

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 SP102 |
| <input type="checkbox"/> Interpersonal Communication | |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> One activity course in Physical Education or Dance | |
| Related Electives | 30 |

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

A total of 62 credit hours is required. In addition to general education requirements, coursework may be selected from any academic department to complete the 62 credit hours.

For electives, check with advisor and the university to which you plan to transfer.

LIBERAL ARTS**Transfer Program**

Degree Offered: Associate in Arts or Associate of Science

Credits Required: 62

Contact: Lori Winningham, Dean of Behavioral Science, Math, Science & Physical Education at 316.322.3129

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.



LIBERAL ARTS

ASSOCIATE IN GENERAL STUDIES

Cooperative Education I, II, III and IV can be applied as related electives.

| | HOURS |
|--|-----------------|
| Communications | 6 |
| All grades MUST be a C or better | |
| <input type="checkbox"/> English Comp. I | EG 101 |
| and one of the following: | |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math | 6 |
| Must include one course from each of the following areas. (Math Review hours do not meet this requirement.) | |
| <input type="checkbox"/> Math | MA 119 or above |
| <input type="checkbox"/> Science 100 and above will satisfy this requirement. | |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> One activity course in Physical Education or Dance | |
| Relative Electives | 37 |

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

A total of 62 credit hours is required. In addition to general education requirements, coursework may be selected from any academic department to complete the 62 credit hours.* For electives, check with advisor and the university to which you plan to transfer.

LIBERAL ARTS

Transfer Program

Degree Offered: Associate in General Studies

Credits Required: 62

Contact: Lori Winningham, Dean of Behavioral Science,
Math, Science & Physical Education at
316.322.3129

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.



MASS COMMUNICATIONS

Radio, Television, Film and Print Journalism

ASSOCIATE IN ARTS

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the list in the following column.

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

| Required Mass Communications Courses | | 15 |
|---|--------|----|
| <input type="checkbox"/> Radio Production I | MC 170 | 3 |
| <input type="checkbox"/> Intro to Mass Communication | MC 161 | 3 |
| <input type="checkbox"/> Reporting I | MC 162 | 3 |
| <input type="checkbox"/> Television Production I | MC 175 | 3 |
| <input type="checkbox"/> Photography I | MC 100 | 3 |
| Related Electives | | 12 |
| <input type="checkbox"/> MC Any Mass Communications Course | | |
| <input type="checkbox"/> BA Any Business Course | | |
| <input type="checkbox"/> IN Any Information Technology Course | | |
| <input type="checkbox"/> PO Any Political Science Course | | |
| <input type="checkbox"/> SP Any Speech Course | | |
| <input type="checkbox"/> TA Any Theatre course | | |
| <input type="checkbox"/> Any Cooperative Education Course | | |

MASS COMMUNICATIONS

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Mike Swan, Lead Instructor, at 316.322.3280

Program Information

Butler's radio/television program provides students with valuable hands-on experience as budding deejays, production personnel, and writers. Students interested in news or sports programming including play-by-play of Butler games also have opportunities for practical experience. The radio/TV program welcomes participation from all interested students, whether they are mass communications students or not. Besides electronic journalism, a broad array of print journalism experience is also available. Courses range from newspaper writing and editing, to photography and layout. Students also have the opportunity to work on Butler's award-winning newspaper or magazine. Students interested in applying for radio/TV or print journalism scholarships should contact the Mass Communications department.

Recommended Course Sequence

Semester 1:

MC 161, MC 162

After Butler

Many students transfer to Kansas or out-of-state universities. Graduates hold positions as newspaper reporters or photographers, graphic designers, radio deejays, news reporters/correspondents, public relations writers, and radio/television technicians.



MUSIC Instrumental/Vocal

ASSOCIATE IN ARTS

Cooperative Education I, II, III and IV can be applied as a related elective.

| | | HOURS |
|--|-----------------|-----------|
| First Semester | | 17 |
| <input type="checkbox"/> English Comp. I | EG 101 | 3 |
| <input type="checkbox"/> Public Speaking | SP 100 | 3 |
| <input type="checkbox"/> Theory of Music I | MU 111 | 4 |
| <input type="checkbox"/> Applied Music | | 1 |
| <input type="checkbox"/> Piano Proficiency | MU 106 | 1 |
| <input type="checkbox"/> Music Appreciation | MU 100 | 3 |
| <input type="checkbox"/> Aural Skills I | MU 156 | 2 |
| Second Semester | | 17 |
| <input type="checkbox"/> English Comp. II | EG 102 | 3 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> Theory of Music II | MU 112 | 4 |
| <input type="checkbox"/> Applied Music | | 1 |
| <input type="checkbox"/> Piano Proficiency | MU 107 | 1 |
| <input type="checkbox"/> Behavioral Science Requirement | | 3 |
| <input type="checkbox"/> Aural Skills II | MU 157 | 2 |
| Third Semester | | 17 |
| <input type="checkbox"/> Theory of Music III | MU 213 | 4 |
| <input type="checkbox"/> Applied Music | | 1 |
| <input type="checkbox"/> Lab Science Requirement | | 4-5 |
| <input type="checkbox"/> Aural Skills III | MU 256 | 2 |
| <input type="checkbox"/> Physical Education/Dance Req. | | 1 |
| <input type="checkbox"/> Social Science Requirement | | 3 |
| <input type="checkbox"/> Piano Proficiency | MU 255 | 1 |
| Fourth Semester | | 17 |
| <input type="checkbox"/> Theory of Music IV | MU 214 | 4 |
| <input type="checkbox"/> Humanities Requirement | | 3 |
| <input type="checkbox"/> Applied Music | | 1 |
| <input type="checkbox"/> Aural Skills IV | MU 257 | 2 |
| <input type="checkbox"/> Behavioral or Social Science Req. | | 3 |
| <input type="checkbox"/> Piano Proficiency | MU 260 | 1 |
| <input type="checkbox"/> Fine Arts or Humanities Req. | | 3 |

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

Prospective vocal music majors should consider taking courses in dance and acting.

Students who intend to minor in music should take Music Theory I, II, III and IV; Performance ensembles; Applied Music; Piano Proficiency; and Aural Skills.

Program Information

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

Tour and perform as a member of:

| | |
|----------------------------------|---------------------|
| Chamber Singers | Pep Band |
| Concert Choir | Concert Band |
| Headliners Showchoir | Jazz Band |
| Other Small Ensembles | Show Band |
| Butler Ladies – Women's Ensemble | Barbershop Quartets |

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

MUSIC

Transfer Program

Degree Offered: Associate in Arts

Credits Required: 68

Contact: Valerie Mack, Lead Music Instructor, at 316.322.3224

Related Programs

Many music students also take classes in dance and theatre.

Recommended Course Sequence

Semester 1:

MU111, MU106, MU100, MU156,
Applied Music

Semester 2:

MU112, MU107, MU157, Applied Music

Semester 3:

MU213, MU256, MU255, Applied Music

Semester 4:

MU214, MU259, MU260, Applied Music

Related Electives

- ☐ MU Any Music Course
- ☐ TA Any Theatre Course
- ☐ DN Any Dance Course

After Butler

Most students transfer to Kansas or out-of-state universities After receiving a bachelor's degree, graduates hold positions as teachers, professional performers, composers/arrangers, accompanists, and business professionals in the music industry.



MUSICAL THEATRE**ASSOCIATE IN ARTS**

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the list in the following column.

Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 25 credit hours of the following course requirements in addition to the general education requirements.

| Required Music Theatre Courses | | | 27 |
|---|---------------|--|-----------|
| <input type="checkbox"/> Acting I | TA 110 | | 3 |
| <input type="checkbox"/> Intro to Theatre Art | TA 206 | | 3 |
| <input type="checkbox"/> Voice | each semester | | 4 |
| <input type="checkbox"/> Ballet I | DN 135 | | 2 |
| <input type="checkbox"/> Ballet II | DN 136 | | 2 |
| <input type="checkbox"/> Stagecraft I | TA 125 | | 3 |
| <input type="checkbox"/> Beginning Tap I | DN 137 | | 1 |
| <input type="checkbox"/> Tap II | DN 138 | | 1 |
| <input type="checkbox"/> Music Appreciation | MU 100 | | 3 |
| <input type="checkbox"/> Beginning Jazz Dance | DN 133 | | 1 |
| <input type="checkbox"/> Jazz Dance II | DN 134 | | 1 |
| <input type="checkbox"/> Stage Makeup | TA 127 | | 3 |

MUSICAL THEATRE**Transfer Program**

Degree Offered: Associate in Arts

Credits Required: 62

Contact: Bob Peterson, Lead Instructor, at 316.322.3261

Program Information

Combine your love of acting, singing and dancing through the broad spectrum of musical theatre. The program provides a vehicle to hone your education and talents for entry into musical theatre or further study. Students interested in musical theatre scholarships should contact the theatre department.

Related Programs

Musical Theatre majors take classes in theatre, dance, and music.

Recommended Course Sequence*Semester 1:*

TA110, TA206, TA125, Voice, DN 135

Semester 2:

TA127, Voice, DN136

Semester 3:

Voice

Semester 4:

Voice

After Butler

Most students transfer to four-year universities.

After receiving a bachelor's degree, graduates hold positions as actors, singers, dancers, directors, theatre designers/technicians, producers, and teachers.



PHILOSOPHY AND RELIGION

ASSOCIATE IN ARTS

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the list below.

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 12 credit hours of the following course requirements in addition to the general education requirements.

| Required Philosophy/Religion Courses | | 12 |
|--|--------|----|
| <input type="checkbox"/> Philosophy | PL 290 | 3 |
| <input type="checkbox"/> Ethics | PL 291 | 3 |
| <input type="checkbox"/> Comparative Religions | RG 210 | 3 |
| <input type="checkbox"/> New Testament | RG 190 | 3 |
| Related Electives | | 15 |
| <input type="checkbox"/> RG Any Religion Course | | |
| <input type="checkbox"/> BS Any Behavioral Science Course | | |
| <input type="checkbox"/> HS 121 History of Western Civ I | | |
| <input type="checkbox"/> HS 122 History of Western Civ II | | |
| <input type="checkbox"/> HS 123 History of Western Civ III | | |
| <input type="checkbox"/> HU Any Humanities Course | | |
| <input type="checkbox"/> SC 120 Principles of Geography | | |

PHILOSOPHY AND RELIGION

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Dr. Regina Turner, Lead Philosophy Instructor, at 316.322.3153

Program Information

Butler's philosophy and religion department will expose you to the rich heritage of our culture. Philosophy courses will help you develop critical thinking skills and the ability to understand complex issues. In Butler's religion courses, you will have the opportunity to study seven of the world's major living religions, which contributes to the growth of personal and human understanding.

Recommended Course Sequence

Semester 1:

PL290, BS160

After Butler

Most students transfer to four-year universities.

After receiving a bachelor's degree, graduates hold positions as teachers, ministers/priests, pastoral assistants, and missionaries.



POLITICAL SCIENCE**ASSOCIATE IN SCIENCE**

| | | HOURS |
|--|-----------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | | |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> American Federal Government | PO 141 | |
| <input type="checkbox"/> Behavioral Science Requirement | | |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Courses | | |
| <input type="checkbox"/> State and Local Government | PO 142 | 3 |
| <input type="checkbox"/> International Relations | PO 201 | 3 |
| Related Electives | | 24 |
| See following column | | |

| | |
|---|--------|
| <input type="checkbox"/> History of Western Civilization I | HS 121 |
| <input type="checkbox"/> History of Western Civilization II | HS 122 |
| <input type="checkbox"/> U.S. History I | HS 131 |
| <input type="checkbox"/> U.S. History II | HS 132 |
| <input type="checkbox"/> History of World Civilization I | HS 201 |
| <input type="checkbox"/> History of World Civilization II | HS 202 |
| <input type="checkbox"/> Statistics for Mngt., Life and Social Sciences | MA 220 |
| <input type="checkbox"/> Principles of Geography | SC 120 |

POLITICAL SCIENCE**Career Program**

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Jeff Cohen, Political Science, Geography and History Instructor, at 316.322.3134

Program Information

The associate degrees are designed for students planning to transfer to a four-year college. 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 yes, you probably have at least a moderate interest in political science. Butler offers a variety of courses that probe the workings of leaders 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, a course in State and Local government may best suit your interests. If you have questions about politics in the global environment, consider a course in International Relations.

Recommended Course Sequence**Semester 1:**

EG 101, SP 100, PO 141, Physical Education Requirement, Behavioral Science Requirement

Semester 2:

EG 102, Humanities Requirement, Related Electives

Semester 3:

MA 131 or above, Lab Science Requirement, Fine Arts Requirement, Related Electives

Semester 4:

PO 142, Humanities or Fine Arts Requirement, Related Electives

After Butler

Career opportunities include high school social studies teacher, higher education political science professor, elected official, political consultant/advisor, government employee, lawyer, or legal assistant.

POLITICAL SCIENCE**ASSOCIATE IN ARTS**

| | | HOURS |
|---|-----------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communications | SP 102 | |
| Science and Math | | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| Social/Behavioral Science | | 9 |
| <input type="checkbox"/> State and Local Government | PO 142 | |
| <input type="checkbox"/> American Federal Government | PO 141 | |
| <input type="checkbox"/> Behavioral Science Requirement | | |
| Humanities/Fine Arts | | 9 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| <input type="checkbox"/> One additional course | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Courses | | |
| <input type="checkbox"/> International Relations | PO 201 | 3 |
| Related Electives | | 24 |
| <input type="checkbox"/> Information Processing Systems | BA 104 | |
| <input type="checkbox"/> Business Law I | BA 115 | |
| <input type="checkbox"/> Business Law II | BA 116 | |
| <input type="checkbox"/> Sociology | BS 105 | |
| <input type="checkbox"/> Principles of Microeconomics | EC 200 | |
| <input type="checkbox"/> Principles of Macroeconomics | EC 201 | |



PRE-LAW

ASSOCIATE IN SCIENCE

| | HOURS |
|---|------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | |
| <input type="checkbox"/> Interpersonal Communication | SP 100SP102 |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| <input type="checkbox"/> One additional course from Math, | |
| <input type="checkbox"/> Science, or Computer Science | |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | Recommend PO 141 |
| <input type="checkbox"/> Behavioral Science Requirement | Recommend BS 105 |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Related Electives | 30 |
| See related electives in the A.A. degree below | |

PRE-LAW

ASSOCIATE IN ARTS

| | HOURS |
|--|--------------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP102 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | Recommend PO 141 |
| <input type="checkbox"/> Behavioral Science Requirement | Recommended BS 105 |
| <input type="checkbox"/> Social or Behavioral Science Req. | Recommend PO 142 |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

A minimum of 62 credit hours is required for the Associate in Science or the Associate in Arts degree. In addition to the general education requirements, you may choose related electives from the following list. The courses a student selects depends on the area of law the student is interested in and to which university the student plans to transfers.

Related Electives

27

Business/Economics/Accounting

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> BA 110 | <input type="checkbox"/> BA 127 | <input type="checkbox"/> BA 210 |
| <input type="checkbox"/> BA 115 | <input type="checkbox"/> BA 139 | <input type="checkbox"/> BE 240 |
| <input type="checkbox"/> BA 116 | <input type="checkbox"/> BA 184 | <input type="checkbox"/> EC 200 |
| <input type="checkbox"/> BA 126 | <input type="checkbox"/> BA 204 | <input type="checkbox"/> EC 201 |

Criminal Law

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> AJ 102 | <input type="checkbox"/> AJ 213 | <input type="checkbox"/> AJ 204 |
| <input type="checkbox"/> AJ 215 | <input type="checkbox"/> AJ 117 | |

Environmental/Science

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> BE 204 | <input type="checkbox"/> BI 240 | <input type="checkbox"/> EV 160 |
| <input type="checkbox"/> BI 110 | <input type="checkbox"/> BI 250 | <input type="checkbox"/> EV 160 |
| <input type="checkbox"/> BI 120 | <input type="checkbox"/> CH 110 | <input type="checkbox"/> IT 205 |
| <input type="checkbox"/> BI 130 | <input type="checkbox"/> CH 115 | <input type="checkbox"/> FS 207 |
| <input type="checkbox"/> HL 100 | | |

Family Practice

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> BA 112 | <input type="checkbox"/> BA 114 | <input type="checkbox"/> BE 204 |
|---------------------------------|---------------------------------|---------------------------------|

Political Science

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> HS 121 | <input type="checkbox"/> HS 131 | <input type="checkbox"/> HS 122 |
| <input type="checkbox"/> HS 201 | <input type="checkbox"/> HS 132 | <input type="checkbox"/> HS 202 |
| <input type="checkbox"/> PO 141 | <input type="checkbox"/> PO 142 | <input type="checkbox"/> PO 201 |

PRE-LAW

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Miles Erpelding, Lead Instructor for Administration of Justice at 316.322.3241

Program Information

Butler's pre-law program is designed to provide you with the first two years of pre-law studies. The study of law offers you a wide variety of career opportunities.

After Butler

Career opportunities include arbitrator, lawyer in private or corporate practice, judge, or political office holder.



SPEECH COMMUNICATION**ASSOCIATE IN ARTS**

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

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

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the list below.

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 6 credit hours of the following course requirements in addition to the general education requirements.

| Required Speech Courses | | | 6 |
|---|--------|---|----|
| <input type="checkbox"/> Interpersonal Communication | SP 102 | 3 | |
| <input type="checkbox"/> Persuasive Speaking | SP 105 | 3 | |
| Related Electives | | | 21 |
| <input type="checkbox"/> SP any Speech course | | | |
| <input type="checkbox"/> MC any Mass Communication course | | | |
| <input type="checkbox"/> TA any Theatre course | | | |

SPEECH COMMUNICATION**Transfer Program**

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Greg May, Lead Speech Instructor, at 316.322.3112 or Alexis Hopkins, Lead Instructor at 316.218.6267

Program Information

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

Related Programs

Theatre and English

After Butler

Students transfer to four-year universities.

After receiving a bachelor's degree, graduates hold positions as teachers, sales people, business managers, interpreters and radio/television announcers.



THEATRE

ASSOCIATE IN ARTS

Cooperative Education I, II, III and IV can be applied as a related elective.

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp. I | EG 101 |
| <input type="checkbox"/> English Comp. II | EG 102 |
| <input type="checkbox"/> Public Speaking | SP 100 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> One additional course | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education or Dance Requirement | |

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

Technical Theatre majors should take Art Drawing, Design and Technical courses Engineering Graphics Technology/Pre-Engineering, Welding. Theatre performance majors should take courses in voice and dance.

NOTE: Students preferring to receive an Associate in Science degree will find those general education requirements on page 8.

A total of 62 credit hours is required. In addition to general education requirements, coursework to complete the 62 credit hours may be selected from the following list.

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 19 credit hours of the following course requirements in addition to the general education requirements.

| Required Theatre Courses | | 19 |
|---|--------|----|
| <input type="checkbox"/> Acting I | TA 110 | 3 |
| <input type="checkbox"/> Intro to Theatre Art | TA 206 | 3 |
| <input type="checkbox"/> Stagecraft | TA 125 | 3 |
| <input type="checkbox"/> Stage Makeup | TA 127 | 3 |
| <input type="checkbox"/> Theatre Practicum I, II, III, IV | | 4 |
| <input type="checkbox"/> Shakespeare | LT 218 | 3 |
| Related Electives | | 8 |
| <input type="checkbox"/> TA any Theatre course | | |
| <input type="checkbox"/> AR any Art course | | |
| <input type="checkbox"/> DN any Dance course | | |
| <input type="checkbox"/> EN any Engineering Graphics Technology course | | |
| <input type="checkbox"/> ET any Electronics course | | |
| <input type="checkbox"/> IT any Manufacturing Engineering Technology course | | |
| <input type="checkbox"/> MC any Mass Communication course | | |
| <input type="checkbox"/> MU any Music course | | |
| <input type="checkbox"/> SP any Speech course | | |
| <input type="checkbox"/> WE any Welding course | | |

THEATRE

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Bob Peterson, Lead Instructor, at 316.322.3261

Program Information

If you love the limelight then this is the place for you to study theatre. Butler offers one of the state's most unique programs on the community college level, combining course offerings with excellent training. With a program stressing all elements of theatre, Butler brings you closer to the fulfillment of your own potential, regardless of major. You can participate in four annual productions:

- Major Broadway musical
- Children's theatre show
- Innovative restaging of a classic piece
- Premier of an original script when available

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

Related Programs

Many theatre students also take classes in dance and voice

Recommended Course Sequence

Semester 1:

TA110, TA125, TA151, TA120

Semester 2:

TA152, TA 127

Semester 3:

TA250

Semester 4:

SP110, TA251

After Butler

Most students transfer to four-year universities. After receiving a bachelor's degree, graduates hold positions as teachers, actors, scene designers, technicians, stage managers, production assistants, and entertainment business managers.





NURSING

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for licensure and practice as a registered nurse. Butler nursing graduates are highly recruited by area hospitals and clinics.

| | | HOURS |
|--|-----------------|-----------|
| Level I | | 44 |
| Program Prerequisites | | 14 |
| <input type="checkbox"/> *Anatomy and Physiology | BI 240 | 5 |
| <input type="checkbox"/> English Composition | EG 101 | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| <input type="checkbox"/> Math Requirement | MA 120 or above | 3 |
| First Semester | | 14 |
| <input type="checkbox"/> Nursing Process I: Health Promotion & Nursing Mgmt. of Common Altered Health State of Adults | NR 105 | 10 |
| <input type="checkbox"/> Pathophysiology | NR 230 | 4 |
| Second Semester | | 16 |
| <input type="checkbox"/> Nursing Process II: Health Promotion & Nursing Mgmt. of Common Altered Health States of the Child & Family | NR 106 | 10 |
| <input type="checkbox"/> Developmental Psychology | BS 260 | 3 |
| <input type="checkbox"/> Therapeutic Nutrition | NR 110 | 3 |
| Nursing Concepts for Advanced Standing | NR 108 | 2 |
| NR 108 is a requirement for Advanced Standing LPN and transfer nursing students. | | |

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.

| | | |
|--|---------|-----------|
| Level II | | 29 |
| Third Semester | | 14 |
| <input type="checkbox"/> Nursing Process III: Nursing Mgmt. of Common High Acuity Altered Health States | NR 202 | 9 |
| <input type="checkbox"/> Microbiology | BI 250* | 5 |
| Fourth Semester | | 15 |
| <input type="checkbox"/> Nursing Process IV: Mgmt. of Chronic or Progressive & Irreversible Alteration in Health | NR 203 | 9 |
| <input type="checkbox"/> English Composition II or | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | 3 |
| <input type="checkbox"/> Humanities/Fine Arts or | | |
| <input type="checkbox"/> Social/Behavioral Science | | 3 |

Required courses must be completed with a C or better for progression in the nursing program of study.

Hints for Successful Completion

Students should limit outside work to less than 25 hours per week to maintain good grades and successfully complete the nursing program.

Additional Costs

A Nursing Lab fee is assessed each semester of the nursing program. Students are responsible for cost of uniforms and the licensing exam for Registered Nursing NCLEX-RN. Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program. The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

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.

Requirements

Program students must have a physical examination, verification of immunizations and test free from Tuberculosis prior to entering clinical experiences and annually during the nursing program. Upon admission to the nursing program, students must have a specified background check. This is a onetime requirement in the nursing program. Previous background checks will not fulfill this requirement. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at www.ksbn.org.



*Nursing - A.A.S. Degrees Continued***NURSING****Career Program/Transfer Program****Degree Offered:** Associate in Applied Science**Credits Required:** 73**Contact:** Department of Nursing, at 316.322.3140,
Dean, Trish Hutchinson,
Admin. Asst., Kerri Smith.**Program Information**

The nursing program has a selective admission policy (See Selective Admission Policy section in this catalog). The nursing faculty is committed to providing a program of study which prepares the associate degree nurse for licensure and practice. The required nursing courses are offered in a blended learning format. Coursework is completed on-line, while some is completed in the classroom, campus lab and patient care clinical settings. Clinical assignments include a variety of hospitals and health care settings in El Dorado and Wichita metropolitan area. Students need to be prepared for both day and evening clinical assignments. Students are expected to be prepared for their clinical experiences which may require preparation time at the clinical site in addition to their assigned clinical time. Graduates take the National Council Licensing Examination for Registered Nurses NCLEX-RN.

Nursing Articulation Agreements

The Kansas Nursing Articulation Plan developed by the Council for Nursing Articulation in Kansas permits Butler Associate Degree Nursing graduates 25 upper-division nursing credits to be awarded retroactively on the basis of the associate degree toward a Baccalaureate degree in nursing. The Butler and WSU Professional Link for the Advancement of Nurses PLAN assures students have an educationally sound and expedient means of completing both programs in the least amount of time.

Recommendations

Students must follow the curriculum sequence of courses, however the general education requirements may be taken prior to the indicated semester they are required. Nursing courses are rigorous and demand study and preparation time outside of the required course hours. Many students prefer taking the general education requirements before entering the nursing program to allow full focus on the challenging Nursing curriculum. Please visit the Department of Nursing web site at <http://www.butlercc.edu/nursing/>

Accreditation

National League for Nursing Accrediting Commission NLNAC
3343 Peachtree Rd, Suite 850
Atlanta, GA 30326
404.975.5000
www.nlnac.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



MASSAGE THERAPY**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you for employment as either a salaried or commissioned employee, or an independent practitioner.

| | | HOURS |
|---|-----------------|-----------|
| Communications | | 6 |
| <input type="checkbox"/> English Composition I | EG 101 | |
| <input type="checkbox"/> One of the following: | | |
| <input type="checkbox"/> English Composition II | EG 102 | |
| <input type="checkbox"/> Public Speaking | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| <input type="checkbox"/> Technical Writing | EG 112 | |
| <input type="checkbox"/> Business Communications | BE 130 | |
| Science and Math | | 9 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> Computer Science Elective | | |
| Social/Behavioral Science | | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Humanities/Fine Arts | | 3 |
| <input type="checkbox"/> One course from either Humanities or Fine Arts | | |
| Physical Education | | 2 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 | |
| Required Related Courses | | 2 |
| <input type="checkbox"/> Nutrition | NR 109 | |
| Required Program Courses | | 35 |
| <input type="checkbox"/> Body Systems & Disease I | MT 137 | 4 |
| <input type="checkbox"/> Therapeutic Massage I | MT 140 | 5 |
| <input type="checkbox"/> Reflexology | MT 145 | 3 |
| <input type="checkbox"/> Therapeutic Massage II | MT 240 | 5 |
| <input type="checkbox"/> Sports Massage | MT 241 | 3 |
| <input type="checkbox"/> Body Systems & Disease II | MT 243 | 4 |
| <input type="checkbox"/> Lifespan Massage | MT 244 | 3 |
| <input type="checkbox"/> Mechanics of Movement | MT 246 | 3 |
| <input type="checkbox"/> Massage Ethics | MT 247 | 2 |
| <input type="checkbox"/> Therapeutic Massage III | MT 260 | 2 |
| <input type="checkbox"/> Massage Therapy Clinic | MT 265 | 1 |

Students must receive a C or better in all required program courses for successful completion

MASSAGE THERAPY**Career Program**

Degree Offered: Associate in
Applied Science

Credits Required: 60

Contact: Suzanne McEachern, Director of Allied Health, at
316.320.7375

Program Information

Massage Therapy is a profession in which the practitioner applies manual techniques and may apply adjunctive therapies with the intention of positively affecting the health and well being of the client. This program prepares the graduate to apply various massage therapy and bodywork modalities for a successful practice in varied practice settings. This program will augment the skills of healthcare professionals in nursing, physical therapy, occupational therapy, home health care and sports/physical trainers. Butler massage therapy graduates are eligible to take the National Certification Board for Therapeutic Massage and Bodywork NCBTMB.

Application

Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site
www.butlercc.edu/allied_health/massage_main.cfm.

Accreditation

Kansas State Board of Regents. Program graduates have been approved by NCBTMB to take the national certifying exam.

Additional Costs

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

Related Programs

Butler offers a massage therapy 35-hour certificate program.

Requirements

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment. Students must have a specified background check. This is a onetime requirement in the massage therapy program to meet the Standards of Practice for the National Certification Exam for Therapeutic Massage and Bodywork. Previous background checks will not fulfill this requirement.

After Butler

Massage therapists are employed with a group practice, private offices, physicians' offices and clinics, hospitals & wellness centers, nursing homes/hospices, chiropractic offices, onsite chair massage in offices, airports, and public events, health clubs and fitness centers, sports teams, spas and resorts, hotels, beauty and hair salons, and cruise ships.

Salary

Source: Kansas Wage Survey, 2009, entry level salary \$21,152 annual and experienced \$51,710 annual salary in metropolitan areas.



MASSAGE THERAPY**CERTIFICATE**

Your Butler experience will prepare you for employment as either salaried or commissioned employees, or independent practitioners. Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site www.butlercc.edu/allied_health/massage_main.cfm.

Massage Therapy courses are in high demand and enrollment is limited. Recommended Course Sequence for Full-Time status.

| | | | HOURS |
|--|--------|---|-----------|
| Required Courses | | | 35 |
| First Semester | | | 12 |
| <input type="checkbox"/> Body Systems & Disease I | MT 137 | 4 | |
| <input type="checkbox"/> Therapeutic Massage I | MT 140 | 5 | |
| <input type="checkbox"/> Reflexology | MT 145 | 3 | |
| Second Semester | | | 14 |
| <input type="checkbox"/> Therapeutic Massage II | MT 240 | 5 | |
| <input type="checkbox"/> Body Systems & Disease II | MT 243 | 4 | |
| <input type="checkbox"/> Lifespan Massage | MT 244 | 3 | |
| <input type="checkbox"/> Massage Ethics | MT 247 | 2 | |
| Third Semester | | | 9 |
| <input type="checkbox"/> Sports Massage | MT 241 | 3 | |
| <input type="checkbox"/> Therapeutic Massage III | MT 260 | 2 | |
| <input type="checkbox"/> Mechanics of Movement | MT 246 | 3 | |
| <input type="checkbox"/> Massage Therapy Clinic | MT 265 | 1 | |

MASSAGE THERAPY**Certificate of Completion**

Certificate Offered: Certificate in Massage Therapy

Credits Required: 35

Contact: Suzanne McEachern, , Director Allied Health, at 316.320.7375

Prior to Admission

Appropriate placement scores, see an advisor for details.

Requirements

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment.

Additional Costs

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork; however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.



ATHLETIC TRAINING**ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you for a career in athletic training with an opportunity to work with Butler's nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Morgan Sommers 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.

| | | HOURS |
|--|-----------------------------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 or SP 102 | |
| <input type="checkbox"/> Interpersonal Communications | | |
| Science and Math | | 11 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | | |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> Social Science Requirement | | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Lifetime Fitness | PE 254 | |
| Required Courses | | 15 |
| <input type="checkbox"/> Prevention & Care of Athletic Training | PE 280 | 3 |
| <input type="checkbox"/> Advanced Athletic Training I | PE 285 | 2 |
| <input type="checkbox"/> Advanced Athletic Training II | PE 286 | 2 |
| <input type="checkbox"/> Personal and Public Health | HL 100 | 3 |
| <input type="checkbox"/> First Aid | HL 130 | 2 |
| <input type="checkbox"/> Substance Abuse Awareness | BS 115 | 3 |
| Related Electives | | 14 |
| <input type="checkbox"/> Theory of Coaching | PE 240, PE 250, PE 260, PE 270 | |

Contact: Morgan Sommers, Athletic Training at 316.322.3220

PRE-MEDICINE**ASSOCIATE IN SCIENCE**

| | | HOURS |
|---|-----------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> English Comp II | EG 102 | 3 |
| <input type="checkbox"/> Public Speaking or | SP 100 | 3 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | 3 |
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |
| <input type="checkbox"/> College Chemistry II | CH 115 | 5 |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> Social Science Requirement | | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | 3 |
| <input type="checkbox"/> Fine Arts Requirement | | 3 |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | 1 |

A minimum of 62 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete this Associate in Science degree is listed below:

| Required Courses | | |
|---|--------|---|
| <input type="checkbox"/> Majors Biology I | BI 120 | 5 |
| <input type="checkbox"/> Majors Biology II | BI 130 | 5 |
| <input type="checkbox"/> Organic Chemistry I | CH 240 | 5 |
| <input type="checkbox"/> Organic Chemistry II | CH 245 | 5 |
| <input type="checkbox"/> General Physics I | PH 143 | 5 |
| <input type="checkbox"/> General Physics II | PH 146 | 5 |

Contact: Lori Winningham, Dean of Behavioral Science, Math, Science & Physical Education at 316.322.3129





NURSE AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Your Butler experience will prepare you for professional certification. A CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. CNAs may work in a hospital, nursing home, assisted living residence, Hospice, doctor's office, health clinic or rehabilitation center.

| | | HOURS |
|---|---------|-------|
| Required Courses | | |
| <input type="checkbox"/> Nurse Aide | AH 122 | 5 |
| Related Courses | | |
| <input type="checkbox"/> Topics on Aging for Long Term Care | *AH 150 | 1 |

*Requirements of Kansas Department of Health and Environment to reactivate the CNA certificate.

Hints for Successful Completion

Duties for Certified Nurse Aide may be characterized by prolonged standing and walking, frequent heavy lifting, pushing, pulling, carrying, occasional climbing, stooping, balancing, kneeling, constant need for good vision and hearing, ability to tolerate stressful situations; and occasional exposure to hazardous material. Therefore, if your doctor places you under any lifting restrictions, you may not be able to complete the program.

NURSE AIDE

Requirement for KDHE Certification

Credits Required: 5

Contact: Suzanne McEachner, Director Allied Health, at 316.320.7375

Requirements:

A score at a pre-determined level on a diagnostic placement instrument.

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 Kansas Department of Health and Environment.

Additional Costs

Textbook and workbook bundle, physical examination and TB skin test, state exam, uniforms, white leather shoes and watch with second hand.

Related Courses

According to state law, you must be a Certified Nurse Aide in Kansas before you can take the following classes: Certified Medication Aide, Home Health Aide, Rehabilitative Aide.

After Butler

State exam pass rate is over 99% for Butler CNA Students. A CNA certificate is required for admission to some nursing programs RN, LPN.



MEDICATION AIDE

**COURSE APPROVED FOR
KANSAS DEPT OF HEALTH & ENVIRONMENT
CERTIFICATION**

Prerequisite

Must have current Kansas Certified Nurse Aide Certificate
Appropriate placement scores, see an advisor for details.

| | | | HOURS |
|---|---------|---|-------|
| Required Courses | | | |
| <input type="checkbox"/> Medication Aide | AH 120 | 5 | |
| <input type="checkbox"/> Certified Medication Aide Update | *AH 123 | 1 | |

* This course is required every two years for certificate renewal
Continuing Education for the CMA

Prerequisite: CNA certificate

MEDICATION AIDE**Certificate****Requirement for KDHE Certification**

Contact: Suzanne McEachern, Director Allied Health, at
316.320.7375

Program Information

Student must have a current Kansas CNA certificate. Student must have a TB skin test, current within one year and a statement of good health.

PATIENT CARE PATHWAYS

**BUTLER CERTIFICATION OF COMPLETION
KANSAS DEPT OF HEALTH & ENVIRONMENT
CERTIFICATION(CNA)**

Your Butler experience will prepare you to begin your career in healthcare as an Acute Care Nurse Assistant in Hospitals, Medical Centers and Clinics.

| | | | HOURS |
|---|--------|-----|-------|
| Required Courses | | | |
| <input type="checkbox"/> Nurse Aide | AH 122 | 5 | |
| <input type="checkbox"/> Nurse Aide Success Skills | AH 126 | 3 | |
| <input type="checkbox"/> Basic Life Support For Health-Care Professionals | AH 130 | 0.5 | |
| <input type="checkbox"/> Nurse Aide II-Acute Care Environment | AH 125 | 3 | |
| <input type="checkbox"/> Health Professions Medical Terminology | AH 210 | 3 | |

Contact: Suzanne McEachern, Director Allied Health, at
316.320.7375

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 pre-requisite 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.



EMERGENCY MEDICAL TECHNICIAN

COURSE APPROVED FOR KANSAS BOARD OF EMT CERTIFICATION

| Required Courses | | HOURS |
|--|--------|-------|
| | | 12 |
| <input type="checkbox"/> EMT-Basic | AH 110 | 9 |
| <input type="checkbox"/> EMT Skills Review | AH 212 | 3 |

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 with a high school diploma or GED to become certified as EMT. Students must have a negative TB skin test or chest X-ray current within one year.

Documentation of immunizations. Hepatitis B immunization is highly recommended. 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.

Program Information

EMT and EMT Skills Review run concurrently. Successful completion of these two classes allows the student to challenge the registry examination to become certified as a Kansas and National EMT.

BUTLER/COWLEY PARTNERSHIP - MICT AAS PREREQUISITES

| Required Courses | | HOURS |
|---|--------|-------|
| | | 32 |
| <input type="checkbox"/> EMT-Basic | AH 110 | 9 |
| <input type="checkbox"/> EMT Skills Review | AH 212 | 3 |
| <input type="checkbox"/> Ethics | PL 291 | 3 |
| <input type="checkbox"/> General Psychology | BS 160 | 3 |
| <input type="checkbox"/> Anatomy and Physiology | BI 240 | 5 |
| <input type="checkbox"/> English Comp. I | EG 101 | 3 |
| <input type="checkbox"/> English Comp. II | EG 102 | 3 |
| <input type="checkbox"/> Information Processing Systems | BA 104 | 3 |

Emergency Medical Technician

Certification of successful completion: State of Kansas Board of EMS

Credits Required: 12

Contact: Jeb Burress, Lead Instructor, at 316.323.6269

Accreditation

State of Kansas Board of EMS Approval

Additional Costs

Lab fee cost associated with on campus lab, immunization update and physical examination, Uniform, and State application, preparatory exams fees.

Related Programs

EMT is a prerequisite for MICT paramedic programs and AEMT. A Butler/Cowley partnership allows students to complete an MICT AAS Degree at the Butler of Andover Campus.

ACTIVITY DIRECTOR

APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT

Your Butler experience will prepare you to develop, implement, evaluate and document activities for residents in adult care facilities.

| Required Courses | | HOURS |
|--|--------|-------|
| | | 3 |
| <input type="checkbox"/> Activity Director | AH 113 | 3 |

Hints for Successful Completion

Experience in long-term care will be helpful

Certification of successful completion as approved by the Kansas Department of Health and Environment

Credits Required: 3

Contact: Suzanne McEachern, Director Allied Health, at 316.320.7375

Accreditation

Course approved by KDHE

Related Programs

Social Services Designee

After Butler

Students are eligible for immediate employment in long-term care.



GERONTOLOGY**CERTIFICATE**

Your Butler experience will prepare you to enhance your level of care for older adults, and enrich your practice of nursing in acute and long-term care.

The courses are designed from a needs survey of long-term care facility administrators in Kansas. Courses have also been designed to prepare students for the American Nursing Association's National Gerontology Certification Exam.

Following completion of each cluster, students will earn a completion certificate from Butler. However, courses may be taken in any order within and among the three clusters.

Prerequisites: An RN or LPN or completion of the first semester of a professional nursing program with a grade of C or better. Pre-approval from the Butler course instructor must be obtained for others interested in enrolling in these courses.

| | | HOURS |
|---|--------|-------|
| Career Advancement for LPN: | | |
| <input type="checkbox"/> IV Therapy for LPN | NR 115 | 3 |
| <input type="checkbox"/> Mngt. and Leadership for LPN | NR 225 | 2 |
| Cluster 1: Administrative & Leadership Development | | |
| <input type="checkbox"/> Leadership Development | LS 230 | 3 |
| <input type="checkbox"/> Introduction to Minimum Data Set | NR 222 | 2 |
| <input type="checkbox"/> Legal Issues of the Elderly | NR 223 | 2 |
| <input type="checkbox"/> Long-Term Care Administration | NR 224 | 2 |
| Cluster 2: Social and Ethical Care | | |
| <input type="checkbox"/> Issues of the Older Adult | NR 226 | 2 |
| <input type="checkbox"/> Culturally Diverse Older Adult | NR 227 | 1 |
| <input type="checkbox"/> The Older Woman | NR 228 | 2 |
| Cluster 3: Nursing Care of Older Adults | | |
| <input type="checkbox"/> Pain in Older Adults | NR 232 | 2 |
| <input type="checkbox"/> Mental Health of Older Adults | NR 235 | 2 |
| <input type="checkbox"/> Pharmacology & the Older Adult | NR233 | 1 |
| <input type="checkbox"/> Nutrition and the Older Adult | NR 236 | 1 |

HOME HEALTH AIDE

**COURSE APPROVED FOR
KANSAS DEPT OF HEALTH & ENVIRONMENT
CERTIFICATION**

Your Butler experience will prepare you to adapt basic healthcare services to clients in their own homes under the supervision of a registered nurse.

| | HOURS |
|---|----------|
| Required Courses | 2 |
| <input type="checkbox"/> Home Health Aide | AH 117 2 |

Prior to enrollment

Appropriate placement scores, see an advisor for details.

Accreditation

Course approved by Kansas Department of Health and Environment

Program Information

Must have current Kansas CNA certificate. 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

**Certification of successful completion by
Kansas Department of Health and Environment**

Credits Required: 2

Contact: Suzanne McEachern, Director Allied Health, at 316.320.7375

After Butler

Recent graduates hold positions as caregivers for clients in their homes.

OPERATOR TRAINING FOR ASSISTED LIVING

**COURSE APPROVED FOR
KANSAS DEPT OF HEALTH & ENVIRONMENT
CERTIFICATION**

Your Butler experience will prepare you to be an operator of assisted living facilities, residential healthcare facilities, home plus and adult day care facilities. Upon completion of the course, the student is eligible to take the state exam given by Kansas Department of Health and Environment.

| | HOURS |
|--|----------|
| Required Courses | 2 |
| <input type="checkbox"/> Operator Training for Assisted Living | AH 225 2 |

Hints for Successful Completion

Experience in long term care will be beneficial.

Certification of successful completion as approved by KDHE

Credits Required: 2

Contact: Suzanne McEachern, Director Allied Health, at 316.320.7375



RESTORATIVE AIDE**BUTLER CERTIFICATION OF COMPLETION**

Course Approved for Kansas Physical Therapist Association KPTA

| | HOURS |
|--|----------|
| Required Courses | 2 |
| <input type="checkbox"/> Restorative Aide AH 124 | 2 |

Prerequisite: CNA certificate**Hints for Successful Completion**

Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

Certificate offered: Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association KPTA.

Credits Required: 2

Contact: Suzanne McEachern, Director Allied Health, at 316.320.7375

Program Information

Must be a Certified Nurse Aide

Requirements

Must have current Kansas certificate as Certified Nurse Aide

After Butler

Students are eligible for immediate employment following successful completion of the course.

SOCIAL SERVICE DESIGNEE**BUTLER CERTIFICATION OF COMPLETION**

Course Approved for Kansas Dept of Health & Environment Certification

Your Butler experience will prepare you for certification. Social Service Designees develop and implement a social service plan for residents in adult care facilities.

| | HOURS |
|---|----------|
| Required Courses | 3 |
| <input type="checkbox"/> Social Service Designee AH 115 | 3 |

Hints for Successful Completion

Experience in long-term care will be helpful.

Accreditation

Course approved by KDHE

Certification of successful completion by the Kansas Department of Health and Environment

Credits Required: 3

Contact: Suzanne McEachern, Director Allied Health, at 316.320.7375

Related Programs

Activity Director

After Butler

Students are eligible for immediate employment in long-term care.



BUSINESS MEDICAL SPECIALIST**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to perform routine administrative duties in a medical, clinical, or health care facility. You will be able to perform specialized data entry, classification, and record keeping procedures related to medical diagnostic, treatment, and insurance documentation.

| | | HOURS |
|---|-----------------|-----------|
| General Education Requirements | | 15 |
| Communications | | 6 |
| <input type="checkbox"/> English Composition I | EG 101 | |
| <input type="checkbox"/> Business English | BE 120 | |
| Math, & Computer Science | | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above | |
| <input type="checkbox"/> MAP 1: Word Processing | BE 165 | |
| <input type="checkbox"/> MAP 1: Spreadsheet | BE 170 | |
| <input type="checkbox"/> MAP 1: Database | BE 180 | |
| <input type="checkbox"/> General Education Elective | | 3 |
| Required Courses | | 35 |
| <input type="checkbox"/> Medical Terminology I | AH 201 | 3 |
| <input type="checkbox"/> Medical Terminology II | AH 202 | 1 |
| <input type="checkbox"/> Intermediate Document Processing | BE 102 | 3 |
| <input type="checkbox"/> Business Math/10 Key | BE 121 | 3 |
| <input type="checkbox"/> Introduction to Health Information | BE 122 | 3 |
| <input type="checkbox"/> Advanced Document Processing: Medical | BE 102 | 3 |
| <input type="checkbox"/> Record Management | BE 108 | 3 |
| <input type="checkbox"/> Human Relations | BE 109 | 3 |
| <input type="checkbox"/> Legal & Ethical Issues in Healthcare | BE 122 | 3 |
| <input type="checkbox"/> Computerized Medical Office Management | BE 126 | 3 |
| <input type="checkbox"/> Business Communications | BE 120 | 3 |
| <input type="checkbox"/> Business Procedures | BE 202 | 2 |
| <input type="checkbox"/> Internship | BE 193-2 | 2 |
| Related Electives | | 12 |
| <input type="checkbox"/> Reimbursement Methodologies | BE 124 | 3 |
| <input type="checkbox"/> Beginning Medical Coding | BE 125 | 3 |
| <input type="checkbox"/> Advanced Medical Coding | BE 127 | 3 |
| <input type="checkbox"/> Coding Certification Test Prep | BE 128 | 1 |
| <input type="checkbox"/> Anatomy & Physiology | BE 240 | 5 |
| <input type="checkbox"/> Pathophysiology | NR 230 | 4 |

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 35 credit hours of required courses, choose 12 credit hours from the list of related electives below:

- * Spring Only Class
 ** Online Only
 *** Students will initially enroll in CP 193 or CP 194

BUSINESS MEDICAL SPECIALIST**Career Program**

Degree Offered: Associate of Applied Science

Credits Required: 62

Contact: Jennifer Steinkamp, CTE Associate Dean
 316.218.6130
jsteinkamp@butlercc.edu

Related Programs

Business Administrative Technology

After Butler

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

Accreditation

This program is accredited by the Accreditation Council of Business Schools and Programs(ACBSP). According to the ACBSP website, "The Association's educational standards reflect its strong commitment to the enhancement of student learning; the advancement of teaching excellence; the measurement of program effectiveness through outcomes assessment; the preparation of students' careers; and the recognition of unique organizational missions."

Program Entry Requirements

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

To make an appointment for testing contact:

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

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

Completion Requirements

To receive this degree or certificate, a student must:

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

Median Wage for Medical Secretaries in South Central Kansas is \$28,090 per year. (Source: Kansas Labor Information Center, Local Area IV, 2008 Edition).



BUSINESS MEDICAL SPECIALIST

CERTIFICATE

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

Completion Requirements

To receive this degree or certificate, a student must:

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

| | | HOURS |
|---|----------|-------|
| Required Courses | | 35 |
| <i>Semester 1</i> | | |
| <input type="checkbox"/> Medical Terminology | AH 201 | 3 |
| <input type="checkbox"/> Inter. Document Processing | BE 102 | 3 |
| <input type="checkbox"/> Business English | BE 120 | 3 |
| <input type="checkbox"/> Business Math/10-Key | BE 121 | 3 |
| <input type="checkbox"/> Introduction to Health Information | BE 122 | 3 |
| <input type="checkbox"/> MAP 1: Word Processing | BE 165 | 1 |
| <input type="checkbox"/> MAP 1: Spreadsheet | BE 170 | 1 |
| <input type="checkbox"/> MAP 1: Database | BE 180 | 1 |
| <i>Semester 2</i> | | |
| <input type="checkbox"/> Advanced Doc. Proc.: Medical | BE 107 | 3 |
| <input type="checkbox"/> Human Relations | BE 109 | 3 |
| <input type="checkbox"/> Legal & Ethical Issues in Healthcare | BE 123 | 3 |
| <input type="checkbox"/> Computerized Med. Office Mgmt. | BE 126 | 3 |
| <input type="checkbox"/> Business Procedures | BE 202 | 3 |
| <input type="checkbox"/> Internship I *** | BE 193-3 | 3 |

This certificate requires 35 hours to complete.

*** Students will initially enroll in CP 193

BUSINESS MEDICAL SPECIALIST

Certificate Offered: Business Medical Specialist

Credits Required: 35

Contact: Jennifer Steinkamp, CTE Associate Dean
316.218.6130
jsteinkamp@butlercc.edu

Related Programs

Business Administrative Technology

After Butler

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

Accreditation

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

Program Entry Requirements

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

To make an appointment for testing contact:

Sherrell King sking@butlercc.edu

Karen Waddell kwaddell@butlercc.edu

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

Median Wage for Medical Secretaries in South Central Kansas is \$22,776 per year. (Source: Kansas Wage Survey, Local Area IV 2008 Edition).



PHYSICIAN CODING CERTIFICATE**SPECIALTY CERTIFICATE**

The Medical Billing and Coding Specialist Program is designed for the student who has a least one year prior coding experience in the medical field or has completed an approved Internship program and would like to become a certified coder. Your Butler experience will help prepare you to sit for a national coding certification test.

There is a growing need for certified coders in the medical field. Employers feel that credentials are most important for medical coding professionals. Hiring and promotion practices are influenced by credentials. Credentialed employees are rewarded financially.

American Academy of Professional Coder's AAPC's, Certified Professional Coder CPC for physician and outpatient coding and American Health Information Management Association's AHIMA's, Certified Coding Specialist CCS for inpatient coding are currently the only credentials recognized by employers. In short, these certifications are nationally recognized by employers seeking ethical, accurate and experience coders.

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

| | | | HOURS |
|---|--------|---|-------|
| Required Courses | | | 38 |
| Semester 1 | | | |
| <input type="checkbox"/> Medical Terminology | AH 201 | 3 | |
| <input type="checkbox"/> Introduction to Health Information | BE 122 | 3 | |
| <input type="checkbox"/> Computerized Med. Office Mgmt. | BE 126 | 3 | |
| <input type="checkbox"/> Anatomy & Physiology w/review I OR | BI 226 | 4 | |
| <input type="checkbox"/> Anatomy & Physiology | BI 240 | 5 | |
| Semester 2 | | | |
| <input type="checkbox"/> Medical Terminology II | AH 202 | 1 | |
| <input type="checkbox"/> Reimbursement Methodologies | BE 124 | 3 | |
| <input type="checkbox"/> Beginning Medical Coding | BE 125 | 3 | |
| <input type="checkbox"/> Microcomputer Applications I – Word Processing | BE 165 | 1 | |
| <input type="checkbox"/> Anatomy and Physiology w/review | BI 227 | 4 | |
| Semester 3 | | | |
| <input type="checkbox"/> Legal & Ethical Issues | BE 123 | 3 | |
| <input type="checkbox"/> Advanced Medical Coding | BE 127 | 3 | |
| <input type="checkbox"/> Coding Certification Test Preparation | BE 128 | 1 | |
| <input type="checkbox"/> Pathophysiology | NR 230 | 4 | |
| <input type="checkbox"/> Internship | BE 193 | 2 | |

This certificate requires 26 hours to complete.

*** Students will initially enroll in CP 193.

Students interested in this program certificate must be able to work independently and be extremely accurate. To receive the specialty certificate, students must complete all required courses with a grade of "C" or higher.

Students must be prepared to purchase reference materials that would be used in a medical office.

If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only Advanced Coding BE 127. 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 specialty certificate but would be prepared to sit for national certification test.

Certificate Offered: Physician Coding Certificate

Credits Required: 38

Contact: Jennifer Steinkamp, CTE Associate Dean
316.218.6130
jsteinkamp@butlercc.edu

Median Wage for Medical Coders in South Central Kansas is \$31,595 per year. (Source: Payscale, Inc., 2009 update, www.payscale.com).

PHYSICIAN CODING**ASSOCIATE IN APPLIED SCIENCE**

| | | | HOURS |
|--|-----------------|---|-------|
| General Education | | | 15 |
| <input type="checkbox"/> English Composition I | EG 101 | 3 | |
| <input type="checkbox"/> Business English | BE 120 | 3 | |
| <input type="checkbox"/> Math Requirement | MA 114 or above | 3 | |
| <input type="checkbox"/> MAPI: Word Processing | BE 165 | 1 | |
| <input type="checkbox"/> MAPI: Spreadsheet | BE 170 | 1 | |
| <input type="checkbox"/> MAPI: Database | BE 180 | 1 | |
| <input type="checkbox"/> General Education Elective | | 3 | |
| Program Courses | | | |
| <input type="checkbox"/> Medical Terminology I | AH 210 | 3 | |
| <input type="checkbox"/> Introduction to Health Information | BE 122 | 3 | |
| <input type="checkbox"/> Computerized Medical Office Mngt | BE 126 | 3 | |
| <input type="checkbox"/> Anatomy & Physiology w/review I or | BI 226 or | 4 | |
| <input type="checkbox"/> Anatomy & Physiology | BI 240 | 5 | |
| <input type="checkbox"/> Medical Terminology II | AH 202 | 1 | |
| <input type="checkbox"/> Reimbursement Methodologies | BE 124 | 3 | |
| <input type="checkbox"/> Beginning Medical Coding | BI 227 | 4 | |
| <input type="checkbox"/> Anatomy & Physiology w/review II | BI 227 | 4 | |
| <input type="checkbox"/> Legal & Ethical Issues in Healthcare | BE 123 | 3 | |
| <input type="checkbox"/> Advanced Medical Coding | BE 127 | 3 | |
| <input type="checkbox"/> Coding Certification Test Preparation | BE 128 | 1 | |
| <input type="checkbox"/> Pathophysiology | NR 230 | 4 | |
| <input type="checkbox"/> Internship | BE 193-2 | 2 | |
| Related Electives | | | 9 |
| <input type="checkbox"/> Intermediate Document Processing | BE 102 | 3 | |
| <input type="checkbox"/> Advanced Document Processing | BE 107 | 3 | |
| <input type="checkbox"/> Records Management | BE 108 | 3 | |
| <input type="checkbox"/> Human Relations | BE 109 | 3 | |
| <input type="checkbox"/> Business Communications | BE 130 | 3 | |
| <input type="checkbox"/> Business Procedures | BE 202 | 3 | |





ADMINISTRATION OF JUSTICE

ASSOCIATE IN ARTS

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 or |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social or Behavioral Science Requirement | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> one additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Related Electives | 27 |

Required Courses & Related Electives see list in the A.A.S. degree below.

ADMINISTRATION OF JUSTICE

ASSOCIATE IN APPLIED SCIENCE

| | HOURS |
|---|-----------------------------------|
| Communications | 6 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> One other course | EG 102, SP 100, SP 102, EG 112 |
| Science and Math | 9 |
| <input type="checkbox"/> Math Requirement | MA 114 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | |
| Social/Behavioral Science | 3 |
| <input type="checkbox"/> One course from Social or Behavioral Science | |
| Humanities/Fine Arts | 3 |
| <input type="checkbox"/> One course from Humanities or Fine Arts | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

Required Courses 15

| | | |
|---|-----------|---|
| <input type="checkbox"/> Intro to Administration of Justice | AJ 102 | 3 |
| <input type="checkbox"/> Law Enforcement Operations and Procedures or | AJ 104 or | 3 |
| <input type="checkbox"/> Intro. to Corrections | AJ 109 | |
| <input type="checkbox"/> Criminal Law | AJ 204 | 3 |
| <input type="checkbox"/> Agency Administration | AJ 103 | 3 |
| <input type="checkbox"/> Criminology | AJ 212 | 3 |

Related Electives 25

| | | |
|--|-----------|---|
| <input type="checkbox"/> Law Enforcement Operations and Procedures or | AJ 104 or | 3 |
| <input type="checkbox"/> Intro. to Corrections | AJ 109 | |
| <input type="checkbox"/> Juvenile Delinquency and Justice | AJ 116 | 3 |
| <input type="checkbox"/> Criminal Behavior | AJ 117 | 3 |
| <input type="checkbox"/> Gang Investigation | AJ 118 | 3 |
| <input type="checkbox"/> Intro. to Forensics Science | AJ 121 | 3 |
| <input type="checkbox"/> Concepts of Terrorism | AJ 122 | 3 |
| <input type="checkbox"/> Law Enforcement in the Comm. | AJ 202 | 3 |
| <input type="checkbox"/> Criminal Investigation | AJ 211 | 3 |
| <input type="checkbox"/> Criminal Law and Evidence | AJ 213 | 3 |
| <input type="checkbox"/> Constitutional Criminal Proc. | AJ 215 | 3 |
| <input type="checkbox"/> Criminal Justice Ethics | AJ 216 | 3 |
| <input type="checkbox"/> Introduction to Security | AJ 114 | |
| <input type="checkbox"/> Substance Abuse Awareness | BS 115 | 3 |
| <input type="checkbox"/> Dealing with Diversity | BS 222 | 3 |
| <input type="checkbox"/> Stress Management | PD 112 | 1 |
| <input type="checkbox"/> Beginning Spanish | FL 107 | 5 |
| <input type="checkbox"/> Survival Spanish for Law Enforcement Officers | FL 145 | 3 |

ADMINISTRATION OF JUSTICE/POLICE SCIENCE

Career Program

Degree Offered: Associate in Arts or Associate in Applied Science

Credits Required: 62

Contact: Miles Erpelding, Lead Instructor for Administration of Justice, at 316.322.3241

Program Information

Many of today's criminal justice positions require higher education to enter the profession or to advance to supervisory levels. Whatever your career, Butler's police science program is here to help you reach your goals. Butler's courses are approved by the United States Department of Justice for local police-training schools and meet requirements of Kansas law enforcement agencies for employment preparation and in-service professional training. You can also transfer to a four-year program.

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

The Associate in Applied Science degree is designed for students seeking employment in the field of criminal justice following completion of their two-year degree and requires a minimum of 40 credit hours of course requirements in addition to the general education requirements.

After Butler

Career Opportunities include Police Officer, Federal Agent, Correction Officer and Court Officer.

FIRE SCIENCE**ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, emergency rescue operation procedures, public relations, and applicable laws and regulations.

| | HOURS |
|--|-----------------|
| General Education Requirements | 15 |
| Communications | 6 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> One other course (EG 102, SP 100, SP 102, EG 112) | |
| Science and Math | 6 |
| <input type="checkbox"/> Math Requirement | MA 114 or above |
| <input type="checkbox"/> Computer Science Requirement | |
| Social/Behavioral Science Requirement | 3 |
| <input type="checkbox"/> Sociology or | BS 105 |
| <input type="checkbox"/> General Psychology | BS 160 |
| Required Courses | 35 |
| <input type="checkbox"/> Basic Life Support for Health Care Professionals | AH 130 .5 |
| <input type="checkbox"/> EMT Basic | AH 110 9 |
| <input type="checkbox"/> EMT Skills Evaluation | AH 112 3 |
| <input type="checkbox"/> Firefighter I* | FS 100 4-5 |
| <input type="checkbox"/> Hazmat For 1 st Responder* | FS 207 3 |
| <input type="checkbox"/> Water Supplied Fire Protection Sys. | FS 145 3 |
| <input type="checkbox"/> Construction Methods & Materials | FS 130 3 |
| <input type="checkbox"/> Emergency Rescue | FS 140 3 |
| <input type="checkbox"/> Fundamentals of Fire Prevention | FS 135 3 |
| <input type="checkbox"/> Firefighter II | FS 200 3 |

* Must be taken concurrently.

A total of 65 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 35 credit hours of required courses, you must choose 15 credit hours from the list of related electives below:

| | |
|---|------------------------|
| Related Electives | 15 |
| <input type="checkbox"/> Fire Officer I | FS 103 3 |
| <input type="checkbox"/> Firefighter Safety | FS 110 3 |
| <input type="checkbox"/> Incident Safety Officer I | FS 111 1 |
| <input type="checkbox"/> Introduction to Fire Code | FS 127 3 |
| <input type="checkbox"/> Standards for General Industry (OSHA511) | FS 113 2 |
| <input type="checkbox"/> Fire Inspector I | FS 125 3 |
| <input type="checkbox"/> Rope Rescue I | FS 141 1 |
| <input type="checkbox"/> Rope Rescue II | FS 142 1 |
| <input type="checkbox"/> Surface Water Rescue I | FS 149 1 |
| <input type="checkbox"/> Vehicle & Machinery Rescue I | FS 150 1 |
| <input type="checkbox"/> Fire Investigation | FS 180 3 |
| <input type="checkbox"/> Internship I | FS 193 2 |
| <input type="checkbox"/> Fire Equipment and Systems | FS 201 3 |
| <input type="checkbox"/> Fire Service Hydraulics | FS 203 3 |
| <input type="checkbox"/> Firefighting Tactics and Strategy | FS 205 3 |
| <input type="checkbox"/> Fire Chemistry | FS 216 3 |
| <input type="checkbox"/> Cooperative Education I-IV | FS 197,198,297,298 2-6 |
| <input type="checkbox"/> Fire Command | FS 250 3 |
| <input type="checkbox"/> Fire Apparatus Driver/Operator | FS 265 4 |
| <input type="checkbox"/> Fire Fighter II | FS 200 3 |
| <input type="checkbox"/> Survival Spanish for Emergency1st | FL 158 3 |

Responders

| | | |
|--|--------|---|
| <input type="checkbox"/> Hazardous Material Technician | FS 211 | 8 |
|--|--------|---|

FIRE SCIENCE**Career Program****Transfer Program**

Degree Offered: Associate in Applied Science

Credits Required: 65

Contact: Tony Yaghjian, Fire Science Coordinator, at 316.323.0278

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 in the El Dorado Fire Department in Downtown El Dorado. Butler's Fire Science Program offers a large selection of courses in Butler, Sedgwick and Counties. The majority of the courses are taught in the fire stations at those locations. Instructors are current 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 repair and replacement along with replacement of consumables. All courses, with the exception of those listed below are \$50 per class. Fees are subject to change.

| Course | Fee |
|---|-------|
| FS 100 Firefighter I | \$200 |
| FS 103 Fire Office I | \$200 |
| FS 125 Fire Inspector I | \$200 |
| FS 140 Emergency Rescue | \$100 |
| FS 141 Rope Rescue I | \$100 |
| FS 142 Rope Rescue II | \$100 |
| FS 149 Surface Water Rescue | \$100 |
| FS 150 Vehicle Machinery Rescue | \$100 |
| FS 265 Apparatus Driver Operator Pumper | \$200 |

Service Certification Exams

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

Related Programs

Administration of Justice

Emergency Medical Technician

After Butler

Recent graduates hold positions as firefighters in Butler County, Sedgwick County and in surrounding areas.

Median Wage for Firefighters in South Central Kansas is \$31,512 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



FIRE SCIENCE

CERTIFICATE

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling, and control and emergency rescue operation procedures.

| | | HOURS |
|---|--------|-----------|
| Required Courses | | 25 |
| <input type="checkbox"/> Basic Life Support for Health Care Professionals | AH 130 | .5 |
| <input type="checkbox"/> Firefighter I* | FS 100 | 4.5 |
| <input type="checkbox"/> Hazmat for 1 st Responders* | FS 207 | 3 |
| <input type="checkbox"/> Water Supplied Fire Protection Sys. | FS 145 | 3 |
| <input type="checkbox"/> Construction Methods & Materials | FS 130 | 3 |
| <input type="checkbox"/> Introduction to Fire Code | FS 127 | 3 |
| <input type="checkbox"/> Emergency Rescue | FS 140 | 3 |
| <input type="checkbox"/> Fundamentals of Fire Prevention | FS 135 | 3 |
| <input type="checkbox"/> Internship I | FS 193 | 2 |
| Program Related Electives (Choose 10 Hours) | | 10 |
| <input type="checkbox"/> Fire Officer I | FS 103 | 3 |
| <input type="checkbox"/> Firefighter Safety | FS 110 | 3 |
| <input type="checkbox"/> Incident Safety Officer I | FS 111 | 1 |
| <input type="checkbox"/> Fire Inspector I | FS 125 | 3 |
| <input type="checkbox"/> Rope Rescue I | FS 141 | 1 |
| <input type="checkbox"/> Rope Rescue II | FS 142 | 1 |
| <input type="checkbox"/> Surface Water Rescue I | FS 149 | 1 |
| <input type="checkbox"/> Vehicle & Machinery Rescue I | FS 150 | 1 |
| <input type="checkbox"/> Fire Investigation | FS 180 | 3 |
| <input type="checkbox"/> Firefighter II | FS 200 | 3 |
| <input type="checkbox"/> Fire Equipment and Systems | FS 201 | 3 |
| <input type="checkbox"/> Fire Service Hydraulics | FS 203 | 3 |
| <input type="checkbox"/> Firefighting Tactics and Strategy | FS 205 | 3 |
| <input type="checkbox"/> Hazardous Materials Technician | FS 211 | 8 |
| <input type="checkbox"/> Fire Chemistry | FS 216 | 3 |
| <input type="checkbox"/> Fire Command | FS 250 | 3 |
| <input type="checkbox"/> Fire Apparatus Driver/Operator | FS 265 | 4 |

* Must be taken concurrently.

Certificate requires 35 credit hours.

The City of El Dorado Fire Department, in conjunction with the Butler Community College Fire Science Department Residency Program: The Fire Science residency program is an opportunity for college students who are enrolled as fire science majors at Butler Community College to gain a two-year experience working with a municipal fire department, while achieving an associate's degree through Butler Community College.

The residency program will provide positive training and experience to men or women pursuing a career in fire and emergency services. While enrolled, the program will provide a learning environment where students may take advantage of college level instruction, continuing education seminars, and skill development through on-the-job training. Fire protection and emergency services in every city is recognized as a vitally important service. New and unusual problems resulting from rapid technological advancements, urbanization, industry, and modern modes of transportation have drastically broadened the scope of fire protection responsibilities. The fire and emergency services of today have become more technical, requiring individuals working together to provide public education, fire protection, emergency medical services, as well as mitigating hazardous materials incidents, and performing fire suppression and rescues.

FIRE SCIENCE CERTIFICATE

Certificate Offered: Certificate of Completion

Credits Required: 35

Contact: Tony Yaghjian, Fire Science Coordinator, at 316.323.0278

Program Information

Butler's Fire Science Program is located in the El Dorado Fire Department in Downtown El Dorado. Butler's Fire Science Program offers a large selection of courses in Butler, Sedgwick and surrounding Counties. The majority of the courses are taught in the fire stations at those locations. Instructors are current 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 repair and replacement along with replacement of consumables. All courses, with the exception of those listed below are \$50 per class. Fees are subject to change.

| Course | Fee |
|---|-------|
| FS 100 Firefighter I | \$200 |
| FS 103 Fire Office I..... | \$200 |
| FS 125 Fire Inspector I..... | \$200 |
| FS 140 Emergency Rescue | \$100 |
| FS 141 Rope Rescue I..... | \$100 |
| FS 142 Rope Rescue II | \$100 |
| FS 149 Surface Water Rescue | \$100 |
| FS 150 Vehicle Machinery Rescue | \$100 |
| FS 265 Apparatus Driver Operator Pumper | \$200 |



PSYCHOLOGY**ASSOCIATE IN SCIENCE**

| | HOURS |
|--|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> General Psychology | BS 160 |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | |
| <input type="checkbox"/> Sociology | BS 105 3 |
| <input type="checkbox"/> Developmental Psychology | BS 260 3 |
| <input type="checkbox"/> Abnormal Psychology | BS 212 3 |
| *Related Electives | 21 |
| * see related electives in the following column | |

PSYCHOLOGY**ASSOCIATE IN ARTS**

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Lab Science Requirement | |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> General Psychology | BS 160 |
| <input type="checkbox"/> Sociology | BS 105 |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |
| Required Courses | |
| <input type="checkbox"/> Developmental Psychology | BS 260 3 |
| <input type="checkbox"/> Abnormal Psychology | BS 212 3 |
| *Related Electives | 21 |
| * see related electives below | |

Related Electives

| | |
|---|--------|
| <input type="checkbox"/> Human Sexuality | BS 103 |
| <input type="checkbox"/> Introduction to Anthropology | BS 106 |
| <input type="checkbox"/> Women and Society | BS 107 |
| <input type="checkbox"/> Substance Abuse Awareness | BS 115 |
| <input type="checkbox"/> Gerontology | BS 126 |
| <input type="checkbox"/> Marriage and Family | BS 210 |
| <input type="checkbox"/> Minority Studies | BS 220 |
| <input type="checkbox"/> Dealing with Diversity | BS 222 |
| <input type="checkbox"/> Child Psychology | BS 270 |
| <input type="checkbox"/> Beginning Spanish I | FL 107 |
| <input type="checkbox"/> Beginning Spanish II | FL 108 |
| <input type="checkbox"/> Intermediate Spanish | FL 201 |
| <input type="checkbox"/> Conversational Spanish I | FL 205 |
| <input type="checkbox"/> Conversational Spanish II | FL 207 |
| <input type="checkbox"/> Introduction to Social Work | SW 102 |

PSYCHOLOGY**Career Program**

Degree Offered: Associate in Arts or Associate in Science

Credits Required: 62

Contact: Nita Jackson, Behavioral Science Lead Instructor,
at 316.218.6200

Program Information

Are you interested in why people do the things they do? Psychology is the scientific study of human behavior. You will explore topics like functions of the brain, child development, aging, sexuality, learning, and abnormal behavior. A bachelor's degree in psychology is excellent preparation for continuing your graduate work to become a professor, therapist or attorney. Butler's program provides you with the basic courses you will need to transfer to a four-year college or university.

Related Programs

Sociology-Social Work

Recommended Course Sequence**Semester 1:**

EG 101, SP 100, Social Science Requirement, BS 160, BS 105, Physical Education Requirement

Semester 2:

EG 102, Humanities Requirement, MA 131 or above, BS 260, Related Electives

Semester 3:

Lab Science Requirement, Fine Arts Requirement, BS 212, Related Electives

Semester 4:

Humanities or Fine Arts Requirement, Related Electives

After Butler

The Associate in Arts or Associate in Science degrees are designed for students planning to transfer to a four-year college. Career fields include therapy, research, teaching, case work, or counselor's aid. Graduates with a bachelor's degree may also find positions in sales, marketing, personnel and management. To become a psychologist or therapist, students will need to complete work beyond the bachelor's degree.



SOCIOLOGY/SOCIAL WORK
ASSOCIATE IN SCIENCE

| | | HOURS |
|--|-----------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 10 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| <input type="checkbox"/> One additional course from Math, Science, or Computer Science | | |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> Social Science Requirement | | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Courses | | |
| <input type="checkbox"/> Sociology | BS 105 | 3 |
| <input type="checkbox"/> Marriage and Family | BS 210 | 3 |
| <input type="checkbox"/> Intro to Social Work | SW 102 | 3 |
| *Related Electives | | 21 |
| * see related electives in the following column | | |

SOCIOLOGY/SOCIAL WORK
ASSOCIATE IN ARTS

| | | HOURS |
|---|-----------------|-----------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 7 |
| <input type="checkbox"/> Math Requirement | MA 131 or above | |
| <input type="checkbox"/> Lab Science Requirement | | |
| Social/Behavioral Science | | 9 |
| <input type="checkbox"/> Social Science Requirement | | |
| <input type="checkbox"/> General Psychology | BS 160 | |
| <input type="checkbox"/> Sociology | BS 105 | |
| Humanities/Fine Arts | | 9 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| <input type="checkbox"/> One additional course | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |
| Required Courses | | |
| <input type="checkbox"/> Marriage and Family | BS 210 | 3 |
| <input type="checkbox"/> Intro to Social Work | SW 102 | 3 |
| *Related Electives | | 21 |
| <input type="checkbox"/> Human Sexuality | BS 103 | |
| <input type="checkbox"/> Introduction to Anthropology | BS 106 | |
| <input type="checkbox"/> Women and Society | BS 107 | |
| <input type="checkbox"/> Substance Abuse Awareness | BS 115 | |
| <input type="checkbox"/> Gerontology | BS 126 | |
| <input type="checkbox"/> Abnormal Psychology | BS 212 | |

| | |
|--|--------|
| <input type="checkbox"/> Minority Studies | BS 220 |
| <input type="checkbox"/> Dealing with Diversity | BS 222 |
| <input type="checkbox"/> Developmental Psychology | BS 260 |
| <input type="checkbox"/> Child Psychology | BS 270 |
| <input type="checkbox"/> Parenting | CD 219 |
| <input type="checkbox"/> Beginning Spanish I | FL 107 |
| <input type="checkbox"/> Beginning Spanish II | FL 108 |
| <input type="checkbox"/> Intermediate Spanish | FL 201 |
| <input type="checkbox"/> Conversational Spanish I | FL 205 |
| <input type="checkbox"/> Conversational Spanish II | FL 207 |

SOCIOLOGY-SOCIAL WORK
Career Program

Degree Offered: Associate in Arts or Associate in Science

Credits Required: 62

Contact: Nita Jackson, Behavioral Science Lead
Instructor, at 316.218.6200

Program Information

What can you do with a career in Sociology or Social Work? Sociology is the scientific study of human society and group behavior. Entry level positions in business, social service and the government offer you the opportunity to use the skills you have learned in dealing with people. You can use your degree in sociology as a broad liberal arts base for a profession in education, law, medicine and social work. A bachelor's degree in sociology is excellent preparation for continuing your graduate work to become a professor or researcher. Our Sociology program will provide you with the first two years of courses designed to transfer to a college or university. If you are interested in understanding how social groups, organizations, cultures, communities and different societies work, then Butler's sociology curriculum will fit your needs.

Related Programs

Psychology

Recommended Course Sequence
Semester 1:

EG 101, SP 100, Social Science Requirement, BS 160, BS 105, Physical Education Requirement

Semester 2:

EG 102, Humanities Requirement, MA 131 or above, Related Electives

Semester 3:

Lab Science Requirement, Fine Arts Requirement, BS 210, Related Electives

Semester 4:

Humanities or Fine Arts Requirement, SW 102, Related Electives

After Butler

Both Associate degrees are designed for students planning to transfer to a four-year college. Career opportunities include social work, social services, case management, corrections, probation, parole, business, advertising, marketing and consumer research, government services, federal, state, and local government jobs in transportation or housing.





BIOLOGY

ASSOCIATE IN SCIENCE

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

| | HOURS |
|---|-----------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math | 10* |
| <input type="checkbox"/> Math Requirement | MA 131 or above |
| <input type="checkbox"/> Majors Biology I | BI 120 |
| <input type="checkbox"/> Majors Biology II | BI 130 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> General Psychology | BS 160 |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

A minimum of 62 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete the 62 credit hours is listed below:

| Required Courses | | 20 |
|---|---------------------------------|---------------------------------|
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |
| <input type="checkbox"/> College Chemistry II | CH 115 | 5 |
| <input type="checkbox"/> Organic Chemistry I | CH 240 | 5 |
| <input type="checkbox"/> Organic Chemistry II | CH 245 | 5 |
| *Related Electives | | 10 |
| <input type="checkbox"/> BI 218 | <input type="checkbox"/> BI 230 | <input type="checkbox"/> BI 250 |
| <input type="checkbox"/> BI 226 | <input type="checkbox"/> BI 238 | <input type="checkbox"/> BI 252 |
| <input type="checkbox"/> BI 227 | <input type="checkbox"/> BI 240 | <input type="checkbox"/> EV 150 |
| <input type="checkbox"/> BI 228 | <input type="checkbox"/> BI 245 | |

*Related elective hours are met with extra hours in math and science above.

BIOLOGICAL SCIENCE

Career Program

Degree Offered: Associate in Science

Credits Required: 62 minimum

Contact: Dr. William Langley, Lead Instructor for Biology at 316.322.3139

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.

Related Programs

Pre-Medicine

Recommended Course Sequence

Semester 1:

EG 101; SP 100; CH 110; MA 131 or above; Physical Education Requirement

Semester 2:

EG 102; CH 115; Humanities Requirement; Social Sciences Requirement

Semester 3:

BI 120; CH 240; Behavioral Science Requirement; Fine Arts Requirement

Semester 4:

BI 130; Related Electives

After Butler

Career opportunities include lab technician, wildlife biologist, pharmacist, medical technologist, medical doctor, veterinarian, environmental technician, botanist, and zoologist.



CHEMISTRY**ASSOCIATE IN SCIENCE**

| | HOURS |
|--|------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP 102 |
| Science and Math* | 10* |
| <input type="checkbox"/> Calculus I with Analytic Geometry | MA 151 |
| <input type="checkbox"/> College Chemistry I | CH 110 |
| <input type="checkbox"/> College Chemistry II | CH 115 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> Behavioral Science Requirement | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

A minimum of 62 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete this Associate in Science degree is listed below:

| Required Courses | | 28 |
|---|--------|----|
| <input type="checkbox"/> Organic Chemistry I | CH 240 | 5 |
| <input type="checkbox"/> Organic Chemistry II | CH 245 | 5 |
| <input type="checkbox"/> Calculus II w/Analytic Geometry | MA 152 | 5 |
| <input type="checkbox"/> Calculus III w/Analytic Geometry | MA 253 | 3 |
| <input type="checkbox"/> Physics I | PH 251 | 5 |
| <input type="checkbox"/> Physics II | PH 252 | 5 |
| Related Electives | | 2 |

*Related elective hours are met with extra hours in math and science above.

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.

After Butler

Career opportunities include chemist, microbiologist, physicist, science teacher, investigative positions, waste manager, water plant manager, wet chemist, quality control manager, and many more.

CHEMISTRY**Career Program**

Degree Offered: Associate in Science

Credits Required: 62 minimum

Contact: Robert Carlson, Lead Instructor for Chemistry and Physics at 316.322.3137

Related Programs

Physics

Recommended Course Sequence

Semester 1:

EG 101; MA 151; CH 110; Social Science Req.

Semester 2:

EG 102; MA 152; CH 115; Behavioral Science Req.;

Semester 3:

CH 240; MA 253; PH 251; Humanities Req.

Semester 4:

CH 245; PH 252; SP 100; Fine Arts Req.; Physical Education Req.



PHYSICS**ASSOCIATE IN SCIENCE**

| | | HOURS |
|--|--------|------------|
| Communications | | 9 |
| <input type="checkbox"/> English Comp I | EG 101 | |
| <input type="checkbox"/> English Comp II | EG 102 | |
| <input type="checkbox"/> Public Speaking or | SP 100 | |
| <input type="checkbox"/> Interpersonal Communication | SP 102 | |
| Science and Math | | 10* |
| <input type="checkbox"/> Calculus I with Analytic Geometry | MA 151 | 5 |
| <input type="checkbox"/> Physics I | PH 251 | 5 |
| Social/Behavioral Science | | 6 |
| <input type="checkbox"/> Social Science Requirement | | |
| <input type="checkbox"/> Behavioral Science Requirement | BS 160 | |
| Humanities/Fine Arts | | 6 |
| <input type="checkbox"/> Humanities Requirement | | |
| <input type="checkbox"/> Fine Arts Requirement | | |
| Physical Education | | 1 |
| <input type="checkbox"/> Physical Education Requirement | | |

A minimum of 62 credit hours is required for the Associate in Science degree. In addition to general education requirements, coursework to complete this Associate in Science degree is listed below:

| | | |
|--|--------|-----------|
| Required Courses | | 26 |
| <input type="checkbox"/> Calculus II w/Analytic Geometry | MA 152 | 5 |
| <input type="checkbox"/> Calculus III w/Analytic Geometry | MA 253 | 3 |
| <input type="checkbox"/> Differential Equations | MA 260 | 3 |
| <input type="checkbox"/> College Chemistry I | CH 110 | 5 |
| <input type="checkbox"/> College Chemistry II | CH 115 | 5 |
| <input type="checkbox"/> Physics II | PH 252 | 5 |
| Related Electives | | 4 |
| * Some related elective hours are met with extra hours in math and science above. | | |

After Butler

Career fields include chemistry, microbiology, physics, teaching, investigating, waste managing, water plant managing, wet chemistry, and quality control managing.

PHYSICS**Career Program**

Degree Offered: Associate in Science

Credits Required: 62 minimum

Contact: Robert Carlson, Chemistry/Physics Lead
Instructor, at 316.322.3137

Program Information

The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 26 credit hours of the following course requirements in addition to the general education requirements. Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics Science program. When you join this academic area you will not only learn the theories but the practical applications of these theories in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls.

Related Programs

Chemistry

Recommended Course Sequence

Semester 1:

EG 101, MA 151, CH 110, Social Science Requirement

Semester 2:

EG 102, MA 152, CH 115, Behavioral Science Requirement,

Semester 3:

SP 100, CH 230, MA 253, PH 251, Humanities Requirement

Semester 4:

MA 260, PH 252, EC 200, Fine Arts Requirement, Physical Education Requirement



MATHEMATICS

ASSOCIATE IN ARTS

| | HOURS |
|---|-----------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP102 |
| Science and Math | 10 |
| <input type="checkbox"/> Calculus I with Analytic Geometry | MA 151 |
| <input type="checkbox"/> College Chemistry I | CH 110 |
| Social/Behavioral Science | 9 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> Behavioral Science Requirement | |
| <input type="checkbox"/> Social or Behavioral Science Requirement | |
| Humanities/Fine Arts | 9 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |
| <input type="checkbox"/> One additional course | |
| Physical Education | 1 |
| <input type="checkbox"/> Physical Education Requirement | |

A minimum of 62 credit hours is required for the Associate in Science or the Associate of Arts degree. In addition to general education requirements, coursework to complete the degree chosen above are listed below:

| Required Courses | | | 21 |
|---|--------|---|----|
| <input type="checkbox"/> Calculus II w/ Analytic Geometry | MA 252 | 5 | |
| <input type="checkbox"/> Calculus III w/Analytic Geometry | MA 253 | 3 | |
| <input type="checkbox"/> Differential Equations | MA 260 | 3 | |
| <input type="checkbox"/> Physics I | PH 251 | 5 | |
| <input type="checkbox"/> Physics II | PH 252 | 5 | |
| *Related Electives | | | 3 |

MATHEMATICS

ASSOCIATE IN SCIENCE

| | HOURS |
|--|------------|
| Communications | 9 |
| <input type="checkbox"/> English Comp I | EG 101 |
| <input type="checkbox"/> English Comp II | EG 102 |
| <input type="checkbox"/> Public Speaking or | SP 100 |
| <input type="checkbox"/> Interpersonal Communication | SP102 |
| Science and Math | 10* |
| <input type="checkbox"/> Calculus I with Analytic Geometry | MA 151 |
| <input type="checkbox"/> College Chemistry I | CH 110 |
| Social/Behavioral Science | 6 |
| <input type="checkbox"/> Social Science Requirement | |
| <input type="checkbox"/> Behavioral Science Requirement | |
| Humanities/Fine Arts | 6 |
| <input type="checkbox"/> Humanities Requirement | |
| <input type="checkbox"/> Fine Arts Requirement | |

| | |
|---------------------------|-----------|
| Physical Education | 1 |
| Required Courses | 21 |

| | | |
|---|--------|---|
| <input type="checkbox"/> Calculus II with Analytic Geometry | MA 152 | 5 |
| <input type="checkbox"/> Calculus III w/Analytic Geometry | MA 253 | 3 |
| <input type="checkbox"/> Differential Equations | MA 260 | 3 |
| <input type="checkbox"/> Physics I | PH 251 | 5 |
| <input type="checkbox"/> Physics II | PH 252 | 5 |

| | |
|--------------------------|----------|
| Related Electives | 9 |
|--------------------------|----------|

* Related elective hours are met with extra hours in math and science above.

MATHEMATICS

Career Program

Degree Offered: Associate in Science and Associate in Arts

Credits Required: 62 minimum

Contact: Larry Friesen, Lead Instructor for Mathematics at 316.322.3138

Program Information

Interested in problem solving? Want to transfer to a university or 4 year college in Math, Engineering, or the Sciences? Butler Community College has a supportive learning environment for students who excel in Mathematics or for students who need extra help. Experienced instructors, with graduate degrees, can give you individual attention. The maximum size for any math class is 25. Courses available range from basic math and algebra to calculus and differential equations. Butler has agreements with the state universities for course transfer. The Math Department wants to help you meet your goals.

Recommended Course Sequence

Semester 1:

EG 101, MA 151, CH 110, Physical Education Requirement, Social Science Requirement

Semester 2:

EG 102, MA 152, SP 100, Fine Arts Requirement, Related Electives

Semester 3:

MA 253, PH 251, Humanities Requirement, Behavioral Science Requirement

Semester 4:

MA 260, PH 252, Related Electives

Related Electives

EN - Any Eng. Tech/Pre-Eng. Course

IN - Any Information, Technology Course

MA 220 or MA 210, CH 105, CH 110

After Butler

Career opportunities include engineer, statistician, mathematician, mathematics or engineering instructor.





REALTIME STENO REPORTING

AAS DEGREE

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and/or a Registered Professional Reporter (RPR). Realtime Reporters are in high demand in many areas, both locally and nationally. Realtime Reporters are needed as official court reporters, freelance reporters, broadcast captioners, and CART (Communication Access Realtime Translation) reporters.

Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained as realtime reporters, job opportunities are very good to excellent.

| | | HOURS |
|--|--------|-----------|
| General Education Requirements | | 15 |
| Communications | | 6 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| <input type="checkbox"/> Communications Elective | | 3 |
| Science, Math, & Computer Science Requirements | | 6 |
| <input type="checkbox"/> Information Processing Systems | BA 104 | 3 |
| <input type="checkbox"/> Technical Math (or above) | MA 114 | 3 |
| Behavioral/Social Science Elective | | 3 |
| <input type="checkbox"/> One course from either Social or Behavioral Science | | 3 |
| Required Courses | | 50 |
| <input type="checkbox"/> Realtime Reporting Theory I | RR 101 | 6 |
| <input type="checkbox"/> Realtime Reporting Theory II* | RR 102 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 80/100* | RR 200 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 120/140* | RR 201 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 160/180* | RR 202 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 200/225* | RR 203 | 5 |
| <input type="checkbox"/> Realtime Reporting Technology* | RR 205 | 1 |
| <input type="checkbox"/> Realtime Reporting Procedures* | RR 220 | 3 |
| <input type="checkbox"/> Realtime Reporting Internship* | RR 230 | 1 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Legal Terminology* | BE 204 | 3 |
| <input type="checkbox"/> Health Pro Medical Terminology* | AH 201 | 3 |
| <input type="checkbox"/> Health Pro Medical Terminology II* | AH 202 | 1 |

A total of 65 hours is required for this degree, including 15 hours of general education requirements and 50 total hours of required courses.

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

STENO REPORTING

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 65

Contact: Ellie Davidson, Lead Instructor, at 316.218.6356, or econner@butlercc.edu

Admission Requirements:

Students wishing to apply for the program must complete the following requirements and send them to:

Linda Gieser
715 East 13th Street, Room 5109S
Andover, KS 67002

1. Butler Application
2. Official Transcripts
3. Realtime Reporting Application

Helpful Hints:

Prospective students should be proficient in English, like to read, possess exceptional listening abilities, have excellent concentration skills, and be self-motivated.

Program Information:

This program entails a curriculum leading to an Associate of Applied Science degree in Realtime Reporting, with students attending year-round. The curriculum, which includes both technical and general education courses, is structured to meet the standards for approval mandated by the Council on Approved Student Education, National Court Reporters Association (NCRA/CASE).

Satisfactory completion of degree requirements prepares the graduate to sit for the Kansas Certified Court Reporter (CCR) and/or the NCRA Registered Professional Reporter (RPR) certifying examination.

Progression and Graduation:

In order to progress through the Realtime Reporting Program, the student must:

1. Progress through the required Realtime Reporting curriculum in the proper sequence.
2. Attain a grade of "B" or higher in each required Realtime Reporting lab classes.
3. Abide by the policies, procedures, and course requirements published in each course syllabus and as specified in other materials.



Realtime Steno Reporting, AAS Degree - Continued

In addition to the satisfactory completion of the general catalog requirements, in order to graduate from the Realtime Reporting program and receive the Associate of Applied Science degree, the student must:

1. Pass three (3) five-minute tests on unfamiliar material with 95% accuracy at each of the following speeds:
 - a. 225 wpm Testimony (QA)
 - b. 200 wpm Jury Charge (JC)
 - c. 180 wpm Literary (LIT)
2. Complete at least 40 verified hours of actual writing time during the internship experience and produce a 40-page complete and accurate transcript of the internship experience.

Additional Costs:

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

Students will rent a steno machine for the first two semesters. Beginning with the third semester, students will be required to purchase their own machine and laptop.

Articulation Agreements :

K-State at Salina

CCR and RPR Certifications:

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter) and the RPR (National Registered Professional Reporter) exams. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The RPR will enable the student to work as an official or freelance reporter throughout the United States.

REALTIME STENO REPORTING**CERTIFICATE**

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and/or a Registered Professional Reporter (RPR). Realtime Reporters are in high-demand in many areas, both locally and nationally. Realtime Reporters are needed as official court reporters, freelance reporters, broadcast captioners, and CART (Communication Access Realtime Translation) reporters.

Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained as realtime reporters, job opportunities are very good to excellent.

| | | HOURS |
|---|--------|-----------|
| General Education Requirements | | 3 |
| Communications | | 3 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| Required Courses | | 50 |
| <input type="checkbox"/> Realtime Reporting Theory I | RR 101 | 6 |
| <input type="checkbox"/> Realtime Reporting Theory II* | RR 102 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 80/100* | RR 200 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 120/140* | RR 201 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 160/180* | RR 202 | 6 |
| <input type="checkbox"/> Realtime Reporting Lab 200/225* | RR 203 | 5 |
| <input type="checkbox"/> Realtime Reporting Technology* | RR 205 | 1 |
| <input type="checkbox"/> Realtime Reporting Procedures* | RR 220 | 3 |
| <input type="checkbox"/> Realtime Reporting Internship* | RR 230 | 1 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Legal Terminology* | BE 204 | 3 |
| <input type="checkbox"/> Health Pro Medical Terminology* | AH 201 | 3 |
| <input type="checkbox"/> Health Pro Medical Terminology II* | AH 202 | 1 |

This certificate requires 53 hours to complete.

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



STENO REPORTING**Career Program****Degree Offered:** Certificate**Credits Required:** 53**Contact:** Ellie Davidson, Lead Instructor, at 316.218.6356,
or econner@butlercc.edu**Admission Requirements:**

Students wishing to apply for the program must complete the following requirements and send them to:

Linda Gieser

715 East 13th Street, Room 5109S

Andover, KS 67002

1. Butler Application
2. Official Transcripts
3. Realtime Reporting Application

Helpful Hints:

Prospective students should be proficient in English, like to read, possess exceptional listening abilities, have excellent concentration skills, and be self-motivated.

Program Information:

This program entails a curriculum leading to a Program Certificate in Realtime Reporting, with students attending year-round. The curriculum, which includes both technical and general education courses, is structured to meet the standards for approval mandated by the Council on Approved Student Education, National Court Reporters Association (NCRA/CASE).

Satisfactory completion of program certificate requirements prepares the graduate to sit for the Kansas Certified Court Reporter (CCR) and/or the NCRA Registered Professional Reporter (RPR) certifying examination.

Progression and Graduation:

In order to progress through the Realtime Reporting Program, the student must:

1. Progress through the required Realtime Reporting curriculum in the proper sequence.
2. Attain a grade of "B" or higher in each required Realtime Reporting lab classes.
3. Abide by the policies, procedures, and course requirements published in each course syllabus and as specified in other materials.

In addition to the satisfactory completion of the general catalog requirements, in order to graduate from the Realtime Reporting program and receive the Program Certificate, the student must:

1. Pass three (3) five-minute tests on unfamiliar material with 95% accuracy at each of the following speeds:
 - a. 225 wpm Testimony (QA)
 - b. 200 wpm Jury Charge (JC)
 - c. 180 wpm Literary (LIT)
2. Complete at least 40 verified hours of actual writing time during the internship experience and produce a 40-page complete and accurate transcript of the internship experience.

Additional Costs:

Additional lab fees will be assessed for each program course and are subject to change. Students will rent a steno machine for the first two semesters. Beginning with the third semester, students will be required to purchase their own machine and laptop.

CCR and RPR Certifications:

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter) and the RPR (National Registered Professional Reporter) exams. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The RPR will enable the student to work as an official or freelance reporter throughout the United States.



REALTIME VOICE REPORTING**CERTIFICATE**

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and/or Certified Verbatim Reporter (CVR). Realtime Reporters are in high demand in many areas, both locally and nationally. Realtime Reporters are needed as official court reporters, freelance reporters, broadcast captioners, and CART (Communication Access Realtime Translation) reporters.

Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained as realtime reporters, job opportunities are very good to excellent.

| | | HOURS |
|---|--------|-----------|
| General Education Requirements | | 3 |
| Communications | | 3 |
| <input type="checkbox"/> English Comp I | EG 101 | 3 |
| Required Courses | | 27 |
| <input type="checkbox"/> Voice Reporting Technology | VR 101 | 6 |
| <input type="checkbox"/> Voice Reporting Lab* | VR 102 | 6 |
| <input type="checkbox"/> Realtime Reporting Technology* | RR 205 | 1 |
| <input type="checkbox"/> Realtime Reporting Procedures* | RR 220 | 3 |
| <input type="checkbox"/> Realtime Reporting Internship* | RR 230 | 1 |
| <input type="checkbox"/> Business Law I | BA 115 | 3 |
| <input type="checkbox"/> Legal Terminology* | BE 204 | 3 |
| <input type="checkbox"/> Health Pro Medical Terminology* | AH 201 | 3 |
| <input type="checkbox"/> Health Pro Medical Terminology II* | AH 202 | 1 |

This certificate requires 30 hours to complete.

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

VOICE REPORTING**Career Program**

Degree Offered: Certificate

Credits Required: 30

Contact: Ellie Davidson, Lead Instructor, at 316.218.6356, or econner@butlercc.edu

Admission Requirements:

Students wishing to apply for the program must complete the following requirements and send them to Linda Gieser, 715 East 13th Street, Room 5109S, Andover, KS, 67002.

1. Butler Application
2. Official Transcripts
3. Realtime Reporting Application

Helpful Hints: Prospective students should be proficient in English, like to read, possess exceptional listening abilities, have excellent concentration skills, and be self-motivated.

Program Information:

This program entails a curriculum leading to a Program Certificate in Realtime Reporting, with students attending year-round. The curriculum, which includes both technical and general education courses, is structured to meet the standards for approval mandated by the Council on Approved Student Education, National Court Reporters Association (NCRA/CASE).

Satisfactory completion of degree requirements prepares the graduate to sit for the Kansas Certified Court Reporter (CCR) and/or the (NVRA) Certified Verbatim Reporter (CVR) certifying examination.

Progression and Graduation:

In order to progress through the Realtime Reporting Program, the student must:

1. Progress through the required Realtime Reporting curriculum in the proper sequence.
2. Attain a grade of "B" or higher in each required Realtime Reporting lab classes.
3. Abide by the policies, procedures, and course requirements published in each course syllabus and as specified in other materials.

In addition to the satisfactory completion of the general catalog requirements, in order to graduate from the Realtime Reporting Program and receive the Program Certificate, the student must:

1. Pass three (3) five-minute tests on unfamiliar material with 95% accuracy at each of the following speeds:
 - a. 225 wpm Testimony (QA)
 - b. 200 wpm Jury Charge (JC)
 - c. 180 wpm Literary (LIT)
2. Complete at least 40 verified hours of actual writing time during the internship experience and produce a 40-page complete and accurate transcript of the internship experience.

Additional Costs:

Additional lab fees will be assessed for each program course and are subject to change. Students will be required to purchase their own SmartMic, Laptop, CAT software, and voice recognition software upon being accepted into the program.

CCR and CVR Certifications:

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter); after achieving a speed of 250 wpm, students will be eligible to sit for the CVR (Certified Verbatim Reporter) exam. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The CVR will enable the student to work as an official or freelance reporter throughout the United States.





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(AB) AUTO COLLISION REPAIR

AB 104. Painting and Refinishing I. 3 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to identify safety and personal health hazards according to OSHA guidelines and the "Right to Know" law; determine the different types of substrates and sanding material relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufactures specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

AB 105. Painting and Refinishing II. 4 hours credit. Prerequisite: AB 137 and AB 104 both with a C or better. This course will enable the student to select proper personal protective equipment; perform proper lab operations according to OSHA guidelines; remove paint coatings; apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate material for projects; analyze paint defects; causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given purpose.

AB 137. Non-Structural Analysis Damage I. 3 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement exam. This course will enable the student to explore the components of safety pertaining to auto collision and repair; explore the parts and construction of vehicles; explore opportunities in the auto collision industry; identify metal straightening techniques; identify application and use of body fillers; demonstrate proper use, set-up and storage of welding equipment; distinguish between weldable and non-weldable materials; demonstrate fundamental industry standard recommended welds; identify plastics and adhesives used in automotive industry; explain the general purpose of damage, estimation and repair orders; explore the processes required for outer body panel repairs, replacements and adjustments; and demonstrate fundamental cutting procedure.

AB 138. Non-Structural Analysis Damage II. 4 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to identify trim and hardware to be protected; examine what to consider when working with movable glass; perform outer body panel repairs; perform outer body replacements and adjustments; perform metal straightening techniques; perform body filler techniques; perform metal finishing techniques; use welding procedures in non-structural damage repair; distinguish between mechanical and electrical and electrical components; apply safety standards for the collision repair industry; use cutting procedures in non-structural damage repair; and determine processes necessary for working with plastics and adhesives.

AB 139. Structural Analysis and Damage I. 2 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to identify measuring procedures, analyze the basic structural damage condition; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

AB 140. Structural Analysis and Damage II. 2 hours credit. Prerequisite: AB 139 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures, determine direct and indirect damage for structural repair; analyze unibody inspection; measurements and repair procedures; perform welding techniques for structural repair; and identify cutting procedures for structural repairs.

AB 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AB 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AB 204. Painting and Refinishing III. 3 hours credit. Prerequisite: AB 137, AB 104, and AB 105 all with a C or better. This course will enable the student to identify the personal health hazards according to OSHA guidelines and the "Right To Know" law; determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacture specifications of metal treatments and primers; distinguish among the different types of spray guns and equipment; explore various paint codes and specifications for use; identify the various types of paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify the final detail procedures..

AB 205. Painting and Refinishing IV. 4 hours credit. Prerequisite: AB 204 with a C or better. This course will enable the student to apply exemplary safety procedures in all areas of auto body painting and refinishing; perform proper cleaning procedures for a refinish; prepare adjacent panels for blending, prepare plastic panels for refinish; protect all non-finished areas of vehicle; operate high and low volume/pressure spray gun operations for painting and refinishing; perform all paint applications on an automobile; apply appropriate paint color matching and mixing procedures; tint color using formula to achieve a bendable match, explore the causes, effects and correction of buffing related imperfections; explore the causes, effects and corrections of pigment flotation; measure mil thickness; apply decals, transfers, tapes, wood training, pinstripes to an automobile; apply buffing and polish techniques to remove defects; apply cleaning techniques to automotive interior, exterior, glass and body openings; and remove overspray.

AB 237. Non-Structural Analysis Damage III. 4 hours credit. Prerequisite: AB 138 with a C or better. This course will enable the student to: remove and install trim and hardware; determine processes necessary for movable repair; repair outer body panel; replace and adjust outer body panels; remove and install mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting; perform immediate welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

AB 238. Non-Structural Analysis Damage IV. 5 hours credit. Prerequisite: AB 237 with a C or better. This course will enable the student to: remove trim and hardware; install trim and hardware; repair movable glass; protect adjacent body panels; repair outer body panels; replace outer body panels; replace electrical and mechanical components; demonstrate safety protocol appropriate for the auto repair setting, perform welding skills on non-structural damage repairs; and plastic and adhesive repairs.



AB 239. Structural Analysis and Damage III. 3 hours credit. Prerequisite: AB 140 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage; apply unibody inspection and measurement procedures; apply unibody repair procedures; apply frame inspection and measurement procedures; apply frame repair procedures; and remove fixed glass.

AB 240. Structural Analysis and Damage IV. 3 hours credit. Prerequisite: AB 239 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; apply advance welding; and cutting techniques for structural repairs; perform inspection and measurement of unibody and structural repair; repair unibody direct and indirect damage; perform frame inspection and measurement procedures; repair frame to industry standards; and remove and install fixed glass.

AB 241. Mechanical and Electrical Components. 3 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/ driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection, and service needed for brake system hydraulic components; examine components of heating and cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems.

AB 253/254. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

AB 294 and 295. Directed Independent Study in Auto Collision Repair. 3 hours credit each. Prerequisite: 2.0 GPA minimum and approval of division dean and instructor. This course is an extension of the Auto Collision curriculum and provides a structured learning experience to broaden the student's comprehension of principles and competencies associated with the Auto Collision program. Topics of specific interest to the student, augmenting and Auto Collision curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out of class activities or a work-related environment.

(AG) AGRICULTURE

AG 102. Principles of Animal Science. 3 hours credit. This course will enable the student to understand basic principles in the areas of animal agriculture to include types, purposes, and products of livestock, breeding, nutrition, growth, lactation, reproduction, selection, management and marketing.

AG 107. Microcomputers in Agriculture. 3 hours credit. This course introduces students to the various uses of microcomputers in agriculture and ag-related areas. Emphasis is placed on application of microcomputer technology to agriculture business planning, record keeping, problem solving and general management decisions. Basic computer functions, hardware components and selection, and software selection are included.

AG 108. Feeder Livestock Production Management. 3 hours credit. This course will enable the student to understand the principles related to effectively managing feeder livestock.

AG 109. Breeding Livestock Production Management. 3 hours credit. This course will enable the student to develop production techniques relating to breeding livestock. Reproduction, nutrition, selection, handling, housing, and husbandry practices are included.

AG 111. Agriculture in our Society. 2 hours credit. This course will give the student a broad understanding of the history, trends and opportunities in agriculture, and career areas in agriculture are presented. Resource people will discuss their occupations in agriculture and how they serve the agricultural community.

AG 120. Agriculture Economics. 3 hours credit. This course will enable the student to apply economic principles to the field of agriculture.

AG 133. Livestock Selection I. 3 hours credit. The course will give the student an understanding of the evaluation of livestock including visual appraisal, grading, classification, market types, breeding and selection of livestock.

AG 134. Livestock Selection II. 3 hours credit. Prerequisite: AG 133. The course will give the student an increased understanding 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, EPD's and livestock mating decision.

AG 136. Livestock Judging Lab I. 2 hours credit. This course is to be taken in conjunction with AG 133 by those students desiring in-depth experience in livestock judging. The major emphasis of the course is on livestock judging including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 137. Livestock Judging Lab II. 2 hours credit. Prerequisite: AG 136. The student will gain in-depth experience in livestock judging. The major emphasis of this course is on livestock appraisal including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 142. Crop and Soil Management. 3 hours credit. This course will enable the student to apply the basic principles of crop and soil management to crop production, including planting to harvest management, soil fertility, plant pest control, soil conservation, and economic decision making. The student will explore career opportunities in crop and soil management.

AG 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AG 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AG 211. Fundamentals of Livestock Nutrition. 3 hours credit. This course will enable the student to apply the principles of animal nutrition in livestock feeding. The student will learn about nutritive value of feeds, metabolic processes, and basic ration formulation, as well as the industry's latest technology.



AG 212. Meat Science Fundamentals. 2 hours credit. This class is designed to give the student an outline, in detail, of the meat industry from the basic concepts of how tissue structures develop into a carcass, to the final marketing channels of retail meat cuts. This class will also include the influence society can place on this cycle.

AG 213. Introduction to Food Science. 3 hours credit. This course will enable the student to apply biological, chemical and physical principles to the study of converting raw agricultural products into food products suitable for human consumption. The student will recognize the nutritional and chemical properties and reactions of food components, identify pathogens and microorganisms related to food spoilage, and describe the principles that make food safe for human consumption.

AG 215. Financial Management Agriculture. 3 hours credit. This course will enable the student to apply financial management principles and practices to the field of agriculture.

AG 216. Livestock Health and Disease. 3 hours credit. This course will enable the student to apply basic principles of livestock health and disease to farm and ranch livestock enterprises, focusing on anatomy and physiology, immunity, and equipment used for treatment and prevention. The student will also learn about career opportunities in the animal health field.

AG 217. Marketing Agricultural Products. 3 hours credit. This course will enable the student to apply the basic principles of marketing agricultural products to farm and ranch management. The student will be introduced to the technology, pricing, and supply and demand of agricultural marketing. The student will analyze marketing opportunities and marketing procedures based on enterprise needs of the individual producer.

AG 218. Principles of Futures Markets. 3 hours credit. This course will enable the student to apply basic principles of futures markets to farm and ranch management. The student will learn principles of futures markets, types of market transactions, terminology, and market analysis. The student will simulate real transactions in the market to gain practical experience.

AG 219. Swine Management. 3 hours credit. This course will enable the student to understand the basic principles of swine management including nutrition, breeding, reproduction, and marketing for profitable pork production. Included is housing, waste management and swine health will. The student will also explore career opportunities in swine management.

AG 220. Crop Science. 4 hours credit. This course will enable the student to understand the basic principles of crop production including plant structure, properties, pests, and diseases, soil properties and management practices of common field crops. The student will also recognize career opportunities in crop science.

AG 221. Beef Management. 3 hours credit. This course will enable student to apply principles of breeding and reproduction, raising, feeding nutrition, finishing and merchandising desirable beef cattle for market consumption. The student will explore career opportunities in beef production and related agri-business, cattle management including nutrition, breeding, reproduction and merchandising.

AG 230. Range Management. 3 hours credit. This course will enable the student to manage pastures and rangeland on farms and ranches. The student will learn ecological principles of conservation and utilization of grasslands, grazing capacity, survey methods, range plant identification, and other management practices. Students will be made aware of career opportunities in range management and natural resources conservation services.

AG 236. Livestock Judging Lab III. 2 hours credit. Prerequisite: AG 137. The student will gain in-depth experience in livestock judging. The major emphasis of this course is on livestock appraisal including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 237. Livestock Judging Lab IV. 2 hours credit. Prerequisite: AG 236. The student will gain in-depth experience in livestock judging. The major emphasis of this course is on livestock appraisal including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 240. Livestock Rations. 3 hours credit. This course will enable the student to apply the principles of livestock rations in feeding livestock. The course includes information on the formulation and calculation of livestock rations based on the requirements of the different livestock species and feeding livestock.

AG 245. Horse Science. 3 hours credit. A study of the phases of horse production including types and breeds of horses, selection, breeding, nutrition, health, facilities and related management practices.

AG 246. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

AG 275. Livestock Concepts and Practices. 3 hours credit. This course will enable the student to apply basic principles of livestock concepts and practices to farm and ranch management focusing on advanced livestock management practices in handling, reproduction, breeding, nutrition, herd health and the collection of accurate records.

AG 285. Livestock Business Management. 3 hours credit. This course will enable the student to analyze marketing opportunities, retain ownership through finishing livestock to compositional endpoints, feed animals in performance trials, and develop females for entry into the breeding herd. The student reviews financial implications involved in raising livestock, develops facilities and waste handling systems, and manages purchases and sales.

AG 294 and 295. Directed Independent Study in Agriculture. 3 hours credit. Prerequisite: 2.0 minimum GPA and approval of division dean and instructor. This course is an extension of the Agriculture curriculum and provides a structured learning experience to broaden the students' comprehension of principles and competencies associated with the Agriculture program. Topics of specific interest to the student, augmenting the agriculture curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out-of-class activities or a work-related environment.



(AH) ALLIED HEALTH**AH 110. Emergency Medical Technician (EMT).** 9 hours credit.

Prerequisite: A score at a predetermined level in reading, writing and math on a placement exam, and concurrent enrollment in AH 212. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the EMT. The student is required to perform a practicum experience in a hospital and Emergency Medical Services (EMS) setting.

AH 113. Activity Director. 3 hours credit. This course will enable the student to analyze the needs of aging individuals including communicating effectively and understanding the holistic needs of this population. This course will also enable the student to work in long term care as an activity director.

AH 115. Social Service Designee Certification. 3 hours credit. This course meets the requirements for social service designee, as approved by the Kansas Department of Health and Environment. The student will learn to develop and implement a social service plan for residents in adult care facilities under the direction of a licensed social worker.

AH 116. Activity Director/Social Service Designee. 4 hours credit. This course will enable the student to analyze the needs of aging individuals including communicating effectively and understanding the holistic needs of this population. This course will also enable the student to work in long term care as an activity director or social service designee.

AH 117 Home Health Aide. 2 hours credit. Prerequisite: AH 122 with a C or better. Certified Nurse Aide for Kansas Nursing Homes. This course will enable the student to gain in the necessary knowledge, skills, and abilities to give basic nursing care in the home, under the supervision of a registered nurse. After completion, the student is eligible to take the Kansas Home Health Aide State exam.

AH 120. Medication Aide. 5 hours credit. Prerequisite: AH 122 with a C or better, or Certified Nurse Aide for Kansas Nursing Homes. This course will enable the student to administer oral and topical medications in a safe and accurate manner in an adult care home. At completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide test which is required for work as a Certified Medication Aide.

AH 122 Nurse Aide. 5 hours credit. Prerequisite: A score at a predetermined level on a diagnostic and placement instrument. This course will enable the student to learn basic nursing skills and concepts of aging through classroom and clinical experience. The student will follow the guidelines of the Kansas Department of Health and Environment (KDHE), in order to prepare to take the Kansas Certified Nurse Aide examination and work in Kansas Nursing Homes.

AH 123. Medication Aide Update. 1 hour credit. Prerequisites: Certified Nurse Aide and Certified Medication Aide in Kansas. Certified Medication Aide Update: This course will enable the student to update the CMA certificate through Kansas Department of Health and Environment KDHE.

AH 124. Restorative Aide. 2 hours credit. Prerequisite: Certified Nurse Aide in Kansas. This course will enable the student to perform rehabilitative and restorative procedures in adult care homes under the supervision of a registered physical therapist.

AH 125. Nurse Aide II-Acute Care Environment. 3 hours credit.

Prerequisite: Current Certified Nurse Aide for Kansas Nursing Homes. This course will enable the student to build upon basic nursing skills to provide competent care to the acutely ill. The student will learn to communicate effectively, apply legal and ethical principles while providing care in the hospital environment.

AH 126. Nurse Assistant Success Skills. 3 hours credit. Prerequisite: AH 122 with a C or better or current Kansas Nurse Assistant Certificate. 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, team work, time management, and problem solving skills related to the certified nurse assistant scope of practice. The student will develop a professional resume and portfolio appropriate for CNA interview process.

AH 130. Basic Life Support for Health Care Professionals. 0.5 hour credit. This course will enable the student to recognize the need and to perform basic cardiac life support to persons in respiratory or cardiac arrest, according to the guidelines of the American Heart Association.

AH 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AH 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AH 201. Health Professions Medical Terminology I. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument or EG 060 with a C or better. This course will enable the student involved with the health care professions to construct, deconstruct, define, spell and pronounce medical terms from prefixes, suffixes, word roots and combining forms utilizing various methods of research. The student will acquire tools needed for building a medical vocabulary within the context of the structure and function of the body systems.

AH 202. Health Professions Medical Terminology II. 1 hour credit. Prerequisite: AH 201 with a C or better or instructor approval. This course will enable the student involved with health care professions to 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 oncology, radiology, pharmacology, psychiatry, and the structure and function of the associated body systems.

AH 205. Medical Records for Long Term Care. 3 hours credit. This course provides the student with the knowledge and skills needed to organize a medical records department under the supervision of an Accredited Medical Records Professional in a long-term care setting, including terminology and documentation requirements, confidentiality, legal aspects, and rules and regulations of the Kansas Department of Health and Environment.



AH 210. Emergency Medical Technician-Intermediate: 6 hours credit. Prerequisite: AH 110 or AH 212 with a C or better. The student must be 17 years of age, be current on immunizations, pass a background check and have or be waiting on current Kansas Emergency Medical Technician Basic EMT-B Certification with or without National Registry Certification. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the 1985 National Standard Curriculum and the Kansas Authorized Activities for the Emergency

Medical Technician Intermediate EMT-I Supplement. The student will learn advanced procedures in airway management anatomy and physiology and management of the compromised airway in the Advanced Life Support ALS arena, intravenous therapy skills, blood draw skills to assist in the understanding of blood anatomy and the acid base balance in blood, and medication review as authorized by the Kansas Board of Emergency Medical Technicians for the EMT-I. Clinical experience in a hospital and Field Internship in the EMS setting are required.

AH 212. Emergency Medical Technician - Skills. 3 hours credit. Prerequisite: 17 years of age, up to date immunizations, pass a criminal background check, score at a predetermined level in reading, writing and math on a placement exam and concurrent enrollment in AH 110 Emergency Medical Technician. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the National Standard guidelines Scope of Practice and the Kansas Authorized Activities for the 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.

AH 214. Emergency Medical Technician-Standard Defibrillation EMT-D. 4 hours credit. Prerequisites: AH 110 and AH 212 with a C or better. The applicant must be an Emergency Medical Technician in good standing with the State of Kansas Board of Emergency Medical Services. EMT-D is an advanced class for the EMT, providing the student with knowledge and skills to perform standard defibrillation on the patient with a life threatening arrhythmia. The student will learn basic cardiology, arrhythmia recognition and use of a cardiac monitor.

AH 220. ECG Interpretation with Clinical Application. 2 hours credit. Prerequisites: Instructor approval. A systematic approach to interpretation of electrocardiogram rhythms including patient presentation, nursing care and pharmacotherapy. Rhythms covered include sinus, atrial, junctional and ventricular. Atrioventricular blocks, bundle branch blocks and pacemaker therapy are also covered.

AH 225. Operator Training for Assisted Living. 2 hours credit. This course will prepare the student to be an operator of assisted living facilities, residential health care facilities, home plus and adult day care facilities. After successful completion of the course, the student is eligible to take the state exam approved by Kansas Department of Health and Environment on the principles of assisted living.

AH 230. Basis for Spiritual Care. 1 hour credit. This course will enable the student to explore the basis for the role of spirituality in health care. The student will learn how spirituality effected health care throughout history. The student will look at spirituality across various cultures and consider the effects of myth, religion, and gender in spiritual decision making.

AH 231. Growth and Development of Spirituality. 1 hour credit. This course will explore the role of spirituality in health care. Included will be discussion of spirituality in various developmental stages and the development of one's spirituality. Components of spiritual growth and enhancement will be explored.

AH 232. Spiritual & Ethical Care During Illness. 1 hour credit. This course will enable the student to explore the role of spirituality within ethical frameworks. The student will review spiritual assessment tools and select the tool for use in his/her practice setting. The student will discuss the spiritual needs of the individual experiencing illness and death.

AH 233. Spiritual Care in Grief and Loss. 1 hour credit. This course will enable the student to explore the spiritual care of the individual experiencing a loss of a significant nature. The student will discuss the individual's response to mass casualty loss.

(AJ) ADMINISTRATION OF JUSTICE POLICE SCIENCE

AJ 102. Introduction to Administration of Justice. 3 hours credit. This course will enable the student to understand the history, nature and function of the criminal justice system in America. The student will study the various processing stages, practices, and personnel of law enforcement, courts and corrections and their relationship to the individual and society.

AJ 103. Agency Administration. 3 hours credit. This course will enable the student to understand the management and control of the criminal justice system, including law enforcement, corrections, and the court system. The student will also become familiar with the challenges facing justice administration. This course is designed for persons employed or interested in supervisory positions in police or correctional departments or divisions.

AJ 104. Law Enforcement Operations and Procedures. 3 hours credit. This course will enable the student to reflect upon a range of contemporary developments in policing, with an emphasis on patrolling. The student will examine the nature and role of police planning processes. The student will discuss key concepts and apply them to policing scenarios. In addition, the student will identify, discuss and assess critical dilemmas in police practices and processes. The student will evaluate future policing strategies including deployment of arrest procedures, crime scene techniques and other basic police tactics.

AJ 109. Introduction to Corrections. 3 hours credit. This course will enable the student to understand the correctional field as a function of the administration of justice. The student will explore historical and contemporary trends within the various agencies involved with corrections work.

AJ 114. Introduction to Security. 3 hours credit. This course will enable the student to examine the history, nature and scope of private security in modern society. The student will also explore the basic principles of physical security, internal loss prevention, defensive systems, force prevention and safety, and the security function in the corporate structure. The student will be exposed to operations and career opportunities exemplified in such specific areas as retail, hospital, cargo and computer security, and contract and proprietary security services.



AJ 116 . Juvenile Delinquency and Justice. 3 hours credit. This course will enable the student to understand the complex phenomena of juvenile delinquency and adolescent criminal behavior and to critically assess causes and solutions. The student will study the origins, approaches and theories of juvenile delinquency; the juvenile justice system, including police and courts; the juvenile correctional system; and societal response to the delinquency problem, as well as the cross-cultural perspective regarding juvenile delinquency.

AJ 117. Criminal Behavior. 3 hours credit. This course will enable the student to understand the biological, psychiatric, psychological and social/environmental explanations of criminal and deviant behavior. The student will explore relevant perspectives, theories and research methods. The student will examine sociobiological, psychological, psychoanalytical and social-psychological theories of behavior. The student may also consider psychological explanations of specific behavior such as aggression and violence, homicide and assault, sexual offenses, drug use, property offenses, and public disorder offenses. Included in this explanation are cross-cultural perspectives regarding the issues involved in criminal behavior.

AJ 118. Gang Investigation. 3 hours credit. This course will enable the student to examine the origins, structures, operations, and problems associated with urban street gangs. The student will also explore law enforcement counter measures and the investigation of gang-related crimes.

AJ 122. Concepts of Terrorism. 3 hours credit. This course will enable the student to articulate the history, nature, characteristics and responses to terrorism. The student will study concepts of terror and terrorism, historical aspects, the role of the media, terrorist groups and their ideologies, methods of terror, and counter responses to terrorism.

AJ 125. Introduction to Homeland Security. 3 hours credit. This course will enable the student to identify the important components of homeland security. The student will recognize the agencies associated with homeland security and their interrelated 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.

AJ 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AJ 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AJ 202. Law Enforcement in the Community. 3 hours credit. This course will enable the student to understand the challenges of developing and maintaining meaningful police/community relationships. Topics of discussion include public/community relations, community policing, crime prevention programs, police/media relations, and special issues associated with juveniles, the elderly and cultural diversity.

AJ 204. Criminal Law. 3 hours credit. This course will enable the student to engage in an intensive study of the laws which legal officers must uphold. Laws are categorized into major areas such as crimes against person, against property, and against society. 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 also learn about the rights of citizens as interpreted by courts. In addition students will hear invited speakers from the county attorney's office, attorneys from the bar association, officers from KBI, FBI, and local law agencies.

AJ 211. Criminal Investigation. 3 hours credit. Prerequisite: AJ 102 with a C or better or instructor approval. This course will enable the student to understand the fundamentals of the criminal investigation process. The student will explore investigative techniques in crime detection, collection and use of evidence and information, criminal apprehension and prosecution and investigation of specific crimes.

AJ 212. Criminology. 3 hours credit. This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

AJ 213. Criminal Law and Evidence. 3 hours credit. This course will enable the student to explore criminal law focusing on the rules and use of evidence in criminal proceedings. The student will focus on federal and state rules of evidence, various types of evidence, legal issues essential to the collection and seizure of admissible evidence, and legal interrogation.

AJ 215. Constitutional Criminal Procedures. 3 hours credit. This course will enable the student to examine the scope of criminal courts and the justice system. The student will study the following subjects: the charging decision, the formal charges, grand jury, preliminary hearings, arraignment, suppression hearings, competency hearing, burden of proof, plea bargaining, court and jury trials, sentencing, habeas corpus, appeal and other post-conviction remedies, procedure to grant and to revoke probation or parole, rules of evidence, and an overview of criminal process of adult and juvenile criminal cases from the request for prosecution through post trial remedies.

AJ 216. Criminal Justice Ethics. 3 hours credit. This course will enable the student to examine criminal justice issues from a professional code of ethics perspective. The student will explore related contemporary ethical issues and develop a foundation for analyzing ethical dilemmas and their impact on the criminal justice system and the public.

AJ 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.



(AR) ART

AR 100. Art Appreciation. 3 hours credit. The purpose of this course is to acquaint the student with the many aspects of the visual arts. The student will be guided in developing a personal set of standards for judging art and understanding the various aspects of art in our lives; the language of art; exploration of the various technical and formal aspects of art media e.g. painting, printmaking, photography, sculpture, architecture, etc.; and the history of art from ancient times to the present.

AR 118 Jewelry Design I. 3 hours credit. This course will enable the student to apply the basic elements of design to jewelry production. This course will offer the beginning student a variety of experiences in studio work with various kinds of metals including working techniques and production skills.

AR 120. Stained Glass Design I. 3 hours credit. An introduction to the philosophy of design, design execution and technique differentiation which are used in historical and contemporary applications of stained glass. Emphasis is on conceptualizing within the medium.

AR 121. Two-Dimensional Design. 3 hours credit. This course will enable the student to apply the elements, principles and vocabulary of design to two-dimensional studio arts and graphic design. Emphasis is placed on the tools and techniques of the graphic designer.

AR 122. Fundamentals of 3-D Design. 3 hours credit. Prerequisite: AR 121 or instructor approval. This course will enable the student to use vocabulary, basic concepts, materials and techniques, and the elements and principles of design as applied to three-dimensional 3-D art. The student will examine these concepts through 3-D art forms such as sculpture, architecture, metalwork, glass design, ceramics, fiber work, and/or product design.

AR 141. Drawing and Composition I. 3 hours credit. This course will enable the student to acquire the basic tools and techniques associated with the discipline of drawing. The student will draw from direct observation and learn to apply the visual elements of art and principles of design. The student will develop critical and creative thinking skills through a variety of drawing assignments. (Students pursuing a major in art should enroll in AR 141 their first semester).

AR 142. Drawing and Composition II. 3 hours credit. Prerequisite: AR 141 with a C or better. This course will enable the student to master the various tools and techniques associated with drawing media. The student will draw from direct observation and apply the visual elements of art and principles of design to artworks. The student's critical and creative thinking skills will be developed through challenging and open-ended drawing assignments.

AR 161. Ceramics I. 3 hours credit. This course will enable the student to learn basic processes and construction techniques relating to ceramics. The student will explore various tools and design processes and apply them to the appropriate ceramic forms.

AR 182. Design in the Home. 3 hours credit. This course will enable the student to develop an understanding of the vocabulary, materials and professions associated with interior design. The student will then use this knowledge to plan interior spaces that demonstrate design concepts, functionality, client needs, and budgetary considerations.

AR 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AR 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AR 218. Jewelry Design II. 3 hours credit. Prerequisite: AR 118 with a C or better. This course will enable the student to advance his/her skills and techniques in jewelry design. The student will work with various metals in a studio setting.

AR 220. Stained Glass Design II. 3 hours credit. Prerequisite: AR 120 with a C or better or instructor consent. This course deals with the exploration of design in stained glass. The student will be expected to create original designs and translate them into actual stained glass pieces.

AR 241. Life Drawing. 3 hours credit. Prerequisite: AR 141 with a C or better. Quite possibly the most crucial time period in the drawing career of most art students is the first semester's experience in figure drawing. The complex machine known as the human body can become a prohibitive, almost unconquerable drawing problem in these formative weeks. The purpose of this class is to eliminate as many erroneous preconceptions as possible while directing the student toward a clarified, conscientious application of his/her ability to observe and record the human form.

AR 251. Painting I. 3 hours credit. Prerequisite: AR 141 with a C or better. An introductory course to painting. Oil painting will be given the most emphasis.

AR 252. Painting II. 3 hours credit. Prerequisite: AR 251 with a C or better. Advanced study in painting with various painting media.

AR 262. Ceramics II. 3 hours credit. Prerequisite: AR 161 with a C or better. This course will enable the student to learn advanced processes and construction techniques relating to ceramics. The student will explore various tools and design processes and apply them to the appropriate ceramic forms.

AR 270. Art Projects, I, II, III, IV AR 270, 271, 272, 273. 3 hours credit. Prerequisite: Instructor approval. The purpose of each course is to acquaint the student with different areas of art. The principle objective of each course is for independent study for the student who has had the available courses in a studio area. Example: A student who has finished Ceramics I and II but wants to attain more information and skill may do so in an independent lab experience.

AR 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(AT) AUTO TECHNOLOGY

AT 115. Electrical I. 3 hours credit. Prerequisite: A score at a pre-determined level in reading, writing and math on a placement instrument. This course will enable the student to explore the principles of electricity and electrical circuit characteristics. The student will identify basic wiring diagram symbols, components, legend information and perform basic electrical circuit measurements utilizing a Digital Volt Ohm Meter (DVOM).



AT 116. Electrical II. 2 hours credit. Prerequisite: AT 115 with a C or better. This course will enable the student to diagnose and service battery related complaints. The student will also conduct diagnosis and repair of charging and starting systems.

AT 117. Brakes I. 3 hours credit. Prerequisite: AT 116 with a C or better. This course will enable the student to examine, inspect and repair brakes, bearings and hub assemblies.

AT 118. Brakes II. 2 hours credit. Prerequisite: AT 117 with a C or better. This course will enable the student to apply previously learned skills and newly acquired knowledge to the repair and diagnosis of advanced braking systems that employ Anti-Lock systems technology.

AT 119. Engine Repair. 5 hours credit. Prerequisite: AT 118 with a C or better. This course will enable the student to recognize the need for a sound engine mechanical platform before taking the engine performance courses. The student will assess the mechanical integrity of the engine prior to undertaking any engine performance tuning procedures.

AT 120. Engine Performance I. 3 hours credit. Prerequisite: AT 119 with a C or better. This course will enable the student to identify and correct system integrity problems within the fuel, ignition and exhaust systems.

AT 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AT 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AT 207. Manual Drive Trains and Axles. 4 hours credit. Prerequisite: AT 218 with a C or better. This course will enable the student to diagnose and repair clutches, drivelines, axles and transmissions within a variety of vehicle platforms.

AT 216. Electrical III. 5 hours credit. Prerequisite: AT 207 with a C or better. This course will enable the student to apply Ohms Law within the diagnostic and repair process for lighting, driver information systems, gauges, audio systems and warning devices.

AT 217. Suspension I. 2 hours credit. Prerequisite: AT 120 with a C or better. This course will enable the student to diagnose and repair steering and suspension systems, correct alignment and perform wheel and tire repairs.

AT 218. Suspension II. 2 hours credit. Prerequisite: AT 217 with a C or better. This course will enable the student to diagnose and repair complex steering and suspension systems, correct 4-wheel alignment issues and perform wheel tracking diagnosis.

AT 220. Engine Performance II. 7 hours credit. Prerequisite: AT 120 with a C or better. This course will enable the student to advance diagnostic skills in relation to fuel, induction, ignition, exhaust and emission control systems.

AT 253/254. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

AT 294 and 295. Directed Independent Study in Auto Technology. 3 hours credit. Prerequisite: 2.0 GPA and approval of division dean and instructor. This course is an extension of the automotive curriculum and provides a structured learning experience to broaden the students' comprehension of principles and competencies associated with the automotive program. Topics of specific interest to the student, augmenting the automotive curriculum, are developed with objectives based on individual student needs and/or requirements to apply learned skills to out of class activities or a work-related environment.

(BA) BUSINESS ADMINISTRATION ACCOUNTING, MARKETING, & MANAGEMENT

BA 103. Principles of Advertising. 3 hours credit. This course will enable the student to analyze and explore the role of advertising in the world today and its relationship to the field of marketing. The student will analyze various types of media, consider current trends in advertising techniques and discover the importance of research planning. In addition, the student will focus on the significance of behavioral sciences and how they relate to the effectiveness of advertising.

BA 104. Information Processing Systems. 3 hours credit. Prerequisite: The student must have a typing speed of at least 20 words per minute (a pretest will be given). This course will enable the student to use the Windows operating system, word processing, spreadsheet, database, and presentation graphics programs.

BA 105. Fundamentals of Purchasing. 1 hour credit. This course introduces students to the basics of purchasing as practiced in contemporary business environments. The course focuses on the purchasing process and on how the strategic role of the purchasing professional impacts the organization.

BA 106. Fundamentals of Budgeting. 1 hour credit. This course introduces the student to the function of budgeting in planning and control. It builds on basic knowledge with specific information on budgeting in retail, service, manufacturing, and non-profit organizations. This course enables the nonfinancial manager to develop cost-effective budgets using easy-to-understand budgeting techniques.

BA 108. YE - Entrepreneurship. 1 hour credit. Prerequisite: Concurrent enrollment and participation in the Youth Entrepreneurs program. 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. This course is open only to students currently enrolled in a Youth Entrepreneurs (YE) class.

BA 109. Entrepreneurship. 3 hours credit. This course will enable the student to gain an understanding of the issues and strategies involved in starting and managing a small business. The student will go through the steps required to develop a business plan including marketing, organizing, financing, controlling, and managing risk.

BA 110. Introduction to Business. 3 hours credit. This course will enable the student to learn about the stock market, personnel management, leadership and motivational techniques. This course is a survey of the functions of business, a comparison of the forms of organizations and methods of administration and the interdependence of production, distribution and finance in modern business.



BA 112. Personal Finance. 3 hours credit. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection.

BA 115. Business Law I. 3 hours credit. This course will enable the student to understand the evolution of law and the judicial system as well as contract law. Case studies will allow the student to apply the principles to everyday situations as well as the business environment.

BA 116. Business Law II. 3 hours credit. Prerequisite: BA 115 with a C or better. This course will enable student to understand the application of law in the following areas: personal property, debtor-creditor risk management, employment, and business organization. Case studies will allow the student to apply these principles to everyday situations as well as the business environment.

BA 117. Income Tax Fundamentals. 3 hours credit. This course will enable the student to understand and prepare the individual income tax return in depth, as well as give the student an introduction to the business tax return. The student will utilize tax preparation software.

BA 121. Working: Workplace Basics for Non-Supervisory Employees. 2 hours credit. This course provides basic human interaction skills necessary to succeed in business. Topics covered are, listening, giving feedback, taking on a new assignment, requesting help, getting your point across, participating in meetings, keeping your boss informed, resolving issues with others, positive responses to negative situations, working smarter, dealing with changes and being a team player.

BA 122. Introduction to Self-Employment Training. 1 hour credit. This course provides an introduction to self-employment. Participants are given guidance in assessing personal strengths and weaknesses as they relate to being self-employed. They are also directed to look at the community environment in which they will be doing business in order to assess the viability, feasibility and potential profitability of their business idea. They are encouraged to develop a success-oriented attitude and challenged to reconsider their views regarding competition, self-monitoring, learning and excellence.

BA 126. Accounting I. 3 hours credit. This course will enable the student to perform basic bookkeeping functions upon completion. The student will complete and understand the entire accounting cycle through learning the theory and practice of modern accounting including journal entries, ledgers, and financial statements. The student will also learn about notes receivable, notes payable, inventory systems, and depreciation methods.

BA 127. Accounting II. 3 hours credit. Prerequisites: BA 126 with a C or better. This course will enable the student to perform basic bookkeeping functions for partnerships, limited liability corporations LLC's and corporations. The student will also apply some managerial accounting concepts. The student will be introduced to accounting for partnerships and corporations, as well as analysis of financial statements, and basic concepts of managerial and cost accounting.

BA 129. Writing a Business Plan. 2 hours credit. This course will enable the student to develop an idea for a business. The student will develop a business plan for the purposes of securing funding and guiding the creation of a new business through the use of research, written exercises, and presentations.

BA 140. Introduction to Marketing. 3 hours credit. This course will enable the student to gain an understanding of the issues and strategies involved in marketing for organizations. Through the use of discussion, exercises, and case studies, the student will gain an understanding of the planning and execution of conception, pricing, promotion, and distribution of goods, ideas, and services.

BA 148. Introduction to Fraud Examination. 3 hours credit. Prerequisite: BA 126 and BA 127 with a C or better. This course will enable the student to become familiar with the field of fraud examination which is one aspect of forensic accounting. The student will use fraud examination methodology to explore the various types of fraudulent financial schemes and analyze ways to prevent and/or detect financial fraud.

BA 178. Payroll Accounting. 3 hours credit. Prerequisite: BA 126 with a C or better. This course will enable the student to perform many of the payroll functions required in the business world. The student will calculate and record payroll accounting information and learn to prepare federal payroll tax forms. The student will prepare for the American Payroll Association's Fundamental Payroll Certification FPC designation exam.

BA 184. Human Resource Management. 3 hours credit. This course will enable the student to understand the basic functions of human resource managers and their role in establishing high performance work teams. The student will learn how to apply employment law and various pay for performance systems.

BA 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BA 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BA 203. Retail Management. 3 hours credit. This course will enable the student to gain an understanding of the strategies employed by retailers to gain and retain customers, employees and vendors. The student will gain an understanding of procedures and methods of buying merchandise, display and promotion, inventory control, budgeting, and methods of figuring price through the use of terminology, exercises and case studies.

BA 204. Managerial Accounting. 3 hours credit. Prerequisites: BA 126 and BA 127 with a C or better. This course will enable the student to perform basic managerial accounting functions, such as revenue expectations, and cost controls. This course covers the theory and concepts of managerial accounting. Emphasis is placed on preparation and the use of financial data for planning and decision-making purposes.

BA 208. Basic Supervisory Management. 3 hours credit. This course will enable the student to understand the basic functions of supervisors in workplace settings. The student will learn to engage employees, create a productive work environment, and manage the performance of others.

BA 210. Principles of Management. 3 hours credit. This course will enable students to develop short and long-range plans to effectively accomplish organizational goals. Through the use of terminology, exercises and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing and motivating others. The student will also learn tools to aid in problem solving, valuing diversity, and coping with change.



BA 211. Computerized Accounting. 3 hours credit. Prerequisite: BA 126 with a C or better. This course will enable the student to use commercial accounting software to apply principles and procedures of accrual accounting. The student will complete the accounting cycle, accounts receivable, accounts payable, payroll, and inventories on commercial accounting software.

BA 215. Personal Selling. 3 hours credit. This course will enable the student to communicate with prospective customers to understand their needs, match those needs with the appropriate product or service and present an effective presentation. Through the use of terminology, practice in role-plays and an understanding of the appropriate approaches and strategies, the student will gain an understanding of the opportunities in the field of personal selling and what it takes to be successful.

BA 219. Internet Marketing. 3 hours credit. This course will enable the student to explore the transition from traditional marketing methodologies to digitally based techniques. The student will be able to give a critical appraisal of the strategies necessary to conduct e-commerce within the emergence of a global marketplace through the use of discussion, exercises, and case studies.

BA 220. Business Ethics. 3 hours credit. This course will enable the student to gain an understanding of what is meant by the concept of "business ethics" and why its study is important for all types of organizations. The student will gain an understanding of fundamental issues such as morality, legality, responsibility, utilitarianism, rights and justice.

BA 225. Computer Advertising Design. 3 hours credit. This course will enable the student to design and produce creative advertisements for print, radio, and television using a personal computer. The student will use basic layout elements of design to compose effective verbal/visual messages designed for publication and broadcast.

BA 229. Coaching for Top Performance. 1 hour credit. This course provided students with the skills needed to motivate employees to improve performance and correct behavior.

BA 231. Introduction to Sport Management. 3 hours credit. This course will enable the student to gain an understanding of sport management as both an academic major and as a professional endeavor. The student will learn about current issues and the skills and knowledge required to be a successful manager in the field of sport management.

BA 243. Field Study III. 2 hours credit. Prerequisite: BA 144 with a C or better. This is an extension and continuation of BA 144.

BA 244. Field Study IV. 2 hours credit. Prerequisite: BA 243 with a C or better. This is an extension and continuation of BA 243.

BA 245. Advanced Computer Applications. 3 hours credit. Prerequisite: BA104 or BE 165, BE170, and BE 180, all with a C or better or successful completion of the placement exam. This course will enable the student to gain advanced skills in word processing, spreadsheet, and database programs that are not covered in other courses. Students will use advanced features such as creating hypertext, generating form letters, managing workbooks, data tables, developing forms, building complex reports, macros, and customizing presentations. The course is designed to prepare students to pass the Expert level of the Microsoft Office Specialist MOS certification exam.

BA 245. Advanced Computer Applications. 3 hours credit. Prerequisite: BE 165, BE 170, and BE 180 or BA 104 all with a C or better or consent of instructor. This course will enable the student to use advanced applications in word processing, spreadsheet, and database programs.

BA 252. Directed Studies. 3 hours credit. Prerequisite: Approval of dean and instructor. The student will contract with the instructor to complete specified work on one or more topic areas related to the subject. Topics, nature of work and depth of study will be arranged in consultation with instructor at the beginning of the semester.

BA 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

BE BUSINESS SYSTEMS TECHNOLOGY

BE 060. Computer Basics. 1 hour credit. This course will enable the student to obtain competency in basic computer operation. This class is for the student who has never used a computer or has limited use of the Windows operating system. Topics covered include computer systems, operating systems, processing speed, computer literacy, basic mouse and keyboard usage, floppy disk media, CD-ROM media, proper CD handling, shut down process, drive letters, file names and directories, and computer storage.

BE 100. Keyboarding. 1 hour credit. This course will enable the student to key by touch—without looking at fingers or keyboard. The student will key easy paragraph copy smoothly and fluently at a minimum rate of 14 gwpm on a two-minute timing with 5 or fewer errors.

BE 101. Beginning Document Processing. 3 hours credit. This course will enable the student to develop keyboarding speed and accuracy and properly format letters, memorandums, short manuscripts, tables and employment documents.

BE 102. Intermediate Document Processing. 3 hours credit. Prerequisite: A keyboarding speed of at least 40 wpm. This course will enable the student to develop a higher speed and a greater degree of accuracy. The student will develop skills that are essential to any computer user which includes all types of office correspondence plus tables, desktop publishing, web pages, keyboarding, and forms.

BE 103. Keyboard Skillbuilding. 3 hours credit. Requirement: Students must be able to type-by-touch before taking this course. This course will enable the student to gain in speed and accuracy by applying systematic practice on a computer keyboard. Diagnostic software is used to determine the student's starting point and areas needed to improve. Successful completion of this course is measured by an increase in words per minute, and a decrease in errors per minute. It is strongly recommended that BE100 be taken if the student does not key at a rate of at least 30 wpm using the touch method.

BE 105. Advanced Document Processing: Executive. 3 hours credit. Prerequisite: BE 102 with a C or better and a keyboarding speed of 50 wpm. This course will enable the student to develop creativeness and originality, follow directions, edit rough drafts, compose and design letters, award certificates, newsletters, templates and labels, create arrangements of tables, make charts and graphs, and many other office activities. Additional areas of concentration consist of proper grammar, punctuation, spelling, capitalization, number and word usage, as well as speed and accuracy.



BE 107. Advanced Document Processing: Medical. 3 hours credit. Prerequisite: BE 102 and BE 201 with a C or better and a keyboarding speed of at least 50 wpm. This course will enable the student to be familiar with medical forms and terminology which include scheduling appointments, establishing and maintaining patient records, coding procedures and diagnoses, and typing of medical forms. Additional areas of concentration consist of proper grammar, punctuation, spelling, capitalization, number and word usage, as well as speed and accuracy.

BE 108. Records Management. 3 hours credit. Prerequisite: BE 180 or BA 104 with a C or better. Requirement: The student should be competent in basic computer operation. 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. Emphasis will be placed on filing systems and procedures, records storage and control, and use of equipment. Students will need typing or keyboard knowledge. Managing records on the microcomputer will also be covered.

BE 109. Human Relations. 3 hours credit. This course will enable the student to recognize the important role personal qualities play in the work environment and to develop the success attitudes, interpersonal skills, and values that are demanded by employers. The student will build personality traits, work habits, thinking and self-management skills through a focused self-improvement program.

BE 112. Digital Office Technology. 3 hours credit. This course will enable the student to utilize various digital technologies used in the business office. The student will use digital technology to produce professional office communications.

BE 120. Business English. 3 hours credit. This course will enable the student to master language principles for the information age. The student will develop language skills while gaining computer experience. The student will gain expertise in basic rules of English grammar, punctuation, capitalization, number style, spelling, and vocabulary.

BE 121. Business Machines/10-Key. 3 hours credit. Prerequisite: A score at a pre-determined level on a numerical placement instrument or MA 050 or above with a C or better. This course will enable the student to combine business math and the 10-key using the computer. The student will concentrate on areas such as, fractions, percentages, pricing merchandise, payroll, interest, banking, and credit. This course will enable the student to develop a higher speed and a greater degree of accuracy using the 10-key touch method.

BE 122. Introduction to Health Information. 3 hours credit. This course will enable the student to work with knowledge of health care as it applies to the physician's office.

BE 123. Legal and Ethical Issues in Health Care. 3 hours credit. Prerequisite: BE 122 with a C or better. This course will enable the student to understand how the U.S. legal system, laws and ethical issues relate to health care.

BE 124. Reimbursement Methodologies. 3 hours credit. Prerequisite: BE 122 with a C or better. This course will enable the student to understand health insurance reimbursement as it applies to the medical office. The student will apply health insurance policies and procedures through the billing and claims process.

BE 125. Beginning Medical Coding. 3 hours credit. Prerequisite: AH 201 and BE 122 with a C or better. This course will enable the student to accurately assign ICD-9-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS codes for the medical office. The student will prepare for national coding certification testing.

BE 127. Advanced Medical Coding. 3 hours credit. Prerequisite: BE 125 and BI 240 (or BI 226 and BI 227) all with a C or better. This course will enable the student to accurately assign ICD-9-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS codes for the medical office. The student will prepare for national coding certification testing.

BE 126. Computerized Medical Office Management. 3 hours credit. Prerequisite: AH 201 with a C or better or concurrent enrollment. Requirement: Before enrolling in the course, the student should be competent in basic computer operation. This course will enable the student to use a computerized account and medical management recordkeeping software program.

BE 127. Advanced Medical Coding. 3 hours credit. Prerequisite: Acceptance into the Medical Billing and Coding Specialist Certificate program or consent of instructor. This course will enable the student to accurately assign ICD-9-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS codes for the medical office. The student will prepare for national coding certification testing.

BE 128. Coding Certification Test Preparation. 3 hours credit. Prerequisite: BE 127 with a C or better. 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 CPT, ICD-9, and HCPCS codes.

BE 130. Business Communications. 3 hours credit. Prerequisite: A score at a predetermined level in reading and writing on a placement instrument or EG 060 or BE 120 with a C or better. This course will enable the student to develop communication skills that will be effective in job placement, performance, career advancement, and organizational success. The student will develop effective writing, listening, speaking, and nonverbal communication skills through the process of practice, application, and meaningful feedback. The student will learn essential communication skills necessary for success in today's technology-driven business environment.

BE 142. Transcribing Machines, Medical. 3 hours credit. Prerequisites: BE 107, AH 201, and BE 120 with a C or better or concurrent enrollment. Requirement: The student must be typing at least 50 wpm before enrolling in this course. This course will enable the student to perform the necessary skills to transcribe medical dictation with speed and accuracy for clinics, hospitals, and medical centers.

BE 143. Advanced Medical Transcription. 3 hours credit. Prerequisite: Acceptance into the Medical Transcriptionist Specialty Certificate program. This course will enable the student to refine his/her transcription skills to a competitive level by providing challenging activities involving the difficult, often indistinct, dictation heard in the work environment of a medical transcriptionist. The student will make use of appropriate reference materials and research techniques to assist in proofreading and editing reports.

BE 145. Voice Recognition. 1 hour credit. This course will enable the student to train voice recognition software to produce office documents and apply voice typing techniques to increase speed and accuracy, help avoid or accommodate hand injury and improve writing and communication skills. The student will focus on voice applications for school and career.



BE 160. Computer Concepts. 3 hours credit. This course will enable the student to function in a computer environment. The student will be introduced to computer concepts such as hardware, software, input, output, auxiliary storage, communications, operating systems, and environments, as well as computer security, ethics, and trends and issues in the Information Age. Hands-on units include using Windows and MS Office applications.

BE 165-186. Microcomputer Applications I. 1 hour credit. Requirement: The student must be competent in basic computer operation before enrolling in all of these courses except for BE166 Windows. These courses will enable the student to effectively utilize "off the shelf" application software. Current application packages will be used. Students will learn to operate the application's functions and commands and develop skill needed to use the software productively in their jobs. BE165, BE170, BE175, and BE180 are designed to prepare students to pass the standard level of the Microsoft Office Specialist MOS certification exams.

BE 165. Microcomputer Applications I – Word Processing. 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using "off the shelf" word processing application software. The student will learn to operate the application's functions and commands and develop skills needed to use the software productively in the workplace.

BE 166. Microcomputer Applications I, Windows. – Introduction to Windows. 1 hour credit. This course will enable the student to operate windows operating system software. Topics covered are hardware, software, input, output, auxiliary storage, communications, operating systems and environments, as well as computer security, ethics, trends and issues in the information age. Hands-on units are included.

BE 170. Microcomputer Applications I – Spreadsheets. 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using "off the shelf" spreadsheet application software. The student will learn to operate the application's functions and commands and develop skills needed to use the software productively in the workplace.

BE 175. Microcomputer Applications I. Presentation Graphics. 3 hours credit. This course will enable the student to create effective presentations that follow the presentation development cycle using the enhancement capabilities of presentation software. Topics include design templates, slide layouts, clip art usage, web presentations, visual elements, workgroup collaboration, presentation delivery, and online features. Before enrolling in this course, the student must be competent in basic computer operation.

BE 176. Microcomputer Applications I, Internet. Introduction to Internet. 1 hour credit. This course will enable the student to navigate the Internet using search engines, download external files, and communicate using e-mail.

BE 180. Microcomputer Applications I – Database. 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using current "off the shelf" database application software. The student will learn to operate the application's functions and commands and develop skills needed to use the software productively in the workplace.

BE 182. Microcomputer Applications I, QuickBooks.

BE186. Microcomputer Applications I, Integrated Office. 1 hour credit. The student will be able utilize and integrate the software applications in the Microsoft Office Suite which includes Word, Excel, Access, and PowerPoint.

BE 195. Microcomputer Applications I - PIM

BE 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BE 197 and 198. Cooperative Education I and II. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BE 202. Business Procedures. 3 hours credit. Prerequisites: BE 102 or BA 104 or BE 165, BE 170, and BE 180 all with a C or better. This course will enable the student to gain "real life" experiences in a business environment. This class will be run as much like an actual business as possible allowing the students to take on the role of "employees" and the instructor to take on the role as "supervisor." Managing a business, solving office problems, developing written and oral communication, training staff, and searching, applying, and interviewing with prospective employers will be some of the topics covered. This course is designed for students majoring in any business field or those students pursuing their own business ventures.

BE 204. Legal Terminology. 3 hours credit. Prerequisite: A score at a pre-determined level in reading and writing or EG 060 with a C or better. This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields.

BE 252. Directed Studies. 3 hours credit. Prerequisite: Approval of dean and instructor. The student will contract with the instructor for complete specified work on one or more topic areas related to the subject. Topics, nature of work, and depth of study will be arranged in consultation with instructor at the beginning of the semester.

BE 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

BE 255. Project Management. 3 hours credit. Prerequisite: BE165, BE170, & BE180 or BA104, all with a C or better. This course will enable the student to examine the fundamentals associated with the project management process. It is designed for a person who is responsible for creating and modifying project plans and who needs project management software skills to manage those project plans. The competencies learned in this course would be beneficial to the student majoring in any business-related career.

BE 265. MAP II: Advanced Applications - Word. 3 hours credit. Prerequisite: BE 165 or BA 104 with a C or better or consent of instructor. This course will enable the student to apply advanced functions of Microsoft Word. This course will prepare the student to take the Microsoft Certified Application Specialist test.

BE 270. MAP II: Advanced Applications - Excel. 3 hours credit. Prerequisite: BE 170 or BA 104 with a C or better or consent of instructor. This course will enable the student to apply advanced functions of Microsoft Excel. This course will prepare the student to take the Microsoft Certified Application Specialist test.



BE 275. Desktop Publishing. 3 hours credit. Prerequisite: Completion of the following: BE 165, BE 170, and BE 180 all with a C or better; or BA 104 with a C or better. This course will enable the student to study computer-based applications by combining text and graphics to produce professional documents such as brochures, advertisements, newsletters, certificates, and business forms printed on a high-quality printer. Emphasis will be placed on the principles of layout and design.

BE 280. MAP II: Advanced Applications - Access. 3 hours credit. Prerequisite: BE 180 or BA 104 with a C or better or consent of instructor. This course will enable the student to apply advanced functions of Microsoft Access. This course will prepare the student to take the Microsoft Certified Application Specialist test.

(BI) BIOLOGICAL SCIENCE

BI 101. Biological Vocabulary. 1 hour credit. This course will enable the student to gain knowledge of common biological terminology by pronouncing, spelling and defining approximately 300 general biology words.

BI 105. Chemistry Review BIO. 1 hour credit. Highly recommended for BI 240 and BI 250 students. Lecture/discussion. Should be scheduled to be completed prior to traditional semesters. This course reviews the major chemical concepts needed for the 200 level biology courses BI 240 and BI 250.

BI 106. Critical Concepts in Biology. 2 hours credit. This course will enable the student to understand basic biological principles and apply these to topics covered in anatomy and physiology, and microbiology courses. This course is intended for the student who needs preparatory work before taking anatomy and physiology, or microbiology courses.

BI 110. General Biology. 5 hours credit. This course will enable the student to apply basic biological principles to relevant situations in his/her daily life. The student will apply the scientific process to problem solving and deductive reasoning to analyze and interpret observations. This course is not intended for biology majors.

BI 120. Majors Biology I Animal. 5 hours credit. This course will enable the student to develop an understanding of basic molecular chemistry, cell structure and function, molecular and classical genetics, main concepts in animal physiology, and animal behavior. The student will also understand the diversity of life through a survey of the animal kingdom. This course includes 2 one-and-a-half hour lecture periods and 2 two-hour laboratory periods per week.

BI 130. Majors Biology II Plant. 5 hours credit. This course will enable a student to develop an understanding of the relationship between cell respiration and photosynthesis, biology of plants, principles of ecological interactions and basis of the evolutionary process. This is a part of a two semester course for perspective biology major. This course includes 2 one-and-a-half hour lecture periods and 2 two-hour laboratory periods per week.

BI 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BI 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BI 218. Spring Wildflower & Weed Identification. 2 hours credit. This course will enable the student to recognize and identify by common and scientific name many local species of "wildflowers and weeds" that only bloom during the spring 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 spring wildflowers and weeds play in their local biome and how native and pioneer Americans used these spring wildflowers and weeds as sources of food, medicines, fabrics, building materials, etc.

BI 222. Introduction to Forensic Science Laboratory. 4 hours credit. Prerequisite: CH 110, BI 106 or equivalent, MA 120 or above all with a C or better, and previous or concurrent enrollment in AJ 121 with a C or better. This course will enable the student to apply the principles and techniques of the physical and natural sciences to the analysis of various types of crime scene evidence. This will include evidence collection, identification and analysis using microscopy, PCR, GC and spectrometry.

BI 226. Anatomy and Physiology with Review I. 4 hours credit. This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. This course is an intermediate study designed primarily for pre-professional students in health-related fields. The student will study basic chemistry, cells, tissues, and the following body systems: integumentary, 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 Anatomy and Physiology. Highly recommended AH 201.

BI 227. Anatomy and Physiology with Review II. 4 hours credit. This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. This course is an intermediate study designed primarily for pre-professional students in health-related fields. The student will participate in three hours of lecture and three hours of laboratory per week. The student will study basic chemistry, cells, tissues, and these body systems: integumentary, lymphatic, cardiovascular, respiratory, urinary, digestive, and reproductive. 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. Highly recommended AH 201.

BI 228. Summer Wildflower & Weed Identification. 2 hours credit. This course will enable the student to recognize and identify by common and scientific name many local species of "wildflowers and weeds" that only bloom during the summer season. The student will accomplish this by sensorial observation of each plant's unique physical appearance, habitat, and range, and using appropriate field guides and dichotomous identification keys. The student will also learn the ecological role various summer wildflowers and weeds play in their local biome and how native and pioneer Americans used these summer wildflowers and weeds as sources of food, medicines, fabrics, building materials, etc.

BI 238. Fall Wildflower and Weed Identification. 2 hours credit. This course will enable the student to recognize and identify by common and scientific name many local species of "wildflower and weeds" that only bloom during the fall season. The student will accomplish this by sensorial observation of each plant's unique physical appearance, habitat, and range, and using appropriate field guides and dichotomous identification keys. The student will also learn the ecological role various fall wildflowers and weeds play in their local biome and how native and pioneer Americans used these fall wildflowers and weeds as sources of food, medicines, fabrics, building materials, etc.



BI 240. Anatomy and Physiology. 5 hours credit. This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. This course is an intermediate study designed primarily for pre-professional students in health-related fields. The student will study basic chemistry, cells, tissues, and these body systems: integumentary, lymphatic, cardiovascular, respiratory, urinary, digestive, reproductive, skeletal, muscular, nervous and endocrine. The student will participate in three hours of lecture and four hours of laboratory per week. Highly recommended BI 105 and AH 201 with a C or better.

BI 245. Cadaver Dissection. 2 hours credit. Prerequisite: BI 240 or equivalent with a grade of C or better. This course will enable the student to prepare and dissect a human cadaver and to identify the major visceral organs and structures. It provides practical hands-on experience in the dissection of the whole body and in fine dissection of a specific region or organ. All major anatomical structures will be located and identified.

BI 250. Microbiology. 5 hours credit. Prerequisite: BI 240 (or BI 226 and BI 227) or BI 110 or CH 105 with a C or better. This course will enable the student to identify disease causing microorganisms or agents and their role in the disease process, including principles of microbial cell structure, genetics, metabolism, immunity, and control. The student will also be able to demonstrate proficiency in standard laboratory techniques used in inoculation, isolation, incubation, inspection and identification of bacteria which include the examination of fungi, protists, and parasitic worms. In addition, the course will enable the student to 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.

BI 252. Biotechnology Skills. 2 hours credit. Prerequisite: CH 105 or higher, or BI 110 or BI 120 or BI 130 or BI 250, all with a C or better, or instructor approval. This course will enable the student to use technical skills to perform safe and effective biotechnology procedures. The student will be able to use equipment and perform procedures used in modern biotechnology laboratories. This class requires high-speed internet access to accomplish online learning. This course is intended for biology majors and/or other students interested in technical career paths in biotechnology.

BI 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(BS) BEHAVIORAL SCIENCES

NOTE: *(course no longer available after Spring 2011)

BS 103. Human Sexuality. 3 hours credit. This course will enable the student to trace the physiological, psychological and social impact of human sexuality. The student will be able to discuss topics that include gender information, sex roles, biochemistry of sex, birth and birth control, sexual diversity, consequences of sexual activity, and communication.

BS 105 Sociology. 3 hours credit. This course will enable the student to understand the development, structure, and functioning of human groups and how these groups shape development and way of life. Students will be able to apply the knowledge they gain about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance, and social change.

BS 106. Introduction to Anthropology. 3 hours credit. This course will enable the student to use scientific observation in understanding human behavior. It will focus on the nature and processes of cultural change that have resulted in the development of humankind. The time span of the course will be from the Paleolithic period to the present.

BS 107. Women and Society. 3 hours credit. The student will be able to understand the various roles of women in society and the interrelatedness of issues. The student will be able to discuss topics; such as, social construction of gender, patriarchy, and media influence, as well as women's experience with health, education, family, work, and violence.

BS 110. Contemporary Social Problems. 3 hours credit. This course will enable the student to examine major problems of contemporary society through differing sociological perspectives. The student will consider the social causes of these problems and the public policy consequences of solutions. The student will engage in research and field observation related to the problems of inequality, crime and violence, substance abuse, deviance, and family problems.

BS 115. Substance Abuse Awareness. 3 hours credit. This course will enable the student to discuss substance use, abuse, dependence and the effects on individuals, families and society. This course is required for SRS/AAPS (Social and Rehabilitation Services/Addiction And Prevention Services) certification.

***BS 116. Introduction to Counseling: Addictions.** 3 hours credit. This course will enable the student to examine counseling theories and the role of the counselor in the helping process. The student will examine effective ways of helping those with substance abuse or dependency issues. The student will explore the field of addiction treatment services as well as other helping professions. This is a required course for Kansas Department of Social and Rehabilitation Services: Addiction and Prevention Services Credential (SRS/AAPS credential).

***BS 117. Introduction to Group Counseling: Addictions.** 3 hours credit. Prerequisite: BS 116 with a C or better. This course will enable the student to examine the dynamics, development, ethical issues and theoretical approaches to group counseling. The student will examine and apply effective ways of helping those with substance abuse or dependency issues in a group setting and will begin to prepare to enter the field of addiction treatment services and/or another helping profession. This is a required course for Kansas Department of Social and Rehabilitation Services: Addiction and Prevention Services Credential (SRS/AAPS credential).

***BS 121. Pharmacology: Addictions.** 2 hours credit. This course will enable the student to have a working knowledge of psychoactive drugs and the effects those drugs have on the human body and mind, as well as theories of addiction. This course is designed for those pursuing a career in addictions counseling or some other helping profession. Required for SRS/AAPS certification.



***BS 123. Field Practicum I: Addictions.** 3 hours credit. Prerequisites: BS 115, BS 116, BS 117, BS 121, BS 124 and BS 130 all with a C or better. This course will enable the student to integrate and apply prerequisite coursework and experiences as they develop competency and skills in each of the Addictions Counseling Core Competencies. The student will perform and document no less than 200 hours of practicum experience in an addictions services agency. The student will prepare the student to enter the field of addiction counseling and treatment. This is a required course for Kansas Department of Social and Rehabilitation Services: Addiction and Prevention Services Credential (SRS/AAPS credential).

***BS 124. Ethics/Confidentiality: Addictions.** 3 hours credit. Prerequisite: BS 116 with a C or better. This course will enable the student to study the importance of confidentiality regulations and ethical decision making specific to the field of Addictions Counseling. The student will understand and apply ethical principles and codes as well as regulations and statutes as they apply to the helping professions. This is a required course for Kansas Department of Social and Rehabilitation Services: Addiction and Prevention Services Credential (SRS/AAPS credential).

BS 126. Gerontology. 3 hours credit. This course will examine the process of aging. The various interrelationships among social, biological, psychological, and economic factors which influence individual planning and progress for the aging will be considered.

***BS 127. Medical High Risks: Addictions.** 1 hour credit. This course will enable the student to utilize knowledge regarding medical and psychological problems associated with substance use, abuse and dependence. The student will be able to identify prevention and treatment of health problems and community health resources. This course is designed for the student pursuing a career in addictions counseling or another helping profession and is required for SRS/AAPS (Social and Rehabilitation Services/Addiction And Prevention Services) certification.

***BS 128. Multicultural/Special Populations: Addictions.** 3 hours credit. This course will enable the student to analyze the uniqueness found in special populations e.g. cultural, ethnic, and racially diverse groups, special groups identified by age, gender, and other special characteristics and how these qualities affect the use and abuse of addictive substances, assessment and response to treatment. The student will explore human behavior and how it is conditioned and a reflection of one's cultural experience will be explored. This course is designed for those pursuing a career in addictions counseling or some other helping profession. Required for SRS/AAPS certification.

***BS 129. Field Practicum II: Addictions.** 5 hours credit. Prerequisites: BS 123 with a C or better. This course will enable the student to integrate and apply prerequisite coursework and experiences as they continue to develop competency and skills in each of the Addictions Counseling Core Competency areas. The student will perform and document no less than 300 hours of practicum experience in an addictions services agency. The student will prepare to enter the field of addiction counseling and treatment.

***BS 130. Assessment and Documentation: Addictions.** 3 hours credit. Prerequisite: BS 115 with a C or better. This course will enable the student to maintain client records, evaluate the need for treatment, determine the most appropriate placement, create an effective treatment plan, and document the course of treatment. This course is designed for those pursuing a career in addictions counseling. Required for SRS/AAPS certification.

***BS 131. Family Issues: Addictions.** 2 hours credit. This course will enable the student to have a working knowledge of dependency and its effects on the family and significant others. The student will explore characteristics and dynamics of families will be explored along with models of diagnosis and intervention. This course is required for SRS/AAPS (Social and Rehabilitation Services/Addiction And Prevention Services) certification.

BS 160. General Psychology. 3 hours credit. This course will enable the student to apply the knowledge they gain about topics including the biological basis of behavior, sensation, learning, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology to their lives. The student will be able to use knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of life as the student interacts with others.

BS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BS 210. Marriage and Family. 3 hours credit. This course will enable the student to gain an appreciation of the place of marriage and family within our society. The student will analyze tools to help in professional as well as personal relationships. The student will examine dating, courtship and love, gender issues, sexuality, parenting, divorce, blended families, and effective communication techniques.

BS 212 Abnormal Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better. This course will enable the student to engage in more meaningful interactions with others through the evaluation of disordered behaviors with emphasis placed on the etiology and treatment. The student will examine the history, diagnosis and classification of mental disorders.

***BS 217. Group Counseling II: Addictions.** 3 hours credit. Prerequisites: BS 115, BS 116, BS 117, BS 121, BS 124, BS 128, and BS 130 all with a C or better or instructor approval. This course will enable the student to further develop skills in group counseling through an advanced study of group processes, the study of development of techniques, and the use of specific techniques through group facilitation in treating people with substance use disorders.

BS 220. Minority Studies. 3 hours credit. This course will enable the student to examine the major issues and problems of minority group membership using different perspectives.

BS 222. Dealing with Diversity. 3 hours credit. This course will enable the student to analyze the relationships between different cultural groups. The student will learn how a group's experience can affect each member's interaction pattern. The student will learn strategies to manage inter-group tensions in a multicultural/global society.

BS 225. Introduction to Forensic Psychology. 3 hours credit. Prerequisite: AJ 121 and BS 160 with a C or better. This course will enable the student to understand the relationship between psychology, law, and ethical issues demonstrating how psychological research and theory can inform and influence the legal system.



BS 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

***BS 255/256. Special Topics – Addictions Counseling.** 2 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

BS 260. Developmental Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better or departmental approval. This course will enable the student to engage in more meaningful interactions with others through evaluation of human development from conception through death. The student will examine the continuity of human development throughout the life span and also examine genetic and environmental influences upon the individual.

BS 270. Child Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better. This course will enable the student to understand child behavior and development from the prenatal period through adolescence. Special emphasis will be given to topics of intellectual, emotional, social and physical development.

(CD) EARLY CHILDHOOD EDUCATION

CD 115. Creative Experiences for Young Children I. 3 hours credit. This course will enable the student to construct and maintain an environment for young children that fosters aesthetic sensitivity and creativity. The student will focus on the selection, construction, evaluation, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, and health and safety curriculum areas.

CD 121. Creative Experiences for Young Children II. 2 hours credit. This course will enable the student to recognize and develop developmentally appropriate seasonal and holiday activities for young children of various ages and abilities. The student will be able to demonstrate techniques used in a classroom with young children that promote socio-emotional, cognitive, physical, language, and creative areas of development.

CD 122 Principles of Early Childhood Education I. 3 hours credit. This course will enable the student to design and implement a developmentally appropriate curriculum and environment, comply with state licensing regulations, and participate in professional development in the early childhood field. The student will focus on history, principles, philosophy, teaching practices and approaches, as well as career opportunities in the field of early childhood education.

CD 123. Principles of Early Childhood Education II. 3 hours credit. This course will enable the student to examine new trends, careers, and professional development initiatives in early childhood. The student will design developmentally appropriate curriculum, positive guidance techniques, and methods for enhancing social, emotional, and language development. The student will demonstrate knowledge of state laws and regulations essential to providing quality care for young children.

CD 124. Infant and Toddler Development. 3 hours credit. This course will enable the student to understand the physical, mental, emotional, and social growth of the child from conception through the second year. The student will be able to apply the knowledge gained to discuss contemporary issues in group care, critique the quality of center care, assess the developmental level of infants and toddlers, apply guidance techniques, and develop safe and appropriate toys and creative activities.

CD 125. Child Nutrition and Health. 3 hours credit. This course will enable the student to demonstrate an understanding of the basic factors that affect child health, safety, and nutrition. The student will be able to design and implement educational experiences, and identify and apply the nutritional guidelines appropriate for young children. The student will focus on the provision of a healthy and safe environment, practical information on the Food Guide Pyramid, and meal planning for young children.

CD 135. First Start: Care of Infants and Toddlers with Disabilities. 3 hours credit. This course will enable the student to provide quality care and education to young children with disabilities and chronic conditions. This includes issues of positioning, feeding, adaptive equipment, family dynamics, inclusion, and invasive procedures.

CD 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

CD 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

CD 213. Licensed Home Day Care Practicum I. 3 hours credit. Prerequisite: Three credit hours of early childhood education classes with a C or better. This course will enable the student to develop and implement developmentally appropriate practices and environments for young children in a licensed home day care setting. The student will prepare policy and procedures, establish recordkeeping, and plan activities appropriate for multi-age children in home day care. The student will complete and document 150 hours of working directly with children in a licensed home day care setting.

CD 214. Licensed Home Day Care Practicum II. 3 hours credit. Prerequisite: CD 213 with a C or better. This course will enable the student to explore the family day care accreditation process outlined by the National Association for Family Child Care and create plans to make needed improvements in a home day care business. The student will develop a family resource packet, complete developmentally appropriate activity plans, and continue to explore the Kansas Regulations for Licensing Day Care Homes and Group Day Care Homes for Children. The student will document 150 hours of work directly with children in a licensed home day care setting.

CD 219. Parenting. 3 hours credit. This course will enable the student to establish positive, supportive, and effective relationships with the parents and their children in child care programs as well as the children. The student will explore parenting styles and effective communication techniques and develop an understanding of how these affect relationships with the children and families served in child care programs. The student will also develop an understanding of special situations and issues many families face in today's world and how these can affect a child's ability to learn.



CD 220. Early Childhood Program and Curriculum Planning. 3 hours credit. This course will enable the student to recognize, design, and create a safe, healthy, developmentally appropriate preschool or toddler classroom. The student will apply developmentally appropriate practices that will promote successful learning experiences for children.

CD 221. Early Childhood Program and Curriculum Planning Lab. 1 hour credit. Prerequisite: CD 220 with a C or better or may be taken concurrent. This course will enable the student to demonstrate the developmentally appropriate principles and skills learned in the Early Childhood Program and Curriculum Planning class. The student will be able to use observation and evaluation techniques with individual children and in a self-reflective process. The student will document 50 contact hours working with children in a licensed program and create an age appropriate lesson plan for the children served.

CD 222. Child Care Administration. 3 hours credit. This course will enable the student to implement the principles of administration and organization of child care programs. The student will focus on record keeping, budgeting, facility management, family involvement, and the hiring, training, supervision, and evaluation of staff.

CD 223 Child Care Practicum I. 3 hours credit. Prerequisite: Six hours of early childhood courses with a C or better, 2 years of experience in a licensed facility, or permission from instructor. This course will enable the student to demonstrate a knowledge base of the Kansas Statutes and Regulations for Licensing Preschools and Child Care Centers. The student will be able to use concepts of observation and evaluation in licensed centers, with individual children, and in a self-reflective process. The student will develop an understanding of age appropriate curriculum for toddler and preschool age children through the production of age appropriate lesson plans.

CD 224 Child Care Practicum II. 3 hours credit. Prerequisite: CD 223 with a C or better or instructor permission. This course will enable the student to demonstrate knowledge of a developmentally appropriate curriculum and environment for young children. The student will be able to use observation and evaluation techniques in licensed centers, with individual children, and in a self-reflective process. The student will be able to implement concepts learned in previous early childhood classes through this field experience.

CD 225. Interaction Techniques with Young Children. 3 hours credit. This course will enable the student to apply effective and creative guidance techniques while creating a positive early childhood learning environment. The student will be able to establish positive social expectations for a group of children and effectively evaluate and manage difficult behaviors based on children's individual needs and developmental abilities in cooperation with the children's families and relevant professionals.

CD 230. Early Childhood Mentoring I. 1 hour credit. Prerequisite: 10 hours credit of early childhood coursework or permission from instructor. This course will enable the student to develop the basic foundation needed for developing mentoring relationships in the early childhood profession. The student will develop skills in communication, leadership and the application of adult education theory. The student will learn practical and supportive strategies designed to enable the student to become a mentor to an early childhood protégé.

CD 231. Early Childhood Mentoring II. 1 hour credit. Prerequisite: CD 230 with a C or better. This course will enable the student to outline and organize an effective mentoring program; develop skills in conflict resolution, effective communication, and advocacy; and compile resources for personal and professional growth and service.

CD 240. Building Excellent Leaders Influencing Early Foundations (BELIEF). 3 hours credit. Prerequisite: Participation in the BELIEF Institute sponsored by Child Care Aware of Kansas. This course will enable the student to become aware of the power of reflection and self awareness while exploring the concepts of leadership in the context of early childhood education. The student will develop an understanding of what a comprehensive, integrated model for professional development of early childhood educators should look like and learn coaching basics for effective leadership. The student will explore the concept of professionalism as it relates to a leadership role and learn a systematic approach for assessing organizational needs and implementing a program improvement process.

CD 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(CH) CHEMISTRY

CH 050. Math Review for the Sciences. 1 hour credit. This course will enable the student to apply mathematical concepts in the sciences. The student should realize, however that this course is only a representative sample of the mathematics needed. This course is designed to support Basic and Applied Physics, Geology, Astronomy, Physical Science, Basic Chemistry, Chemistry I and General Physics mathematics.

CH 105. Basic Chemistry. 5 hours credit. Prerequisite: Placement score or MA 060 with a C or better. This course will enable the student to understand the scientific method, improve knowledge of basic math skills, be able to read, communicate, and understand scientific materials, and apply scientific reasoning to real world problems. The student will learn the fundamental principles of general chemistry and basic laboratory techniques. This course is designed for the student who has not taken high school chemistry. A student may enroll in CH 230 after completion of this course. Three hours of lecture/recitation and three hours laboratory per week.

CH 110. College Chemistry I. 5 hours credit. Prerequisite: High school chemistry, or CH 105 with a C or better and two units of high school algebra or MA 120 with a C or better. This course will enable the student to understand the scientific method; improve knowledge of basic math skills; be able to read, communicate, and understand scientific materials; and apply scientific reasoning to real world problems. The student will study chemical principles and his/her application. There are three single/recitation periods with two, two hour labs per week.

CH 115. College Chemistry II. 5 hours credit. Prerequisite: CH 110 with a C or better and MA 131. 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.

CH 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.



CH 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

CH 230. General Organic Chemistry. 5 hours credit. Prerequisite: CH 105 or CH 110. Three single lecture/discussion periods and four laboratory periods per week. Designed to cover briefly the aliphatic and aromatic series.

CH 240. Organic Chemistry I. 5 hours credit. Prerequisite: CH 115. Three single lecture/discussion periods and four hours of laboratory periods per week. A study of beginning organic chemistry with emphasis on aliphatic and aromatic compounds.

CH 245. Organic Chemistry II. 5 hours credit. Prerequisite: CH 240. Three single lecture/discussion periods and four hours of laboratory periods per week. A continuation of CH 240 with emphasis upon the structures, synthesis, and reactions of principle functional groups and compounds of biological interest, with some advanced topics such as dyes, polymers, and heterocyclic chemistry.

CH 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed in this course. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered

(CN) CARPENTRY

CN 100. Safety Orientation. 1 hour credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify rules and regulations for Occupational Safety and Health Administration (OSHA) compliance, as well as general safety considerations when working in a construction environment.

CN 106. Introductory Craft Skills. 3 hours credit. Prerequisite: CN 100 with a C or better. This course will enable the student to develop basic construction safety practices, work with construction mathematics, use basic tools and interpret construction drawings. The student will also develop construction specific communication and employability skills. The student will apply proper safety practices throughout the course.

CN 108. Carpentry Basics. 4 hours credit. Prerequisite: CN 106 with a C or better. This course will enable the student to develop basic carpentry skills and knowledge. The student will develop skills in reading building plans, use of common construction tools and the selection of building materials. Safety practices are emphasized.

CN 110. Floors, Walls, and Ceiling Framing. 4 hours credit. Prerequisite: CN 108 with a C or better. This course will enable the student to develop basic carpentry skills and knowledge. The student will develop skills in building floors, framing walls and ceilings of a residential home. Safety practices are emphasized.

CN 111. Roof Framing. 3 hours credit. Prerequisite: CN 108 with a C or better. This course will enable the student to develop basic carpentry skills and knowledge. The student will develop skills in building residential roofs. Safety practices are emphasized.

CN 112. Windows, Doors and Stairs. 3 hours credit. Prerequisite: CN 108 with a C or better. This course will enable the student to develop basic carpentry skills and knowledge. The student will develop skills in installing windows and doors and building basic stairs. Safety practices are emphasized.

(CP) COOPERATIVE EDUCATION / INTERNSHIPS

Butler Community College students are encouraged to gain workplace experience through Internships or Cooperative Education.

Students enrolled in **Internships** have the opportunity to explore and observe a career field of their choice. Students may enroll for 1-3 credit hours per semester in an Internship up to a total of six Internship credit hours while at Butler. Internship students must:

- Obtain a paid or unpaid position in a career field of their choice. (Internships are for a specific period of time and may serve as a precursor to professional employment.)
- Work 50 clock hours for each credit hour enrolled.

Students enrolled in **Cooperative Education** earn college credit while gaining valuable work experience. Students may enroll for 2-6 credits per semester up to a total of 24 Cooperative Education credit hours while at Butler. Cooperative Education students must:

- Be employed in their major field of study or their career field.
- Work 50 clock hours for each credit hour enrolled in Cooperative Education.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a brief training plan developed by the student, supervisor and faculty coordinator.

A faculty coordinator will be assigned to assist, monitor and evaluate the student's progress during the semester. All student work is incorporated in a portfolio provided by the Cooperative Education Department.

Credit earned through Internship or Cooperative Education satisfies elective credit requirements in most Butler programs of study and is accepted by many area schools and colleges.

View internship and job postings online at:

http://www.butlercc.edu/career_services/job_postings.cfm For more information or assistance, contact the Cooperative Education / Internships office at 316 218-6125.

CP 193. Internship I. 3 hours credit. Prerequisites: The student must secure a suitable internship position in a related field. This course will enable the student to gain exposure to the work environment and/or apply classroom learning to the work site. The student will work a minimum of 50 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

CP 194. Internship II. 3 hours credit. Prerequisites: CP 193 with a C or better and the student must secure a suitable internship in a related field. This course is the second in a series of two internship courses and will enable the student to demonstrate greater competence in work environment skills and/or apply extended classroom learning to the work site. The student will work a minimum of 50 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.



CP 197. Cooperative Education I. 6 hours credit. Prerequisites: Employment in a field related to a major program of study or departmental approval. This course is the first in a series of four courses that will enable the student to gain practical work experience. The student will work a minimum of 50 hours throughout the semester for each credit awarded. The student will complete an individualized training plan of study.

CP 198. Cooperative Education II. 6 hours credit. Prerequisites: CP 197 with a C or better, employment in a field related to a major program of study or departmental approval. This course will enable the student to demonstrate greater competence in work environment skills. This is the second in a series of four courses. The student will work a minimum of 50 hours throughout the semester for each credit awarded. The student will complete an individualized training plan of study.

CP 297. Cooperative Education III. 6 hours credit. Prerequisites: CP 198 with a C or better, employment in a field related to a major program of study or departmental approval. This course is the third in a series of four courses that will enable the student to demonstrate greater competence in work environment skills. The student will work a minimum of 50 hours throughout the semester for each credit awarded. The student will complete an individualized training plan of study.

CP 298. Cooperative Education IV. 6 hours credit. Prerequisites: CP 297 with a C or better, employment in a field related to a major program of study or departmental approval. This course is the fourth in a series of four courses that will enable the student to demonstrate greater competence in work environment skills. The student will work a minimum of 50 hours throughout the semester for each credit awarded. The student will complete an individualized training plan of study.

COMPUTER INFORMATION TECHNOLOGY

See IN

(DN) DANCE

DN 125. Dance Team I. 2 hours credit. Prerequisite: Selection by audition. This course will enable the student to develop flexibility, strength and endurance while learning proper dance team technique. The student will participate in multiple performances throughout the semester.

DN126. Dance Team II. 2 hours credit. Prerequisite: DN 125 with a C or better and selection by audition. This course will enable the student to achieve fundamental level work in flexibility, strength and endurance. The student will use proper technique in various styles of dance team choreography, appropriate for the fundamental level, while engaging in polished performance presentations.

DN 130. Modern Dance I. 2 hours credit. This course will enable the beginning student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will be introduced to theory and history of Modern Dance.

DN 131. Modern Dance II. 2 hours credit. Prerequisite: DN 130 with a C or better. This course will enable advanced beginning student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will continue to learn about the theory and history of Modern Dance.

DN 133. Beginning Jazz Dance. 1 hour credit. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibility, strengthen muscles, and increase endurance.

DN 134. Jazz Dance II. 1 hour credit. Prerequisite: DN 133 with a C or better. This course will enable the student to achieve advanced beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in exercises designed to increase flexibility, strengthen muscles, and increase endurance.

DN 135. Ballet I. 2 hours credit. This class will enable the beginning level student to explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for the development of introductory ballet technique and performance.

DN 136. Ballet II. 2 hours credit. Prerequisite: DN 135 with a C or better. This class will enable the advanced beginning ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for the advancement of ballet technique and performance.

DN 137. Beginning Tap Dance. 1 hour credit. This course will enable the beginning student to explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

DN 138. Tap Dance II. 1 hour credit. Prerequisite: DN 137 with a C or better. This course will enable the advanced beginning student to explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

DN 140. Choreography I. 1 hour credit. Prerequisite: A special dance audition prior to the first day of class. Choreography I is an introductory course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 141. Choreography II. 1 hour credit. Prerequisite: DN 140 with a C or better. Choreography II is an intermediate course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 145. Irish Step-Dancing I. 2 hour credit. This is an introduction to Irish step-dancing techniques and styles, emphasizing work in soft-shoe and hard-shoe step-dancing, body placement, strength, flexibility, endurance, balance, weight shift, coordination and rhythm. Students will explore the history and development of Irish step-dancing.

DN 146. Irish Step-Dancing II. 2 hour credit. Prerequisite: DN 145 with a C or better. This is a continuation of Irish step-dancing techniques and styles, emphasizing advanced work in soft-shoe and hard-shoe step-dancing, body placement, strength, flexibility, endurance, balance, weight shift, coordination, and rhythm. The effects of Irish Step-Dancing on other forms of dance is explored.



DN 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

DN 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

DN 225. Dance Team III. 2 hours credit. Prerequisite: DN 126 with a C or better and selection by audition. This course will enable the intermediate level dance team student to develop flexibility, strength, endurance while learning proper dance team technique. The student will participate in multiple performances throughout the semester. The student in this level will develop leadership skills by becoming a mentor to Dance Team I and II members.

DN 226. Dance Team IV. 2 hours credit. Prerequisite: DN 225 with a C or better and selection by audition. This course will enable the student to perform various styles of dance team choreography at the advanced level. The student will achieve advanced level work in flexibility, strength, and endurance. The student will engage in professional performance presentations and be a confident leader within the team.

DN 230. Modern Dance III. 2 hours credit. Prerequisite: DN 131 with a C or better. This course will enable intermediate student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will incorporate the theories and history of Modern Dance into dance compositions.

DN 231. Modern Dance IV. 2 hours credit. Prerequisite: DN 230 with a C or better. This course will enable advanced intermediate student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will incorporate the theories and history of Modern Dance compositions.

DN 233. Jazz Dance III. 1 hour credit. Prerequisite: DN 134 with a C or better. This course will enable the student to participate in an intermediate jazz dance class. The student will advance personal technique and performance skills specific to various jazz and dance styles and methodologies. The student will engage in exercises designed to maximize flexibility, strengthen muscles, and increase endurance.

DN 234. Jazz Dance IV. 1 hour credit. Prerequisite: DN 233 with a C or better. This course will enable the student to participate in an advanced intermediate jazz dance class. The student will advance personal technique and performance skills specific to various jazz and dance styles and methodologies. The student will engage in exercises designed to maximize flexibility, strengthen muscles, and increase endurance.

DN 235. Ballet III. 2 hours credit. Prerequisite: DN 136 with a C or better. This class will enable the intermediate ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class at the intermediate level that allows for further advancement in ballet technique and performance.

DN 236. Ballet IV. 2 hours credit. Prerequisite: DN 235 with a C or better. This class will enable the advancing intermediate ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for further advancement in ballet technique and performance.

DN 237. Tap Dance III. 1 hour credit. Prerequisite: DN 138 with a C or better. This course will enable the intermediate student to further explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

DN 238. Tap Dance IV. 1 hour credit. Prerequisite: DN 237 with a C or better. This course will enable the advanced intermediate student to further explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

DN 240. Choreography III. 1 hour credit. Prerequisite: DN 141 with a C or better. Choreography III is an intermediate course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time, and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 241. Choreography IV. 1 hour credit. Prerequisite: DN 240 with a C or better. Choreography IV is an advanced course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time, and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

EARLY CHILDHOOD EDUCATION

See CD

(EC) ECONOMICS

EC 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

EC 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

EC 200. Principles of Microeconomics. 3 hours credit. Algebra is strongly recommended. This course will enable the student to apply economic concepts to personal and work related decision making, to personal, social, and work related problem solving, and to understanding the actions and choices of other people. The student will study basic economic concepts such as supply, demand, elasticity, consumer utility, production costs, market structures, and factor markets.



EC 201. Principles of Macroeconomics. 3 hours credit. This course will enable the student to appraise the economic concepts and arguments contained in the commentary of policy makers in terms of the major schools of macroeconomic thought. The student will learn classical theory, Keynesian theory, and monetary theory, how to calculate the various macroeconomic measures, and will apply both theory and measurement to the current macroeconomic situation. Algebra is strongly recommended before enrolling in this course.

EC 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(ED) EDUCATION/PARAPROFESSIONAL

ED 130. Principles of Paraprofessionalism. 3 hours credit. This course is an introductory course which will provide a broad knowledge of the laws governing educational, social or health agencies and an understanding of the roles and responsibilities of the paraprofessional, or aide. In addition, this course will require the development of educational, social and personal skills necessary to maximize success while the paraprofessional works with or under the professional in the structured work environment.

ED 134. Practicum: Early Childhood Special Education Paraprofessional. 3 hours credit. This course will enable the student to understand his/her role and responsibilities in the classroom, to understand the purpose, components, and process of an Individualized Education Plan IEP and the Individualized Family Service Plan IFSP, and to become familiar with landmark legislation governing special education including Individuals with Disabilities Education Act IDEA, Americans with Disabilities Act ADA, and No Child Left Behind Act NCLB. In addition, this course will enable the student to understand the purpose of a specific curriculum and his/her role in implementing it, to develop a variety of instructional strategies and apply strategies for reinforcement of skills introduced by the teacher, to interpret lesson plans and develop activities to implement the plan. The student will complete a minimum of 150 hours of work in a classroom that serves children with special needs.

ED 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

ED 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

ED 206. Introduction to Teaching. 3 hours credit. Prerequisite: Must have sophomore standing. This course will enable the student to gain valuable insight into the teaching profession through hands-on exploration of current theories in pedagogy. The student will gather, assemble, review and analyze information helpful in choosing career options in the teaching field. The student will organize leadership tasks and develop the necessary skills to continue preparation for teaching. To better understand the complexities of the teaching profession, the student will participate/observe in a 30-hour classroom field experience 10 hours each in the elementary, middle, and high school classroom.

ED 220. Introduction to the Exceptional Child. 3 hours credit. This course will enable the student to assess and determine diversity among learners with exceptionalities. The student will understand the need for teachers to collaborate with other professionals and families to develop appropriate individual education plans for special needs learners in the classroom. The student will explore public laws and mandates that pertain to special education, assuring appropriate education for special needs learners. The student will observe/participate for 10 hours in either a general education classroom that has special students included or in a special education classroom setting.

ED 222. Instructional Technology. 3 hours credit. This course will enable the student to facilitate learning with technology for elementary and secondary students. By exploring current theories of computer pedagogy and by participating in a classroom practicum, the student will work with practicing teachers to plan, develop, review, facilitate, and analyze a comprehensive lesson plan that requires elementary or secondary students to use technology for engaged content learning.

ED 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(EG) ENGLISH

EG 040. Sentence Structure. 1 hour credit. Prerequisite: A score at a pre-determined level in writing on a diagnostic and placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to construct complete simple, compound, and complex sentences by applying grammar concepts learned.

EG 050. Paragraph Groundwork. 1 hour credit. Prerequisite: EG 040 with a C or better or instructor approval based on diagnostic testing beyond pre-determined ASSET Writing score. This course will enable the student to identify and correct fragment, run-on, and comma splice errors in his/her sentences. The student will write focused, organized, supported paragraphs using the steps of the writing process.

EG 060. Fundamentals of English. 3 hours credit. Prerequisite: ASSET, COMPASS, or ACT placement score. This course will enable the student to write paragraphs and an essay that demonstrate grammatical, organizational, and analytical competence for enrollment in an English Composition I course. The student will engage in intensive review and practice of basic grammar and writing skills necessary for a college-level writing class.

EG 100. English Composition I with Review. 5 hours credit. Prerequisite: A score at a predetermined level on the ACT, SAT or ASSET exam, a grade of C or above in EG 060 or instructor consent. This course requires a review and practice of basic grammar, writing and reading skills needed for a college-level writing course; and the study of rhetorical structures as applied to effective writing and communication. Regular writing assignments are an integral part of the course.



EG 101. English Composition I. 3 hours credit. Prerequisite: A score at a predetermined level on a diagnostic instrument selected by the English Department or EG 060 with a C or better. This course will enable the student to communicate effectively through a variety of writing and reading activities to develop knowledge, skills, and critical thinking. The student will recognize the importance of the grammatical and rhetorical structure of language as applied to greater effectiveness and clarity in writing. The student will recognize the process and importance of creating clear and accurate documents.

EG 102. English Composition II. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to further develop his/her knowledge, skills, and understanding of writing and reading with emphasis on thought-provoking writing topics and argumentative writing strategies. Because research provides a basis for most of the writing assignments in the course, the student will improve knowledge, skills, and critical thinking in regard to writing and reading, and will demonstrate proficiency in library and research skills.

EG 104. Creative Writing. 3 hours credit. This course is intended for students interested and involved in the creative process of writing fiction short stories, poetry and drama.

EG 106. Enhancing Writing Skills. 1 hour credit. Prerequisite: EG 060 with a C or better. This course will enable the student to utilize the steps of the writing process to develop organized, supported, unified paragraphs and short essays using sentence fluency, effective voice and word choice, and standard conventions of written English.

EG 112. Technical Writing. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to develop writing skills specific to careers in industry, science, engineering, and business. The student will recognize the importance of clear, well-organized, detailed writing directed at targeted audiences for specific purposes. Regular writing assignments utilizing library resources will enable the student to recognize the process of creating clear and accurate documents.

EG 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

EG 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

EG 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(EN) ENGINEERING GRAPHICS TECHNOLOGY/PRE-ENGINEERING

EN 101. Engineering Graphics I. 3 hours credit. Prerequisite: EN 107 with a C or better or instructor's approval. This course will enable the student to apply the fundamentals of drafting and integration into computer-aided design CAD. The student will employ the use of CAD in line work applications, dimensioning, orthographic projection, geometric constructions, isometric and auxiliary views, and section cuts.

EN 102. Engineering Graphics II. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to expand his/her skill in drafting and design, and its integration into computer-aided design CAD. The student will use CAD to complete multiple design projects and complete a team project.

EN 103. Residential Design and CAD I. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand and apply concepts of basic residential design and its integration into computer-aided design CAD. The student will analyze and design the necessary elements needed for a residence.

EN 107. AutoCAD Basics. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand the basics of AutoCAD and its various applications. The student will learn how to set up AutoCAD and utilize basic commands that are necessary to create quality drawings. Basic knowledge of computers and keyboarding skills are required.

EN 115. Engineering Concepts. 2 hours credit. Prerequisite: MA 060 or its equivalent with a C or better. This course will enable the student to formulate problems and use solution techniques related to engineering through the use of engineering design projects involving software and hardware.

EN 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

EN 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

EN 206. Engineering Graphics Capstone. 3 hours credit. Prerequisite: Second semester program student or instructor's approval. Offered by appointment only. This course will enable the student to further his/her knowledge and skills in an area of interest in drafting or design. The student will complete all work under the direction of the instructor with the aid of CAD.

EN 207. AutoCAD Advanced. 3 hours credit. Prerequisites: EN 107 with a C or better, or EN101 with a C or better, or instructor approval. This course will enable the student to develop interest in customizing and programming AutoCAD. Some of the skills learned include writing blocks, AutoLISP routines, attributes, customizing menus and inserting X-references.

EN 211. Commercial Building Design and CAD. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand and apply Computer-Aided Design (CAD) in the design and drafting of commercial building plans. Procedures in planning and drawing buildings for manufacturing and merchandising, such as schools, clinics, churches, light and heavy construction will be addressed. All drawings will be completed with the use of CAD.

EN 214. 3D Modeling and CAD. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand the basics of three dimensional applications in computer-aided design (CAD). The student will learn about such topics as: extrusions, orbits, faces, surfaces, constructions, edges, and rendering.



EN 217. Structural, Civil, and Pipe Design and CAD. 3 hours credit.

Prerequisite: EN 102 with a C or better. This course will enable the student to understand the fundamentals of structural, civil, and pipe drafting and their integration into computer-aided design CAD. The student will be introduced to draft, steel framing plans, steel connection details, pre-engineered metal buildings, plot plans, plans and profiles, highway and road layouts, valves, joints, fittings, pumps, tanks, and vessels.

EN 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. A score at a pre-determined level in reading, writing, and numerical skills on a placement instrument. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

EN 260. Statics. 3 hours credit. Prerequisites: PH 251 and MA 152 with a C or better. This is a course for pre-engineering students. It will enable the student to solve problems involving composition and resolution of forces, equilibrium of force systems, application of general laws of statics to engineering problems, analysis of simple structures, machine elements, centers of gravity, and moment of inertia.

(ET) ELECTRONICS

ET 112. Electrical Code - Journeyman. 3 hours credit. Prerequisite: The student should have a minimum of two years experience in the electrical trade and/or meet the governing authority's requirement to take the Exporior three-hour, 80 question standard journeyman examination. This course will enable the student to develop the necessary skills to successfully complete the Exporior three-hour 80 question journeyman examination. The course will identify and examine all topics on the journeyman examination.

ET 113. Electrical Code - Masters. 3 hours credit. Prerequisite: The student should have a minimum of two years experience in the electrical trade and/or meet the governing authority's requirement to take the Exporior four-hour, 100 question standard masters examination. This course will enable the student to develop the necessary skills to successfully complete the Exporior four-hour masters 100 question examination. The course will identify and examine all topics on the masters examination.

(EV) ENVIRONMENTAL TECHNOLOGY

EV 150 Environmental Issues. 3 hours credit. This course will enable the student to understand basic ecological principles and apply these to relevant situations in daily life. Ecological principles include: basic ecology, populations, air and water pollution, solid and hazardous waste, toxicology, human health, energy, sustainability, and environmental solutions. This is a non-lab introductory environmental science course.

(FL) FOREIGN LANGUAGES

Language classes at Butler are designed for novice through intermediate level learners. The needs of heritage-language speakers are of a more advanced nature and can better be met with higher-level courses. Students are encouraged to enroll in language courses other than their native language. English courses do not count as foreign language credit.

CHINESE

FL 122. Beginning Chinese I. 5 hours credit. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 123. Beginning Chinese II. 5 hours credit. Prerequisite: FL 122 with a C or better or three units of high school Chinese. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects the student's on 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.

FRENCH

Students enrolling in a foreign language course higher than Introduction I or Beginning I may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 113. Introduction to French I. 3 hours credit. This course is designed for those beginning their language study at a basic level and, by itself, generally only meets Humanities requirements. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also be able to define cultural characteristics inherent to the target culture. Through the manipulation of concepts introduced in this courses the student will make connections to other disciplines. The student will learn the relevance of the target language community as it reflects on their own life.

FL 114. Introduction to French II. 3 hours credit. Prerequisite: FL 113 with a C or better or two units of high school French. This course is designed for those continuing their basic language study and preparing themselves to enroll for foreign language credits that fulfill degree requirements. This course will enable the student to minimally communicate basic needs for survival in the target language. The student will also produce necessary grammatical structures and authentic pronunciation for a native speaker to understand. The student will also examine cultural differences and similarities in their target and native cultures. The student will recognize the importance of participating in multilingual communities at home and around the world.

FL 118. Beginning French I. 5 hours credit. 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, study the relevance of the target language community as it reflects on his/her own life, and make connections to other disciplines. This course is designed for the student who is beginning basic language study and preparing to pursue foreign language credits that fulfill degree requirements.



FL 119. Beginning French II. 5 hours credit. Prerequisite: FL 118 with a C or better or three units of high school French. 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 his/her own life. This course is designed for the student who is continuing basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

GERMAN

Students enrolling in a foreign language course higher than Introduction I or Beginning I may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 116. Introduction to German I. 3 hours credit. This course is designed for those beginning their language study at a basic level and, by itself, generally only meets Humanities requirements. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also be able to define cultural characteristics inherent to the target culture. Through the manipulation of concepts introduced in this course, the student will make connections to other disciplines. The student will learn the relevance of the target language community as it reflects on their own life.

FL 117. Introduction to German II. 3 hours credit. Prerequisite: FL 116 with a C or better or two units of high school German. This course is designed for those continuing their basic language study and preparing themselves to enroll for foreign language credits that fulfill degree requirements. This course will enable the student to minimally communicate basic needs for survival in the target language. The student will also produce necessary grammatical structures and authentic pronunciation for a native speaker to understand. The student will also examine cultural differences and similarities in their target and native cultures. The student will recognize the importance of participating in multilingual communities at home and around the world.

JAPANESE

Students enrolling in a foreign language course higher than Introduction I or Beginning I may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 125. Introduction to Japanese I. 3 hours credit. Study includes fundamentals of pronunciation, vocabulary building, practice in understanding and speaking phrases, reading and writing. Japanese culture, geography and art are also included. Course objectives are based on the National Standards as set forth by ACTFL for the novice level.

FL 126. Introduction to Japanese II. 3 hours credit. Prerequisite: FL 125 with a C or better or two units of high school Japanese. This course includes the fundamentals of pronunciation, vocabulary building, practice in understanding and speaking phrases, reading and writing. Japanese culture, history and art will also be studied.

SPANISH

Students enrolling in a foreign language course higher than Introduction I or Beginning I may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 107. Beginning Spanish I. 5 hours credit. This course will enable the student to communicate in Spanish using fundamentals of basic vocabulary and phrases, pronunciation, reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on his/her own life, and make connections to other disciplines.

FL 108. Beginning Spanish II. 5 hours credit. Prerequisite: FL 107 with a C or better or three years of high school Spanish. This course will enable the student to communicate in Spanish 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 his/her own life.

FL 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

FL 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

FL 201. Intermediate Spanish. 5 hours credit. Prerequisite: FL 108 with a C or better or four years of high school Spanish. This course will enable the student to utilize previously acquired knowledge and expand language that stresses communication. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects the student's own life, and make connections to other disciplines.

FL 202. Spanish Readings. 3 hours credit. Prerequisite: FL 107 and FL 108 with a C or better or four years of high school Spanish or approval of the instructor. This course is an introduction for beginning to intermediate-level college students to the literature of the Hispanic world. The readings will include short stories, poetry, a legend, a mini-drama, a one-act play, and an excerpt from a novel. Additional reading assignments from familiar topics signs, pamphlets, newspapers, menus, instructions, schedules, etc. will be included.

FL 205. Conversational Spanish I. 3 hours credit. Prerequisites: FL 107 and FL 108 with a C or better or 4 units of high school Spanish. This course will enable the student to conduct simple conversations successfully in Spanish, as well as understand many articles written in Spanish. Through information acquired in this course, 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 beginning basic oral study and preparing to pursue foreign language credits that fulfill degree requirements.



FL 207. Conversational Spanish II. 3 hours credit. Prerequisite: FL 205 with a C or better or approval of instructor. This course will enable the student to conduct simple conversations successfully in Spanish, as well as understand many articles written in Spanish. Through information acquired in this course, 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 basic oral study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 233. Spanish for Heritage Language Speakers I. 3 hours credit. Prerequisite: Instructor approval. This course will enable the student to capitalize upon his/her existing language skills, expand his/her knowledge base and develop his/her ability to read, write and communicate more effectively in the language. The student will recognize regional and dialectal differences, describing varieties of Spanish spoken in the U.S. and throughout the world. The student will also be able to discern cultural differences in the Spanish-speaking community within the U.S. and abroad. The student must demonstrate some proficiency in speaking the language even though he/she has not yet mastered all aspects of grammar and the written language.

FL 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

COMMAND SPANISH

Butler specializes in providing Spanish language and cross-cultural training for area professionals, business managers and supervisors who interact regularly with Spanish speaking clients or employees. Butler's Business Performance Group is a Licensed Official Registered Provider for the nationally recognized Command Spanish® programs. Butler may offer the following Spanish language training for professions by contacting the Lead Instructor for Foreign Languages or the Business Performance Group.

FL 140. Survival Spanish for Early Childhood Staff. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in childcare facilities. A student with no prior knowledge of Spanish will be able to greet parents, register students, address children in their care, and respond to health issues. The student will become aware of cross-cultural issues of Hispanic community members.

FL 143. Office Spanish for Secretaries and Receptionists. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands pertinent to secretarial and receptionist work. Through information obtained in this course, the student will also examine cross-cultural issues pertinent in dealing with Hispanic employees.

FL 144. Spanish for Construction Sites. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands at construction sites. Through information obtained in this course, the student will also examine cross-cultural issues in dealing with Hispanic construction workers.

FL 145. Survival Spanish for Law Enforcement Officers. 3 hours credit. This course will enable the student to speak in Spanish using phrases necessary to carry out specific law enforcement protocols. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to relationships between non-Hispanic law enforcement officers and Hispanic community members.

FL 147. Supervising Spanish-Speaking Employees. 1 hour credit. This course will enable the student to make responsible decisions by analyzing behavior and attitudes to bring effective changes when supervising Spanish-speaking employees. Through information obtained in this course, the student will also examine cross-cultural issues in dealing with Hispanic employees.

FL 148. Survival Spanish for Firefighters. 2 hours credit. This course will enable the student to speak in Spanish using phrases, questions, and commands in specific firefighting protocols. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to relationships between non-Hispanic firefighters and Hispanic community members.

FL 149. Survival Spanish for Nurses. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions, and commands in specific nursing procedures. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic patients.

FL 150. Survival Spanish for School Administrators, Teachers, and Support Staff. 3 hours credit. This course provides the student with basic Spanish phrases, questions, and commands to enable them to more effectively interact with Spanish-speaking students and visitors in various school situations. Discussions also cover cross-cultural issues of Hispanic community members.

FL 151. Spanish for Hotel and Motel Staff. 3 hours credit. This course provides the student with basic Spanish phrases, questions and commands pertinent to hotel management and staff who supervise Spanish-speaking employees. It also provides Spanish language material for hotel staff to better assist Spanish-speaking clientele. Discussions also cover cross-cultural issues of Hispanic community members.

FL 152. Spanish for Automobile Sales & Service. 3 hours credit. This course provides the student with basic Spanish phrases, questions and commands used to better assist Spanish-speaking customers and clients with routine auto sales transactions, parts purchases, and service issues thereby promoting better customer relations. Discussions also cover cross-cultural issues of Hispanic community.

FL 153. Spanish for Requesting Personal Information and Data. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands to acquire specific personal information and data from Spanish-speaking customers and/or clients. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic community members.

FL 154. Survival Spanish for Paramedics and EMTs. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in specific emergency situations. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic community members who need emergency care.



FL 155. Spanish for Industry, Manufacturing, and Warehousing. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands pertinent to daily interactions between supervisors and workers at industrial sites, manufacturing plants, and warehouses. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic workers in these fields.

FL 158. Survival Spanish for Emergency 1st Responders. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in emergency situations. A student with no prior knowledge of Spanish will be able to determine the chief complaint, extent of injury and/or nature of illness and explain appropriate protocol procedures and treatment. The student will become aware of cross-cultural issues of Hispanic community members.

FL 159. Survival Spanish and Cross-Cultural Training for Doing Business in Latin America. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in business relationships in Latin America. A student with no prior knowledge of Spanish will be able to receive guests and visitors, make necessary requests for personal needs and respond to foreign business personnel. The student will be able to identify, anticipate and cope with common cross-cultural barriers.

(FS) FIRE SCIENCE

FS 100. Firefighter I. 4.5 hours credit. This course will enable the student 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 tactics and strategies. The student will learn requirements for initial response to hazardous materials incidents and develop team communication skills necessary for emergency operations. This course will prepare the student to meet National Fire Protection Association's Standard 1001, Firefighter Professional Qualifications, pertaining to the Firefighter I level. The student will be introduced to NFPA Standard 472, Professional Competencies of Responders to Hazardous Materials Incidents, at the Awareness level. FS 207 must be taken concurrently.

FS 101. Industrial Firefighter I. 5 hours credit. This course will enable the student to acquire the knowledge and skills needed to perform the duties of a brigade member safely and correctly. The student will recognize risk factors commonly occurring in the industry setting and apply appropriate safety measures, including the competent use of equipment. The student will apply industry specific standard operating procedures and guidelines. This course is designed to meet the minimum requirements set forth by the National Fire Protection Association 1081 Standard.

FS 103. Administration of the Fire Science. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. The course will enable the student to identify managerial styles utilized by fire service officers. The student will also identify different types of fire department organizations and the unique challenges facing fire officers in different fire service organizations. This course will also enable the student to develop a working budget for a fire department and identify revenue sources that can be utilized in developing an operating budget.

FS 110. Firefighter Safety. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to identify the various dangers involved with firefighting including those dangers encountered on the fire ground, responding to emergencies, and training.

FS 111. Incident Safety Officer. 1 hour credit. Pre-requisite: FS 200, FS 110, and FS 103 with a C or better. This course will enable the student to identify and understand the roles and responsibilities of the Incident Safety Officer by meeting National Fire Protection Association's Standard 1521, Standard for Fire Department Safety Officer and NFPA Standard 1500, Standard on Fire Department Occupational Safety and Health Program. The student will identify the roles, responsibilities, and characteristics of an effective Incident Safety Officer. The student will also identify direct and indirect hazards on an emergency scene.

FS 113. Standards for General Industry (OSHA 511). 2 hours credit. This course will enable the student, who has safety responsibility, to gain knowledge related to the General Industry Safety and Health Program. The student will receive additional training on the various disciplines. The General Industry Safety and Health course will emphasize hazard identification, avoidance, control and prevention.

FS 125. Introduction to Fire Inspection. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to conduct a building inspection, communicate fire prevention recommendations, and preplan for effective action during fires and emergencies.

FS 127. Introduction to the Fire Code. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to conduct a fire inspection utilizing the 2003 International Fire Code. The emphasis will be on fire inspection requirements for occupancy types ranging from privately owned and operated properties to places of public assembly. The student will address current topics and requirements for hazardous materials storage, flammable liquid storage, emergency exiting, general fire and life safety enabling him/her to identify fire code violations and effectively take corrective actions in the abatement of violations. The importance of fire code enforcement, as it pertains to fire and life safety as well as property preservation, will be addressed.

FS 130. Construction Methods and Materials. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to recognize various building configurations and the specific hazards associated with them. The student will develop an understanding of the concepts of fire-resistance and how fire affects structural members in an uncontrolled environment. The student will develop an understanding of how different building configurations and construction materials can influence fire suppression tactics.

FS 135. Fundamentals of Fire Prevention. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to understand the functions of the fire department organization, inspection, public cooperation, and images. The student also will be able to recognize fire hazards and develop and implement a systematic and deliberate inspection program, and survey local, state, and national codes pertaining to fire prevention and related technology.

FS 140. Emergency Rescue. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to identify and perform rescue procedures required by emergency personnel with particular emphasis on applying current hardware and procedural developments to the area of emergency rescue. The student will research the specific hazards associated with the natural and man-made disasters that are the results of our modern, technical society.



FS 141. Rope Rescue I. 1 hour credit. Prerequisite: FS 100 and FS 140 with a C or better. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's Standard 1670, pertaining to rope rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident.

FS 142. Rope Rescue II. 1 hour credit. Prerequisites: FS 100, FS 140, and FS 141 with a C or better. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's Standard 1670, pertaining to rope rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident.

FS 145. Water Supplied Fire Protection Systems. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. A study of the mechanical and procedural systems of fire protection including exposure to the fire hydrant operating design criteria which includes location concept, the basic configuration and design of standpipes, combustible vapor, automatic sprinkler systems, flame arrestors, flame failure controls for oil and gas fire equipment, explosion venting and pressure relief devices, automatic fire resistant door and shutter design, and operational concepts.

FS 149. Surface Water Rescue. 1 hour credit. Prerequisite: FS 100 and FS 140 with a C or better. This course will enable the student to recognize conditions requiring a surface water rescue by meeting National Fire Protection Association's Standard 1670, pertaining to Surface Water Rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a surface water rescue incident.

FS 150. Vehicle and Machinery Rescue I. 1 hour credit. Prerequisites: FS 140 and FS 200 with a C or better. This course will enable the student to recognize conditions requiring vehicle or machinery rescues. This course is designed to meet National Fire Protection Association's Standard 1670, pertaining to vehicle and 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.

FS 180. Fire Investigation. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to have a good understanding of arson and incendiarism, legal aspects of arson, and methods of setting incendiary fires. This course will also enable the student to have a knowledge of the various causes of fire, techniques for recognizing and preserving evidence, and means for interviewing and detaining witnesses. Procedures utilized in handling juveniles, court procedures, and the giving of court testimony are also covered.

FS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

FS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

FS 200. Firefighter II. 3 hours credit. Prerequisite: FS 100 with a C or better. This course will enable the student to make effective fire ground decisions pertaining to the implementation of the Incident Management System and building and structural collapse indications and potentials. The student will identify and practice safe handling of rescue and extrication tools, and will obtain basic knowledge and skills in performing vehicle extrications and other special rescue situations. The student will gain an understanding of various hose tools and appliances, hydrant flow and operability. The student will recognize container features in order to identify various types of hazardous materials and will learn to mitigate hazardous materials incidents using defensive measures. The student will demonstrate teamwork, communication, and roles and responsibilities of hazardous materials first responder at the operations level will be covered. This course will prepare the student to meet National Fire Protection Association's NFPA Standard 1001, Firefighter Professional Qualifications, Firefighter II level. The student will be introduced to NFPA Standard 472, Professional Competencies of Responders to Hazardous Material Incidents, at the Operations level.

FS 201. Fire Equipment and Systems. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to become familiar with the components of modern fire apparatus such as pumpers, aerial apparatus, tankers, etc. Through an analysis of various systems, including electrical, braking, drive train, chassis frame, hydraulics and more, the student will develop the skills needed to write specifications for the purchase of new fire equipment.

FS 203. Fire Service Hydraulics. 3 hours credit. Prerequisite: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to understand the mechanics of liquids, particularly as they pertain to water flow, hydrants, pumps, standpipes, hoses, nozzles, and sprinkler systems, as adapted to firefighting practices. The student will develop knowledge of how various gauges operate and how to properly read devices such as manometers and pressure gauges. The student will develop experience with hydrostatic devices, pump problems, cavitations, and the use of a pitot and venture meters. Students will also learn to calculate factors to get results in working with fluids in motion, head calculations, friction losses, and velocity flow. This course will enable the student to succeed in fire service pump operations.

FS 205. Firefighting Tactics and Strategy. 3 hours credit. Prerequisite: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to identify and execute tactics, strategies, and procedures during fire ground operations, as part of a team or as an individual. The student will develop skills in identifying problems that modern construction presents during fire ground operations. The student will address incident preplanning, incident action plans, potential fire ground problems, special methods and equipment used during fire fighting operations, and post fire analysis. The student will be able to identify each position within the Incident Management System and acknowledge the importance of establishing attack and rescue priorities during various emergency operations.



FS 207. Hazardous Materials for First Responders. 3 hours credit. 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. The student will learn scene control, site safety, product identification and emergency decontamination procedures. This course covers the National Fire Protection Association's Standard 472, competencies for the hazardous materials first responder at the Awareness and Operations level. FS 100 must be taken concurrently.

FS 211. Hazardous Materials Technician. 8 hours credit. Prerequisite: Valid documentation of successfully completing certification requirements for the National Fire Protection Association's 472 standard on competencies for a Hazardous Materials First Responder at the Operations Level. This course will enable the student to meet the minimum competencies of the National Fire Protection Association's 472 standard on professional competencies for hazardous material responders at the Technician level. The student will learn how to respond to hazardous materials/weapons of mass destruction (hazmat/WMD) incidents using a risk based response process by which the student analyzes a problem involving hazmat/ WMD, selects applicable decontamination procedures, and controls a release using specialized protective clothing and control equipment.

FS 216. Fire Chemistry I. 3 hours credit. Prerequisite: CH 105 and FS 200 with a C or better. This course will enable the student to gain a basic understanding of chemistry involving hazardous materials. The student will study chemical bonding, hydrocarbon derivatives, combustion, and flammable and dangerous substances. The student will be able to size up and mitigate a hazardous material incident scene using an understanding of physical and chemical properties of hazardous materials. The student will also learn about hazardous materials likely to be encountered in a terrorist event and how to effectively respond.

FS 250. Fire Command. 3 hours credit. Prerequisite: FS 100 or currently enrolled in FS 100. This course will enable the student to gain a basic understanding of the command roles and responsibilities during fires and other emergency incidents. The student will be able to identify life threatening and non-life threatening situations during emergencies, and based on given data will be able to effectively manage the emergency utilizing resources and various tactics and strategies.

FS 253/254. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

FS 265. Fire Apparatus Driver/Operator. 4 hours credit. Prerequisite: FS 100 with a C or better and FS 203 with a C or better. This course will enable the student to understand the responsibilities and skills required to function as a fire apparatus driver/operator. The student will learn to safely move the fire apparatus to and from emergency and non-emergency incidents. The student will also learn to safely and effectively operate fire apparatus at emergency and non-emergency incidents.

(HL) HEALTH

HL 100. Personal and Public Health. 3 hours credit. This course will enable the student to make responsible health-related decisions by analyzing behavior and attitudes to bring the changes necessary to improve health and maintain well-being for both personal healthful living and community responsibilities.

HL 130. First Aid. 2 hours credit. This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will be able to make appropriate decisions regarding standard first aid care and apply the techniques required for American Red Cross certification in the procedures for adult, child and infant Cardiopulmonary Resuscitation CPR. This renewable CPR certificate is valid for one year and the Standard First aid certificate is valid for three years.

HL 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

HL 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

HL 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(HM) HOSPITALITY MANAGEMENT

HM 100. Career Planning for Hospitality. 1 hour credit. This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process in Hospitality Management.

HM 115. Hospitality Human Resources. 3 hours credit. This course will enable the student to appraise the management of human assets of the hospitality industry. The student will learn teamwork and the role of management to provide focused leadership in developing and motivating employees to function as a team to achieve organizational goals. This course will engage the student in approaches to disciplines, performance appraisals, problem solving, decision making, recruitment and retention, communication, and effective utilization of time management as outlined and set forth in the framework of team performance. This course will enable the student to define his/her role in fostering and functioning within a team environment, and develop leadership skills that are needed to control, manage and improve processes in the hospitality business.

HM 116. Event Planning I. 3 hours credit. This course will enable the student to appraise the management of event planning. Areas emphasized include understanding world of events, the basic principles and design of event planning, creating an effective event, planning a successful event, sponsorships of events, marketing and promoting events, managing volunteers and the management team of an event, working with food vendors, and documenting and evaluating events. The student will gain a basic understanding of the role of an event planner and develop leadership skills that are needed to control, manage, and improve events in the hospitality business.



HM 120. Culinary Lab I. 3 hours credit. This course will enable the student to develop culinary skills in the kitchen environment. The student will learn skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, recipe interpretation, and preparing meals for commercial consumption. This course will engage the student in all areas of basic cooking and meal preparations.

HM 180. Introduction to Hospitality & Tourism. 3 hours credit. This course will enable the student to appraise the components of the hospitality and tourism industry. This course will enable the student to define the different components of tourism, including: transportation systems, the lodging industry, the food and beverage industry, attractions, and public tourism businesses. The student will learn how to appraise the economic impact that tourism has on local economies. This course will enable the student to discover career opportunities within the hospitality and tourism industry.

HM 190. Food and Beverage Management. 3 hours credit. This course will enable the student to appraise the components of food service management in various types of food service systems. The student will learn cost and sales concepts and their relationship with profits. The student will learn how to calculate costs, and profits, and apply control concept factors for food, beverage, and labor control

HM 193. Internship I. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

HM 195. Beverage Control. 3 hours credit. This course will enable the student to appraise the various components of bar management. The student will learn about bar layout, merchandising, marketing, bar design, service, inventory, ordering, cost centers, and the social responsibilities of serving alcohol. This course will enable the student to define basics of winemaking, distinguish between domestic and imported wines, sparkling wines, champagnes, aperitif and fortified wines, brewed beverages, distilled spirits, liqueurs, and other potent potables served in hospitality settings.

HM 201. Facilities and Sanitation Management. 3 hours credit. This course will enable the student to apply effective facilities and sanitation management principles to food service operations. The student will learn how to streamline operations, address environmental issues, and communicate effectively with personnel. The student will focus on ensuring compliance with the FDA Food Code and reducing health risks through Hazard Analysis Critical Control Point HACCP approaches. The student will be qualified to earn the ServSafe Certification sponsored by the National Restaurant Association.

HM 202. Quality Management / Customer Service. 3 hours credit. This course will enable the student to appraise the strategies to improve leadership abilities, high performance teams, and employee empowerment in the hospitality industry. The student will learn traditional management theories and the role of management theories in the hospitality industry. The student will identify approaches to customer service and moments of truth. The student will define his/her leadership style and leadership skills that are needed for continuous improvement, power and empowerment, communication skills, goal-setting, coaching, conflict-management skills, and high-performance teams in hospitality businesses.

HM 203. Rooms Management. 3 hours credit. Prerequisite: HM 256 or departmental approval. The course will enable the student to recognize the components of front office and housekeeping departments within a hotel setting. Areas emphasized include: front office operations, reservations, registration, front office responsibilities, front office accounting, check-out and settlement, night audit, planning and evaluating operations, revenue management, and managing human resources within the front office. In housekeeping units, the student will explore the day-to-day operations and the managerial functions of the housekeeping department.

HM 215. Catering Management. 3 hours credit. Prerequisite: HM 190 or departmental consent. This course will enable the student to appraise the various components of a catering operation. The student will learn about marketing, contract writing, food production, room arrangement, and personnel required for specific catered events.

HM 216. Event Planning II. 3 hours credit. Prerequisite: HM 116 with a C or better. This course will enable the student to review the previously planned special event plan and administer the event. Areas emphasized include executing the basic principles and design of the event plan, reviewing and executing an effective event, follow-up and selling the sponsorships of an event, executing the marketing plan for the event, developing and managing the volunteers for the scheduled event, developing communication and teaming skills while working with volunteers, customers, sponsors and classmates, working with food vendors, and documenting and evaluating events. The student will gain an advanced understanding of the role of an event planner and develop leadership skills that are needed to control, manage and improve events in the hospitality business.

HM 217. Convention Management. 3 hours credit. This course will enable the student to analyze the fundamentals of convention management. The student will explore methods of site and venue selection; discuss the various structures of conventions, explore convention operations and be introduced to the importance of managing quality, financial, budgetary and legal considerations of conventions.

HM 220. Culinary Lab II. 3 hours credit. Prerequisite: HM 120 with a C or better. This course will enable the student to further develop culinary skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe costing and preparing meals for commercial consumption. This course will engage the student in areas of baking, cold kitchen, and more advanced meal preparations.

HM 222. Culinary Lab Professional Baking. 3 hours credit. This course will enable the student to develop culinary baking skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe costing, and preparing baked goods for commercial consumption.

HM 225. Event Planning III. 3 hours credit. Prerequisite: HM 216 with a C or better. This course will enable the student to review the skills learned from previously planned special events and lead the Event Planning I and II classes through the planning and execution of a Butler event. The student will be responsible for and will gain first-hand managerial experience of an event planner from the idea stage, to the planning stage, to the execution, and to the evaluation of the event.



HM 226. Event Planning IV. 3 hours credit. Prerequisite: HM 225 with a C or better. This course will enable the student to review the skills learned from previously planned special events and partner with an outside agency to work directly with the event planner to execute a community-based special event. The student will be responsible for and will gain first-hand managerial experience from an outside event planner from the idea stage to the planning stage, to the execution stage, and to the evaluation of the event.

HM 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

HM 255. Hospitality Law. 3 hours credit. This course will enable the student to understand the legal aspects of hotels, restaurants and other hospitality organizations. The student will review essential information that managers need to comply with the law and to develop preventive tactics to avoid lawsuits.

HM 256. Hotel / Motel Operations. 3 hours credit. This course will enable the student to identify types of public lodging establishments and their management structures. The student will explore the various departments within a lodging operation and their interdependence in meeting guest needs and expectations.

HM 258. Hospitality Marketing. 3 hours credit. This course will enable the student to analyze to the fundamentals of marketing with a hospitality emphasis. The student will explore methods of identifying consumer needs, segmenting the various markets, and selecting the best strategy to reach the identified consumer.

HM 260. Hospitality Financial Management. 3 hours credit. This course will enable the student to develop skills in analyzing business financial issues in the hospitality industry, prepare investment packages, and structure and negotiate business deals in relation to hospitality entities. This course will engage the student in a practical approach to making effective financial decision-making.

(HR) HONORS

HR 100. Honors Seminar I. 2 hours credit. Prerequisite: Instructor approval. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 101. Honors Seminar II. 2 hours credit. Prerequisite: HR 100 with a C or better. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 102. Honors Seminar III. 2 hours credit. Prerequisite: HR 101 with a C or better. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 103. Honors Seminar IV. 2 hours credit. Prerequisite: HR 102 with a C or better. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 110. Honors Independent Study in Subject Area. 2 hours credit. Prerequisite: Honors director's approval. The content of the course will vary with the nature of the project. The purpose of the course is to enable a student to pursue a creative activity in which the student will grow intellectually, or improve a skill or talent in an area outside the realm of typical classroom activities. The process begins with a proposal, followed by the execution of the problem or task and finishes with the presentation of paper, performance or some other appropriate presentation.

(HS) HISTORY

HS 121. History of Western Civilization I. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the Paleolithic era through the rise of early modern Nation States. Through use of terminology and application of facts and concepts, students will know their and others' past and be able to apply it to the present and future.

HS 122. History of Western Civilization II. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the Rise of Early Modern Nation-States to the Present. Through use of terminology and application of facts and concepts, the student will know his/her own and others' past and be able to apply it to the present and future.

HS 131. US History I. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the pre-Columbian era through the Civil War. Through use of terminology and application of facts and concepts, the student will know America's past and be able to apply it to the present and future.

HS 132. US History II. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the era of Reconstruction to the present. Through use of terminology and application of facts and concepts, the student will know his/her past and be able to apply it to the present and future.

HS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these course

HS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

HS 201. History of World Civilization I. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the earliest human communal organization through the beginnings of the maritime revolution up to 1550 C.E. The student will know his/her own and others' past and be able to apply this knowledge to the present and future.

HS 202. History of World Civilization II. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the maritime revolutions (1550 C.E.) to the current global culture. The student will know his/her own and others' past and be able to apply this knowledge to the present and future.



HS 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(HU) HUMANITIES

HU 100. Humanities: Ancient to Medieval. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of the integrated humanities art, music, literature, theatre, history, and philosophy that includes some of the most significant landmarks of Western civilization's cultural heritage as it developed from the ancient world to the medieval.

HU 101. Humanities: Renaissance to Modern. 3 hours credit. Prerequisite: EG 101 with a C or better. The course will enable the student to recognize and analyze works of art in various disciplines; and to understand and appreciate the role that art and artists play in human culture. The student will study the integrated humanities (art, music, literature, theatre, history and philosophy) that include some of the most significant landmarks of Western civilization's cultural heritage as it developed from the Renaissance to the Modern Age.

HU 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

HU 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

HU 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(IN) COMPUTER INFORMATION TECHNOLOGY

IN 105. Information Technology IT Concepts. 3 hours credit. This course will enable the student to gain an understanding of the core concepts and technologies which constitute Information Technology.

IN 106. Supporting Desktop Systems. 3 hours credit. This course will enable the student to demonstrate an ability to install, configure, and repair desktop computer systems. This course is designed for those anticipating a career in computer or network support or for those seeking professional certification.

IN 108. Introduction to Visual Basic.NET. 3 hours credit. This course will enable the student to use structured programming techniques to develop applications using MS Visual Basic as their application development language. The student will practice program development within a GUI Graphical User Interface environment. Before enrolling in Introduction to Visual Basic.NET, the student should be competent in basic computer operation.

IN 112. XHTML and CSS. 3 hours credit. This course will enable the student to create web sites using HTML Hyper Text Markup Language and XHTML Extensible HyperText Markup Language. In addition, the student will troubleshoot faulty web pages and provide corrective HTML 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 XHTML and CSS using simple text editors. Before enrolling in the course, the student should be competent in basic computer operation.

IN 114. Dreamweaver. 3 hours credit. This course will enable the student to build and publish web sites using Dreamweaver, a popular visual web site production and management program. The student will learn to define and manage sites, create pages with semantically structured page content, use Cascading Style Sheets (CSS) for presentation and page layout, and add interactivity to build professional web sites that pass validation and meet current web standards. The student will develop effective planning and production techniques. The student must be competent in basic computer skills and have good folder and file organization skills before enrolling in this course.

IN 115. Flash Fundamentals. 3 hours credit. Prerequisite: Basic computer operation skills and a score at a predetermined level on a placement test or of IN 124 with a C or better. This course will enable the student to plan, build and publish animated vector graphics created using Adobe Flash. The student will use digital palettes, tools and a variety of techniques to create images and then modify their size, appearance and behavior. The student will learn about object creation, frames, motion and shape tweening, actions, interactive buttons, sounds and publication. The student will develop efficient work techniques by implementing Flash's layers, symbols, and libraries.

IN 116. XML. Programming. 3 hours credit. Prerequisite: IN 112 with a C or better. This course will enable the student to create and use structured XML vocabularies to store data, exchange information and develop web applications. The student will learn both client and server-side techniques, as well as how to work with Cascading Style Sheets CSS, XSLT, Javascript and be introduced to AJAX scripting.

IN 117. Digital Video Editing. 3 hours credit. Prerequisite: Basic computer operation skills and a score at a predetermined level on a placement test or IN 124 with a C or better. The course enables the student to use industry-standard software to capture, transfer, edit and compress audio and video. The student will focus on the post-production process for non-linear editing of digital video for use in multimedia applications and will analyze editing effects demonstrated in clips from ads, music videos, and feature films.

IN 118. PHP and Databases. 3 hours credit. Prerequisite: IN 112 with a C or better or instructor approval. This course will enable the student to create server-side Web applications using databases.

IN 119. Digital Audio. 3 hours credit. This course will enable the student to produce an audio soundtrack in an entirely digital environment. The student will gain a working knowledge of how synthesizers produce monophonic/polyphonic sounds, how sequencers arrange and edit these sounds, how samplers can be used to digitize organic sounds, how effects and equalization can be used to modify these sounds, and how all of these skills can be combined to generate new, digital soundtracks for multimedia.



IN 122. Photo Editing with Photoshop. 3 hours credit. Prerequisite: Basic computer operation skills and a score at a predetermined level on a placement test or IN124 with a C or better. This course will enable the student to use digital cameras as tools for visual communication and expression. The student will gain a working knowledge of how digital cameras capture images, how to apply principles of photographic composition, how to create and composite images using a digital toolset, how to manage digital assets, and how to publish digital images for print, online, and digital exhibition.

IN 123. Digital Illustration and Page Layout. 3 hours credit. Prerequisite: IN 124 with a C or better. This course will enable the student to employ digital drawing and page layout tools to create several illustrative styles. The student's work will be based on a review of both traditional and digital illustrations and an exploration of contemporary illustration practices. The student will employ graphic design tools and terminology while creating projects that demonstrate the principles of effective illustration and page layout.

IN 124. Introduction to Digital Design. 3 hours credit. Prerequisite: Basic computer operation skills and a score at a predetermined level on a placement test. This course will enable the student to articulate and apply the basic principles and processes used in traditional and digital graphic and multimedia design. The student will consider typography, color, images, animation, sound and video as elements of digital design and production. The student will use essential tools to create both traditional and digital media by following a methodical design process.

IN 130. Network Clients. 3 hours credit. This course will enable the student to install and administer the Microsoft Windows client operating system. The student will learn about settings in which the Microsoft Windows client is installed, and administer the Microsoft Windows client for various user environments. The student will create and configure user accounts, plan and manage permissions, and configure the operating system to use various network services. The student will also backup and restore system files, manage the update process, troubleshoot problems, and audit operating system activity.

IN 131. Network Servers. 3 hours credit. Prerequisite: IN 133 with a C or better, IN 134 with a C or better, or instructor approval. This course will enable the student to install, upgrade, and administer the Microsoft Windows Server operating system. The student will learn about environments in which Microsoft Windows Server is installed and will administer Microsoft Windows Server for various user needs. The student will create and administer domain accounts, configure and manage network services, and perform backups and restores. The student will also configure printers and manage disk storage.

IN 133. Supporting Networked Computers. 3 hours credit. This course will enable the student to install, configure and maintain computers used on networks. The student will focus on a computer's participation in networks as either a network client or as a network server. This course is designed for those anticipating a career in network support or for those seeking professional certification.

IN 134. Networking Basics. 3 hours credit. This course will enable the student to identify the components needed to design a basic computer network. The student will also discuss protocol suites and data communication networks.

IN 135. Web Graphics. 3 hours credit. This course will enable the student to use image-editing software to manipulate graphics and prepare them for publication on the World Wide Web. The student will use digital palettes, tools and a variety of techniques to create images and then modify their size, appearance and resolution. The student will develop typical web images including buttons, rollovers and animations. The student will apply techniques to optimize web images so they maintain detail during file compression. Before enrolling in this course, the student must be competent in basic computer skills.

IN 137. Business Web Sites with Microsoft Expression Web. 3 hours credit. This course will enable the student to use Microsoft Expression Web to produce high-quality, standards-based Web sites for small businesses. The student will create web sites using templates or design wizards to add tables, frames, forms and graphics to Web pages; additionally, the student will learn to integrate today's modern web standard technologies such as CSS, XML, XSLT and ASP.NET in creating and publishing complete web sites. The student will learn how an enterprise can plan, design, produce, promote and maintain a business site. Before enrolling in this course, the student should be competent in basic computer operation.

IN 140. Enterprise Networking. 3 hours credit. Prerequisite: IN 131 with a C or better or instructor approval. This course will enable the student to install and administer a Microsoft Windows application infrastructure. The student will plan and implement server deployments for applications, file sharing, printing and web services. The student will configure Internet Information Services, Terminal Services, and Windows SharePoint Services. The student will also explore various technical issues surrounding media services deployment and digital rights management.

IN 145. Storyboarding for Digital Media. 3 hours credit. Prerequisite: Basic computer operation skills and a score at a predetermined level on a placement test or IN 124 with a C or better. This course will enable the student to produce storyboards to guide digital media productions. The student will build skills in visualization and rapid sketching by translating story scripts into illustrated frames that detail each scene's action, lighting and camera angles. The student will create digital animatics that establish story timing based on previously prepared static storyboards.

IN 146. Interactive Robotics. 3 hours credit. This course will enable the student to develop an understanding of embedded systems through the LEGO Mindstorms NXT Robotics. The student will use basic robotics concepts to build and program a succession of increasingly complex robots that solve a range of problems and tasks.

IN 147. Game Graphics. 3 hours credit. This course will enable the student to use image editing software to create original seamless textures, game graphics and learn to export them for game design usage. The student will use a variety of digital tools and techniques to create and optimize textures and images for use with game engines and apply those to new levels in game design.

IN 148. Second Life. 3 hours credit. This course will enable the student to create basic content in Second Life, a multi-user virtual environment. The student will learn a variety of skills that can be used to create architecture, vehicles, clothing, accessories, sound, animations, textures, and programs/scripts for personal use and commercial sales.



IN 149. Interactive Scripting. 3 hours credit. Prerequisite: IN 148 with a C or better. This course will enable the student to use LindenScript, a C related scripting language, within Second Life to program avatars, objects and environments. The student will learn programming techniques to develop interactive 3D within the Second Life environment. Before enrolling, the student should be competent in basic computer operation, as well as being familiar with the Second Life virtual world and basic 3D concepts.

IN 150. Network Directory Services I. 3 hours credit. Prerequisite: IN 237 with a C or better or instructor approval. This course will enable the student to implement, manage, and integrate various network services with an Active Directory infrastructure. The student will deploy infrastructure services, integrate those services with Active Directory, and deploy these services over the network. The student will also consider storage solutions, high availability, and network security issues.

IN 158. 3D Computer Animation I. 3 hours credit. This course will enable the student to gain an understanding of the basics of 3D computer modeling and animation. The student will use the tools of a 3D animation and modeling software package. The student will create and animate objects and scenes.

IN 161. SharePoint Configuration. 3 hours credit. Prerequisite: IN 131 with a C or better, or instructor approval. This course will enable the student to implement, manage, and maintain a Microsoft Office SharePoint Server infrastructure. The student will learn how to configure SharePoint for a variety of business purposes, including public facing sites, document management facilities, and intranet infrastructure. The student will configure authentication and access structure, maintain lists and libraries, manage web parts, and integrate SharePoint with Office applications.

IN 174. Stop Motion and 3D Animation Concepts. 3 hours credit. Prerequisite: Basic computer operation skills and a score at a predetermined level on a placement test or IN 124 with a C or better. This course will enable the student to build stop-action animations using clay and/or plastic models and digital animations using computer-generated imaging (CGI) tools. The student will explore concepts related to animation for cinema, video, and interactive markets. The student will first apply cinematic techniques of lighting, camera composition, timing, and story development to the creation of a stop-action movie. The student will also apply those concepts to the virtual world using objects created in CGI software. The student will research the history of animation media and study its contemporary forms to provide an informed background the student's own work.

IN 181. Computer Programming and Databases. 3 hours credit. Prerequisite: IN 105 or equivalent experience. This course will enable the student to use database programming to develop customized database applications. The student will learn how to plan and create a database, manipulate data, and produce reports.

IN 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

IN 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

IN 200. Beginning C++ with Game Programming. 3 hours credit. This course will enable the student to use C++ and the Standard Template Library to program text based games. The student will learn beginning procedural and object oriented programming using structured programming techniques to develop game applications. Before enrolling, the student should be competent in basic computer operation, use of the Internet for research and the use of standard office software like MS-Word, MS-Excel and MS-Access.

IN 201. C#. 3 hours credit. Prerequisite: IN 105 with a C or better, or equivalent experience. This course will enable the student to use object-oriented programming techniques to develop software applications using the C# language.

IN 202. Perl Programming. 3 hours credit. Prerequisite: IN 112 HTML. This course will enable the student to use Common Gateway Interface CGI and Perl to create Web-based applications for Windows and UNIX operating systems. The student will be able to add functionality to Web pages and create interactive Web applications. The student should be familiar with the UNIX or Windows operating system and have a basic understanding of how to use the Internet before enrolling in this course.

IN 208. Digital Media Publishing Tools. 3 hours credit. Prerequisite: IN 123 and IN 115 both with a C or better. This course will enable the student to prepare digital files for publication and delivery in a variety of print, web, and video formats using industry-standard software tools. The student will prepare professional identity materials and create a project gallery that displays previously created digital projects. The student will create interactive multimedia presentations using previously created original photographs and illustrations. The student will select the most appropriate publication tool, format, and distribution channel given publication scenarios. The student will research emerging publication tools and evaluate their usefulness in digital media production.

IN 210. Introduction to DirectX. 3 hours credit. Prerequisite: IN 200 with a C or better. This course will enable the student to be use the DirectX library as it applies to game programming. The student will learn how to use the C++ knowledge acquired in IN200 and implement it with the DirectX library to write visual game programs

IN 211. Java Programming. 3 hours credit. Prerequisite: IN 105 or equivalent experience. This course will enable the student to create Java applications, including applets, from start to finish. The student will be introduced to object-oriented programming concepts including design, inheritance, and composition.

IN 214. Java Programming and Web Databases. 3 hours credit. Prerequisite: IN 211 with a C or better or equivalent experience. This course will enable the student to use the Java platform to create database-driven Web sites

IN 217. 2D Animation and Cartooning. 3 hours credit. Prerequisite: IN 115 with a C or better. This course will enable the student to create animations for the Web, including animated buttons, banner ads, cartoons, and animated diagrams. The student will analyze cartoon styles and techniques, complete a series of specified animation projects, storyboard original stories, and produce original animations. The student will focus on current 2-dimensional animation technologies, such as green screening, stop animation, rotoscoping and vector animation with Flash. The student will create professional-quality animations and manage an efficient workflow.



IN 218. 2D Animation and Cartooning II. 3 hours credit. Prerequisite: IN 217 with a C or better. This course will enable the student to evaluate cartoon styles and techniques, storyboard and manage an animation project, record and synchronize dialog and sound effects, build believable repetitive motion cycles, manage backgrounds and camera movements, and publish a completed cartoon. The student will focus on creating cartoons that feature appealing characters, convincing movement, and great sound.

IN 221. 3-D World Building. 3 hours credit. Prerequisite: IN 147 with a C or better. This course will enable the student to use level editing software to create original game levels and worlds for the Torque Game Engine. The student will import new textures to apply to the levels and worlds designed. The student will use a variety of digital tools and techniques to create and implement levels/worlds within the game engine.

IN 228. Introduction to SQL Language. 3 hours credit. This course will enable the student to use the Structured Query Language SQL to create, modify or retrieve data from a relational database. The student will create a relational database. This course is designed for those anticipating a career in database design or working towards a computer related degree.

IN 237. Networking Management. 3 hours credit. Prerequisite: IN 131 with a C or better and IN 133 with a C or better, or instructor approval. This course will enable the student to implement, manage, and maintain a Microsoft Windows Server network infrastructure. The student will learn about Active Directory services and its role in a business environment. The student will administer various network environment areas with Group Policy and Certificate Services and manage these services using appropriate tools.

IN 238. SQL Server 2005 Implementation. 3 hours credit. Prerequisite: IN 131 with a C or better and IN 133 with a C or better, or instructor approval. This course will enable the student to install the appropriate edition of SQL Server 2005 and manage the data in that installation. The student will analyze the network and business requirements so that the SQL Server instance is installed on the correct hardware with the appropriate software configuration. The student will also learn techniques to manage and secure that data in various environments.

IN 239. 3D Computer Animation II. 3 hours credit. Pre-requisite: IN 158 with a C or better or BA 128 with a C or better. This course will enable the student to gain intermediate skills in 3D computer modeling and animation. The student will use the tools of a 3D modeling and animation software package. The student will create and animate objects and scenes.

IN 245. CCNA 1 Internetworking Fundamentals. 3 hours credit. Prerequisites: IN 106 and IN 133 with a C or better. This course will enable the student to use network protocol models to explain the layers of communications in data networks. The student will design, calculate, apply subnet masks and addresses to networks, and build a simple Ethernet network using routers and switches. The student will apply basic cabling and network designs to connect devices. The student will perform basic router and switch configuration and verification. Within the OSI model the student will analyze the operations of the transport and network layer protocols and services.

IN 250. Network Directory Services II. 3 hours credit. Prerequisite or concurrent: IN 150. This course will enable the student to design the forest and domain infrastructure for an Active Directory installation. The student will create a naming strategy, integrate name resolution with DHCP and place domain controllers. The student will plan for FSMO role placement, identify redundancy and bandwidth requirements and plan for remote access. The student will also design infrastructure resources and configure security for the Active Directory installation.

IN 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

IN 261. Programming for Wireless and Handheld Devices. 3 hours credit. Prerequisite: IN 108 with a C or better. This course will enable the student to apply a variety of applications that can be run on Personal Digital Assistants or cell phones. The course starts at an introductory level and progresses to advanced programming concepts including programming for the wireless Internet and mobile businesses.

IN 268. Designing a Database Server Infrastructure. 3 hours credit. Prerequisite: IN 238 with a C or better. This course will enable the student to design and deploy an SQL Server 2005 database server infrastructure. The student will learn strategies to maintain high availability systems in the enterprise while guarding data integrity. The student will also learn how to secure the server infrastructure through the use of policies, surface configuration, authentication, endpoint protection, and other software tools.

IN 269. Optimizing and Maintaining a Database Solution. 3 hours credit. Prerequisite: IN 238 with a C or better. This course will enable the student to optimize and maintain the SQL Server 2005 database environment. The student will learn various strategies to troubleshoot and enhance database performance while maintaining data integrity. The student will also investigate how business requirements impact data quality and learn how to respond to various security needs in the installation.

IN 274. Stop Motion and 3D Advanced Production. 3 hours credit. Prerequisite: IN 174 with a C or better. This course will enable the student to apply previously learned concepts of animation to the design and creation of stories told through movement across timelines in XYZ-coordinate space. The student will develop technical skills by using digital tools to create animations that employ deformations, f-curves, and other modeling and movement helpers. The student will create a short animation by developing and implementing a complete production pipeline, from storyboard to final rendering. The student will evaluate others' work for expression of effective design principles, creativity, thoughtful concept, and well-executed craftsmanship.

IN 275. Information Technology Ethics. 3 hours credit. Prerequisite: Completion of 12 credit hours of Information Technology department courses, with a C or better earned in each course. This course will enable the student to appraise ethical issues that information technology professionals face in a corporate setting. The student will examine the classical normative ethical theories based on notions of duties, rights, consequences and virtue based ethics as well as the contemporary codes of conduct established by professional organizations. The student will explore, analyze, and critique case studies in order to develop skills in ethical thought and written communication.



IN 276. Dynamic Dreamweaver. 3 hours credit. Prerequisite: IN 114 with a C or better or instructor approval. IN 112 is strongly recommended. This course will enable the student to design and construct interactive, dynamic, and database-driven web sites with Dreamweaver that meet professional web standards. The student will implement common CSS and JavaScript frameworks, and database-driven applications with PHP and MySQL. The student will learn effective user-centered design principles and establish efficient work techniques by developing storyboards, information architecture (IA) diagrams, and personas to guide web site construction.

IN 291. Principles of Virtual Reality. 3 hours credit. Prerequisite: IN 239 with a B or better. This course will enable the student to use a stand-alone commercial virtual reality application to create and deploy immersive interactive 3D. The student will learn the toolsets and capabilities unique to the application.

IN 296. Game and Simulation Development. 3 hours credit. Prerequisite: IN 291 with a C or better. This course will enable the student to use a stand-alone commercial virtual reality application to create and deploy games, simulations and learning modules. The student will learn to apply virtual reality concepts to game, simulation and learning module development.

IN 299. Digital Design Entrepreneurship. 3 hours credit. Prerequisite: IN 124 with a C or better or instructor approval. This course will enable the student to explore entrepreneurial processes, practices and issues in digital design, including digital arts and technologies. The student will learn about digital entrepreneurs, investigate business case studies, conduct research into evolving models of design in the workplace, and develop an individual professional development plan.

IN 2001. Principles of Information Assurance. 3 hours credit. This course will enable the student to understand and implement basic security in a diverse information technology environment. The student will learn how to implement physical security, harden various operating systems, and implement access control lists. The student will explore various attack techniques, be introduced to current threats and vulnerabilities in the cyber landscape, explore countermeasures, and review pertinent legislation relating to information security.

IN 2002. Network Security. 3 hours credit. Prerequisites: IN 2001 and IN 133 both with a C or better. This course will enable the student to understand and implement network security in a diverse information technology environment. The student will learn about network communications from a security standpoint, hardware and software security solutions, and perform exercises in securing networks and operating systems.

IN 2003. Enterprise Security Management. 3 hours credit. Prerequisite: IN 2001 with a C or better. This course will enable the student to understand and implement principles of risk management. The student will learn about security architectures, incident handling, disaster recovery, and secure systems administration.

IN 2004. Secure Electronic Commerce. 3 hours credit. Prerequisite: IN 2001 with a C or better. This course will enable the student to understand electronic commerce in the world. The student will learn about threats, vulnerabilities, and policies when dealing with electronic commerce systems.

IN 2005. Digital Forensics. 3 hours credit. Prerequisites: IN 2002, IN 2003, and IN 2004 with a C or better and acceptance through the program application process. 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 the incident.

IN 2006. Wireless Security. 3 hours credit. Prerequisite: IN 2000 with a C or better or IN 246 with a C or better and IN 2001 with a C or better. This course will enable the student to understand the wireless networking world of today. The student will gain the security tools and skills necessary to secure business and home office wireless networks.

IN 2022. Software Engineering and UML. 2 hours credit. This course will enable the student to analyze, develop and test software using **various software modeling techniques**. The student will use the Unified Modeling Language UML as part of the design process.

IN 2023. Client Side Scripting. 3 hours credit. Prerequisite: IN 112 with a C or better. This course will enable the student to use web development tools to create dynamic web pages. The student is introduced to the different tools and languages used to develop database-driven applications for the World Wide Web.

IN 2024. Server Side Programming. 3 hours credit. This course will enable the student to create server side scripts to develop dynamic web pages. The student is introduced to Web technologies to include scripting languages and web development tools.

(IS) INDEPENDENT STUDY

Independent study courses are offered either by appointment or online, meaning that students choose their own consistent weekly class times. Students must contact the instructor as soon as they enroll to make an appointment for an orientation session. During this orientation time, the instructor will go over the syllabus, decide with the student the best time for him/her to work on the class, and explain the policies and procedures of independent study.

(IT) MANUFACTURING & COMPOSITE ENGINEERING TECHNOLOGY

IT 100. Machine Processes I. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This is an introductory course to machine shop operations. This course will enable the student to understand and apply basic machine processes. Basic machine shop calculations, measurements, blueprint reading, material science, and bench work are introduced in the course.

IT 102. Machine Processes II. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to complete machine shop operations. The student will build upon basic machine shop skills, including calculations, measurements, blueprint reading, material science, and bench work.

IT 116. Mechanical Devices and Systems. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand basic systems and mechanical devices and the usage of each.



IT 117. Fluid Power. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to apply basic principles of fluid power in an industrial setting.

IT 120. Beginning Concepts of CNC. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand and apply beginning automated manufacturing concepts.

IT 135. Introduction to composites. 4 hours credit. This course will enable the student to understand and apply basic principles in the fabrication, repair and design of composite structures.

IT 136. Composite Manufacturing Practices. 4 hours credit. This course will enable the student to develop an understanding of the actual manufacturing processes used in composites.

IT 141. Industrial Supervision. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student develop an understanding of the underlying principles, traditions, and contemporary issues in industrial supervision.

IT 150. Machine Trades Print Reading. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to interpret blueprints, and shop drawings, including interpreting geometric dimensioning and tolerancing symbols. The student will also be able to solve a construction problem utilizing shop drawings or blueprints. IT 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

IT 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

IT 196. Statistical Process Control. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. An introductory course that examines the present methods of American manufacturing and how the concepts of the Transformation of American Industry process can be applied to increase productivity. Methods of Statistical Process Control will be applied. The methods of Statistical Process Control include data gathering, charting, analyzing and interpreting graphs, and identifying problems.

IT 204. Materials and Processes of Industry. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand current manufacturing materials and processes.

IT 205. Industrial Safety. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand safety hazards in a business or industrial setting.

IT 215. Intro to Robotics. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to develop an understanding of robotic operations and robot use in a manufacturing setting. The student will solve basic manufacturing problems through the use of robots and automatic operations.

IT 216. Basic 2-D Featurecam. 3 hours credit. Prerequisite: IT 120 with a C or better. This course will enable the student to use Featurecam as both a design and manufacturing software in the machining of 2-D parts.

IT 217. Basic 2-D Mastercam. 3 hours credit. Prerequisite: IT 120 with a C or better. This course will enable the student to use Mastercam as both a design and manufacturing software in the machining of 2-D parts.

IT 218. Basic Catia. 3 hours credit. Prerequisite: IT 120 with a C or better, or departmental consent. This course will enable the student to use Catia as both a design and manufacturing software in the machining of 2-D parts.

IT 219. Advanced Catia. 3 hours credit. Prerequisite: IT 218 with a C or better, or departmental consent. This course will enable the student to use Catia as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 220. Advanced Automated Manufacturing with CNC. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to manufacture projects using automated CNC technology.

IT 221. Advanced Featurecam. 3 hours credit. Prerequisite: IT 216 with a C or better. This course will enable the student to use Featurecam as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 225. Advanced Mastercam. 3 hours credit. Prerequisite: IT 217 with a C or better. This course will enable the student to use Mastercam as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 226. Introduction to Material and Manufacturing Science. 3 hours credit. Prerequisite: IT 204 with a C or better. This course will enable the student to develop an understanding of material usage, load, strain and manufacturing processes and principles. The student will be prepared for the Society of Manufacturing Engineers SME Technologist Certification Test CMfgT.

IT 227. Manufacturing Science. 3 hours credit. Prerequisite: IT 204 with a C or better. This course will enable the student to develop an understanding of product design, manufacturing processes, quality control, and management. This course is the second course in the preparation series for the Society of Manufacturing Engineers SME Technologist Certification Test CMfgT.

IT 228. SME Certification Test with review. 3 hours credit. Prerequisites: IT 226 and IT 227 with a C or better. This course will enable the student to demonstrate an understanding of material usage, loads, strain and stress for use in a manufacturing setting. This course is the final course in the preparation series for the Society of Manufacturing Engineers SME Technologist Certification Test CMfgT.

IT 230. Manufacturing Part Design. 3 hours credit. This course will enable the student to develop a basic understanding of manufactured part design principles and to apply design concepts in manufacturing and machining. The student will design projects, make design decisions, and apply overall design concepts as they relate to manufacturing part design.

IT 235. Composite Structure Repair. 4 hours credit. This course will enable the student to apply current strategies in composite structure and the repair of composite materials.



IT 236. Advanced Techniques in Composites. 4 hours credit. This course will enable the student to understand and apply advanced principles and techniques in the fabrication and design of composite structures.

IT 240. Industrial Maintenance I. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course is an overview of a wide variety of skills and information necessary for today's maintenance personnel.

IT 260. Introduction to Quality Assurance. 3 hours credit. This course will enable the student to apply basic principles of current concepts of quality assurance.

IT 261. Quality Audit. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course is designed as an introduction to quality auditing techniques. Students will receive an introduction to the fundamentals of auditing, audit planning, types of quality audits, responsibilities of the auditor and person being audited, audit analysis, and measuring and improving the effectiveness of the quality audit. Additionally, students will design audit forms and formulate basic audit procedures.

IT 263. Introduction to Metrology. 3 hours credit. This course will enable the student to apply basic measurement skills, system calibration skills, measurement system analysis, and build specialized inspection equipment.

IT 266. Introduction to Six Sigma. 3 hours credit. This course will enable the student to develop an understanding of Six Sigma quality tools. The quality improvement program of Define, Measure, Analyze, Improve, and Control DMAIC is the backbone of the course.

IT 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. A score at a predetermined level in reading, writing, and math on a placement instrument. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(LS) LEADERSHIP

LS 101. Youth Leadership. 1 hour credit. This course will enable the student to understand leadership styles, skills, roles, and functions of leaders within a community. Through community profiles, the student will examine the economic, political, and cultural infrastructures of Butler County communities. The student will develop a personal leadership philosophy and determine his/her leadership style. The student will participate in a community service project using his/her leadership skills.

LS 150. Exploring Leadership. 3 hours credit. This course will enable the student to understand the history and development of leadership. The student will examine his or her values, goals, and leadership potential. The student understand the ethical responsibilities of leadership and learn how, as leaders and followers, to actively engage in change to create a better community or organization.

LS 160. The Emerging Leader. 3 hours credit. This course will enable the student to understand concepts and develop skills in leadership with an emphasis on application in a team setting. The student will practice leadership skills and self-reflection in preparation for leadership positions. The course is experiential and self-explorative; the student will assess past and present leadership experiences and identify possible.

LS 210. Leadership through Challenge Course Facilitation. 3 hours credit. This course will enable the student to facilitate both low course and high course challenges. In low course facilitation, the student will focus on decision making, leadership, communication, trust, and reflection discussions. In high course facilitation, the student will focus on knot tying, belay techniques, rappelling, wall climbing, and rescue. The student will experience leadership outcomes and achieve certification from Adventure Experience, Inc. AEI and Association for Challenge Course Technology ACCT.

LS 220. Team and Community Building. 3 hours credit. This course will enable the student to understand effective collaboration by using various leadership strategies. Communication, decision-making skills, conflict resolution, interpersonal relationships and group cooperation are topics that will be covered in this experiential classroom setting. The student will engage in a team service-learning community project applying their collaborative skills gained from the class.

LS 230. Leadership Development. 3 hours credit. Prerequisite: Students must have 24 or more credit hours or division consent. This course includes study of leadership styles, skills, roles and functions of leaders within organization. Students will study the history and origins of leadership, theoretical approaches to leadership and ethical issues facing contemporary leaders. Students will be required to develop a personal philosophy of leadership, address moral and ethical responsibilities of leadership and determine their own style of leadership. This program integrates readings from the humanities, classic works of literature, contemporary multicultural writing and experiential learning exercises with readings and discussion of traditional leadership theories.

(LT) LITERATURE

LT 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

LT 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

LT 201. Introduction to Literature I. 3 hours credit. Prerequisite: EG 101 with a C or better. This is an introductory course to the study of literary terminology and criticism in poetry, fiction short story, and drama.

LT 204. Introduction to Poetry. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of poets selected on the basis of their contributions to trends in both poetic themes and forms. Emphasis on helping students develop adequate techniques for reading, understanding and enjoying poetry.

LT 205. Introduction to Short Story. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of the short story. Emphasis is on lectures, discussions of stories in an anthology and written reports of assigned library readings.

LT 211. British Literature I: Origins-1784. 3 hours credit. Prerequisite: EG 101 with a C or better. This course is a survey of the major English writers from the beginning of English literature through 1784, a study of their works in chronological sequence, and an analysis of the literary historical periods of England. This basic course is recommended for all English majors.



LT 212. British Literature II: 1784 to Present. 3 hours credit.

Prerequisite: EG 101 with a C or better. This course is a continuation of the survey of the major English writers from 1784 to the present time, studied in chronological sequence with attention given to the characteristics of the literary historical periods of England. **This basic course is recommended for all English majors.**

LT 215. American Literature I: Colonial to 1865. 3 hours credit.

Prerequisite: EG 101 with a C or better. This course includes representative work in prose and poetry from the beginnings of American Literature to the Civil War. Emphasis on those writers whose works illustrate philosophies which still affect modern American thought. This is a basic course recommended for all English majors.

LT 216. American Literature II: 1865 to Present. 3 hours credit.

Prerequisite: EG 101 with a C or better. This course includes representative work in prose and poetry from the Civil War to the present. Emphasis upon those writers whose works still affect and illustrate modern American thought will be emphasized.

LT 218. Shakespeare. 3 hours credit. Prerequisite: EG 101 with a C or better. An examination of several of the significant tragedies, histories, and comedies with adequate background studies in Elizabethan culture.

LT 235. Ethnic and Minority Literature. 3 hours credit. Prerequisite: EG 101 with a C or better. 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.

LT 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. Student's needs or requirements will establish these topics. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

LT 260. Children's Literature. 3 hours credit. Prerequisite: EG 101 with a C or better. Readings in various types of children's literature, including a brief history of the literature, the children's developmental stage, and the criteria for quality books. Recommended for early-childhood, elementary and middle schoolteachers; parents; and as an elective for non-education majors.

(MA) MATHEMATICS

MA 010. Basic Arithmetic. 1 hour credit. Prerequisite: A score at a pre-determined level on a diagnostic and placement instrument. This course will enable the student to understand the operations of addition, subtraction, multiplication, division and place value of whole numbers.

MA 020. Fractions, Decimals and Percents. 1 hour credit. Prerequisite: A score at a pre-determined level on a diagnostic and placement instrument or MA 010 with a C or better. This course will enable the student to improve skills in operations of addition, subtraction multiplication and division with fractions, decimals, and percents. The student will apply concepts of place value for decimal numbers and problem solving.

MA 040. Basic Algebra Concepts. 1 hour credit. Prerequisite: A score at a pre-determined level on a diagnostic and placement instrument or MA 020 with a C or better. This course will enable the student to use basic algebra concepts including signed numbers, equation solving, word problems, exponents, roots, and polynomials.

MA 050. Pre-Algebra. 3 hours credit. This course will enable the student to gain confidence with the use of basic arithmetic, variables, negative numbers, algebraic expressions, and techniques for solving equations. The student will improve study habits leading to success in the sequence of algebra courses.

MA 060. Fundamentals of Algebra. 3 hours credit. Prerequisite: Placement score or MA 050 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions and solve equations and inequalities. The student will gain confidence in math ability through improved study habits. The student will begin to conceptualize abstract ideas.

MA 114. Technical Mathematics I. 3 hours credit. Prerequisite: Placement score or MA 060 with a C or better. This course will enable the student to directly apply mathematics to several fields of study. The student will solve practical applications of arithmetic, geometry, ratios and proportions, signed numbers, powers, roots and functions.

MA 120. Intermediate Algebra with Review. 5 hours credit. Prerequisite: Placement score or MA 060 or its equivalent with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations (including systems, quadratic and systems of linear equations) perform operations on radical expressions, write equations of lines and evaluate functions after a review of some topics from basic algebra. The student will begin to conceptualize abstract ideas.

MA 125. Intermediate Algebra. 3 hours credit. Prerequisite: Placement score or MA 060 or its equivalent with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations (including systems, quadratic and rational equations), perform operations on radical expressions, write equations of lines and evaluate functions. The student will begin to conceptualize abstract ideas.

MA 126. Graphing Calculator for College Algebra/Calculus. 1 hour credit. Prerequisite: Placement score for College Algebra; MA 120 or MA 125 with a C or better. This course will enable the student to develop skills necessary to use the functions of the graphing calculator. The student will use the graphing calculator to solve mathematical problems. The course will primarily focus on the TI-graphing calculator.

MA 131. College Algebra with Review. 5 hours credit. Prerequisite: Placement score or MA 120 or MA 125 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations including absolute value, quadratic and systems of linear equations, perform operations on radical expressions, write equations of lines, and evaluate functions. The student will begin to conceptualize abstract ideas. The course incorporates some review topics and moves at a slower pace than MA 135.

MA 135. College Algebra. 3 hours credit. Prerequisite: Placement score or MA 120 or MA 125 with C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations including absolute value, quadratic and systems of linear equations, perform operations on radical expressions, write equations of lines and evaluate functions. The successful student will begin to conceptualize abstract ideas.



MA 140. Trigonometry. 3 hours credit. Prerequisites: Placement score or MA 131 or MA 135 or its equivalent with a C or better. This course will enable the student to identify and manipulate trigonometric functions, solve triangles, use and prove identities, solve trigonometric equations, use and apply vectors to real-life models, and use complex numbers and polar coordinates.

MA 145. Pre-Calculus Mathematics. 5 hours credit. Prerequisite: Placement score or MA 125 with a B or better. This course will enable the student to develop and apply models using linear, polynomial, rational, logarithmic, exponential, and trigonometric functions. The successful student will be able to identify and manipulate functions, solve equations, prove trigonometric identities, solve triangles, and use polar coordinates. This course is designed for students planning to enroll in MA 151.

MA 148. Calculus with Applications. 3 hours credit. Prerequisite: Placement score or MA 131 or MA 135 or the equivalent with a C or better. This course will enable the student to differentiate and integrate algebraic, logarithmic and exponential functions and apply those concepts to real-world business and social-science applications, including marginal analysis.

MA 151. Calculus I with Analytic Geometry. 5 hours credit. Prerequisite: Placement score or MA 131 or MA 135 with a C or better, and MA 140 or MA 145 with a C or better. This course will enable the student to solve problems involving limits, derivatives and some types of definite and indefinite integrals both analytically and graphically, and use them in physical applications.

MA 152. Calculus II with Analytic Geometry. 5 hours credit. Prerequisite: MA 151 with a C or better. This course will enable the student to understand applications and methods of integration, improper integrals, convergence and divergence of infinite series, graphs of conic sections, the polar coordinate system, parametric equations, and linear algebra.

MA 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

MA 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

MA 210. Applied Statistics. 3 hours credit. Prerequisite: MA 135 with a C or better or equivalent. 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.

MA 220. Statistics for Management, Life and Social Sciences. 5 hours credit. Prerequisite: MA 131 or MA 135 with a C or better or equivalent. This course will enable the student to collect data by appropriate sampling techniques, summarize data with graphs and tables, calculate descriptive statistics, identify misuses of statistics, perform linear regression, and estimate and make decisions about means and proportions through the use of confidence intervals, hypothesis testing, and ANOVA. The student will learn to use the graphing calculator and computer software as effective tools for statistics.

MA 253. Calculus III with Analytic Geometry. 3 hours credit. Prerequisite: MA 152 with a C or better. This course will enable the student to understand the physical applications of calculus and to become familiar with partial differentiation, multiple integration, vectors, and three-dimensional geometry.

MA 260. Differential Equations. 3 hours credit. Prerequisite: Placement score or MA 253 or its equivalent with a C or better. The successful student will be able to solve differential equations of the first and higher order, linear and some types of nonlinear equations with constant coefficients, using analytic and numerical methods. The successful student will be able to use differential equations to solve applications in engineering and physical science.

MA 255/256. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(MC) MASS COMMUNICATIONS

MC 100. Photography I. 3 hours credit. This course will enable the student to understand photography as an art and science. The student will learn to recognize opportune moments for taking photos and will produce still photos. The student will practice digital photography and fundamental darkroom techniques of black and white film development/printmaking.

MC 101. Photography II. 3 hours credit. Prerequisite: MC 100 with a C or better. A continuation of MC 100 with special emphasis upon color photography.

MC 126. Sports Media Practicum I. 3 hours credit. Prerequisite: Acceptance as a full-time Sports Media staff member. This course will enable the student to train in and produce sports reporting via the radio, television, newspaper and magazine. The student will learn play-by-play fundamentals and news casting practices.

MC 127. Sports Media Practicum II. 3 hours credit. Prerequisite: MC 126 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper and magazine. The student will broadcast play-by-play and newscasting at an advancing level and cover sports game stories, write feature and in-depth stories and photograph sporting events.

MC 145. Newspaper Practicum I. 1 hour credit. Pre-requisite: Lantern activity scholarship or instructor permission. This course will enable the student to complete requirements as a first-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

MC 146. Newspaper Practicum II. 1 hour credit. Prerequisite: MC 145 with a C or better or instructor permission. This course will enable the student to complete requirements as a second-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.



MC 147. Magazine Practicum I. 1 hour credit. Prerequisite: Acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 148. Magazine Practicum II. 1 hour credit. Prerequisite: MC 147 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 161. Introduction to Mass Communications. 3 hours credit. This course will enable the student to explain media theory and operation and the history of mass media – newspapers, magazines, radio, television, books, film, recordings and new electronic media. The student will learn to recognize and appraise the rapid changes that occur within the different mass media industries, to define how the media are related and identify how the mass media impact society. The student also will examine the role of ethics in the media.

MC 162. Reporting I. 3 hours credit. This course will enable the student to identify, analyze, and write basic types of news stories, primarily for the print media. The student will gather information and write stories correctly edited in AP Associated Press style. The student will also understand a journalist's legal and ethical responsibility in gathering and reporting the news.

MC 163. Applied Radio I. 1 hour credit. Prerequisite: Consent of instructor. This course is designed for students actively participating in radio production, programming, and announcing. The student must be involved in radio which result in the operation of the Butler student-run radio station.

MC 164. Applied Radio II. 1 hour credit. Prerequisite: Consent of instructor and MC 163 with a C or better. This course is designed for students actively participating in radio production, programming and announcing. The student must be involved in radio which result in the operation of the Butler student-run radio station.

MC 165. Applied Television I. 1 hour credit. This course is designed for students actively participating in television production. The student must be involved in television production which results in the completion of a Butler student-run television program.

MC 166. Applied Television II. 1 hour credit. Prerequisite: MC 165 with a C or better. This course is designed for students actively participating in television production. The student must be involved in television production which results in the completion of a Butler student-run television program.

MC 170. Radio Production I. 3 hours credit. Prerequisite MC 161, or may be taken simultaneously. This course will enable the student to better understand the medium of radio and its tools and technology. The student will first assay and consider the impact of radio upon society, as well as societal impact upon radio. Then, in a more utilitarian application, the student will learn to properly operate radio equipment, and to apply that knowledge to aurally communicate to a mass audience. The aesthetic manipulation of voice, music, and sound effects will be examined. There is an emphasis on planning, writing, organizing, and producing. The student will be involved in all aspects of creating radio production and programming.

MC 171. Radio Production II. 3 hours credit. Prerequisite: MC 170 with a C or better. This course will enable the student to extend his/her learning, experience, and expertise in the area of aural communication. The emphasis is entirely on planning, writing, and execution of audio production, by both groups and individuals. The student will be exposed to every aspect of audio production.

MC 175. Television Production I. 3 hours credit. Prerequisite: MC 161 with a C or better, or may be taken simultaneously. This course will enable the student to better understand the content of television programming, from conception to realization, via the tools and technology of the medium. The student will learn to properly utilize the various pieces of equipment, in studio and out, and to apply that knowledge to visually communicate. The added impact of music and sound effects is also studied. There is an emphasis in planning, writing, and organizing. Social and ethical issues will be analyzed. The student will be involved in all aspects of preparing video productions for television.

MC 176. Television Production II. 3 hours credit. Prerequisite: MC 175 with a C or better. This course will enable the student to continue the development of learning and understanding in regard to the production of television programming. Intensive utilization of video technology will extend the experience and expertise of the student in visual communication. The emphasis is entirely on planning, writing, and execution of video production by both group and individuals. The student will be exposed to every aspect of video production.

MC 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

MC 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

MC 205. Writing for Radio/TV/Film. 3 hours credit. Prerequisite: EG 101 with a C or better. This course covers the basic skills of broadcast writing for radio, television, and film. Writing scripts for drama, comedy, commercials, news and special-interest programming is part of the course.

MC 206. Introduction to Film Theory. 3 hours credit. This course challenges students to sharpen their powers of observation, helps them develop the skills and habits of perceptive watching, and encourages them to discover aspects of film art that they might otherwise overlook. Direct analysis of selected films, both American and International is included.



MC 210. Broadcast Reporting. 3 hours credit. Prerequisite: MC 162 with a C or better. This course offers instruction and practice in interviewing skills, writing broadcast copy, in-depth reporting, and putting together a daily newscast for the college's radio station.

MC 226. Sports Media Practicum III. 3 hours credit. Prerequisite: MC 127 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper and magazine at an intermediate level. The student will further develop sports photography skills and broadcast performance.

MC 227. Sports Media Practicum IV. 3 hours credit. Prerequisite: MC 226 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper, magazine, and web at an advanced level.

MC 230. Journalism Field Study. 6 hours credit. Prerequisite: Instructor approval. Enrollment by appointment. This course will enable the student to gain practical experience in journalism outside the academic setting. The student must work in one or more of the following areas with a qualified employer or supervisor: newspaper, magazine, photojournalism, radio, television, film/cinema, advertising and/or public relations. Student and instructor schedule a series of appointments during the semester. At least two conferences will be held by the instructor and employer to evaluate the student's work.

MC 245. Newspaper Practicum III. 1 hour credit. Prerequisite: MC 146 with a C or better or instructor permission. This course will enable the student to complete requirements as a third semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

MC 246. Newspaper Practicum IV. 1 hour credit. Prerequisite: MC 245 with a C or better or instructor permission. This course will enable the student to complete requirements as a fourth semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designers, or business manager, or the student who is regular correspondents not on scholarship.

MC 247. Magazine Practicum III. 1 hour credit. Prerequisite: MC 148 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 248. Magazine Practicum IV. 1 hour credit. Prerequisite: MC 247 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 261. Reporting II. 3 hours credit. Prerequisite: MC 162 with a C or better. Continued development of students' writing skills. Special emphasis is placed on guests from the media and writing for actual publications.

MC 263. Applied Radio III. 1 hour credit. Prerequisite: MC 164 with a C or better and consent of instructor. A continuation of Applied Radio II, this course is designed for students actively participating in radio production, programming, and announcing. The student must be involved in radio which results in the operation of the Butler student-run radio station.

MC 264. Applied Radio IV. 1 hour credit. Prerequisite: MC 263 with a C or better and consent of instructor. A continuation of Applied Radio III, this course is designed for students actively participating in radio production, programming, and announcing. The student must be involved in radio which results in the operation of the Butler student-run radio station.

MC 265. Applied Television III. 1 hour credit. Prerequisite: MC 166 with a C or better. This course is a continuation of MC 166. This course is designed for students actively participating in television production. The student must be involved in television production which results in the completion of a Butler student-run television program.

MC 266. Applied Television IV. 1 hour credit. Prerequisite: MC 265 with a C or better. This course is a continuation of MC 265. This course is designed for students actively participating in television production. The student must be involved in television production which results in the completion of a Butler student-run television program.

MC 281. Magazine/Yearbook Editing. 3 hours credit. Prerequisite: Students should be average or above in writing proficiency as demonstrated by a minimum grade of C in high school English and/or EG 101 with a C or better. This course involves the study of the fundamentals of copy writing, editing, and layout for yearbooks and magazines. Copy writing, editing, and layout assignments are an integral part of the course.

MC 282. News Editing. 3 hours credit. Prerequisite: MC 261 with a C or better. Introduction of the skills needed by an editor. Three hours of lecture and three hours of laboratory.

MC 283. Video Editing I. 3 hours credit. 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 understand the editing process through practical videography and editing projects.

MC 285. Principles of Photojournalism. 3 hours credit. This course is intended for students interested in newspaper and periodical photography. Students will study examples from a range of types of published photographs for line, dimension, emotional impact, and story. Cropping, accenting, arrangement and labeling will be practiced, and students will prepare a portfolio and/or a string book.

MC 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(MT) MASSAGE THERAPY

MT 137. Body Systems and Disease I. 4 hours credit. This course will enable the student to apply basic principles of structure, function and disease to massage therapy and will include the following systems: integumentary, skeletal, muscular part 1, cardiovascular and digestive. The students will also explore demographics, etiology, signs/symptoms and treatment options of common disorders.



MT 140. Therapeutic Massage I. 5 hours credit. Prerequisite: MT 137 with a C or better. MT 137 may be taken concurrently. This course will enable the student to understand the foundations of massage therapy and to administer a Swedish massage. The student will engage in theory discussions and lab/technique instruction and practice. The student will gain experience in Swedish massage techniques, client safety, communication skills, equipment safety, hygiene and self-care. The student will gain experience in relaxation massage as well as on-site seated chair massage.

MT 145. Reflexology. 3 hours credit. In this course students examine the ancient massage practice which correlates specific points on the hands, feet and ears to the major systems of the body. Clinical practice indications and contraindications are emphasized. Students perform reflexology massage techniques and create a routine of reflexology massage. Development of a reflexology practice is explored.

MT 240. Therapeutic Massage II. 5 hours credit. Prerequisite: MT 137, MT 140, MT 145, and MT 243 with a C or better. MT 243 may be taken concurrently. This course will enable the student to use assessment skills to determine appropriate therapeutic procedures. The student will learn intermediate techniques to incorporate into their massage procedure. The student will integrate active and passive joint movements, perform deep tissue techniques and incorporate energy work into the fundamental therapeutic massage with technique instruction, demonstration and hands-on practice. The student will gain experience in clinical based massage, athletic massage, neuromuscular therapy and the modalities of Shiatsu and aromatherapy.

MT 241. Sports Massage. 3 hours credit. Prerequisite: MT 240, MT 244, and MT 246 with a C or better. MT 246 may be taken concurrently. This course will enable the student to assess athletic and non-athletic clients and properly apply specific massage techniques, theory, philosophy and practice of sports massage. Classroom presentations focus on topics of injury pathology and specialized clinical methods for relief of activity-altering injuries/complaints, dysfunction, trigger points, and common injuries of each muscle palpated. The student will practice clinical applications of sports massage for common athletic complaints of the upper and lower extremities.

MT 243. Body Systems and Disease II. 4 hours credit. Prerequisites: MT 137 with a C or better. This course will enable the student to apply basic principles of structure, function and disease to massage therapy and will include the following systems: muscular part 2, lymphatic, respiratory, endocrine, urinary, reproductive and nervous. The student will also explore demographics, etiology, signs/symptoms and treatment options of common disorders.

MT 244. Lifespan Massage. 3 hours credit. Prerequisite: MT 240 and MT 243 with a C or better or may be taken concurrently. This course will enable the student to integrate massage techniques and bodywork with developmental needs of clients throughout all stages of life. Through an understanding of the physical, cognitive and psycho-social characteristics of each major age group, the student will perform assessments and develop massage and/or bodywork regimens appropriate for his clients of all ages.

MT 246. Mechanics of Movement. 3 hours credit. Prerequisites: MT 240 and MT 243 with a C or better. This course will enable the student to identify basic biomechanic principles through an in-depth study of the structure and function of the musculoskeletal system as it relates to movement, posture, health, and massage. The student will identify and palpate major muscles, locating origins and insertions while demonstrating actions and applying the concepts to his/her massage practice.

MT 247. Massage Ethics. 2 hours credit. Prerequisites: MT 140 with a C or better. This course will enable the student to learn professional and ethical principles of the massage industry and incorporate them into his/her massage therapy practice.

MT 260. Therapeutic Massage III. 2 hours credit. Prerequisites: MT 240, MT 241, and MT 244, all with a C or better. MT 241 may be taken concurrently. This course will enable the student to obtain advanced business skills through various marketing, advertising, and bookkeeping strategies. After completing the Massage Therapy program, the student will be prepared to take the National Certification Exam.

MT 265. Massage Therapy Clinic. 1 hour credit. Prerequisites: MT 240, MT 241, MT 244, MT 247, and MT 260, all with a C or better. MT 260 may be taken concurrently. This course will enable the student to apply appropriate massage therapy techniques in a client-centered massage therapy session for the client under direct supervision.

(MU) MUSIC

MU 100. Music Appreciation. 3 hours credit. This course will enable the student to identify music materials, forms and styles. The student will understand music and improve skills needed to listen to music effectively.

MU 101. Piano Class I. 1 hour credit. This course will enable the student to read music from a grand staff and to play this music on a piano. No experience is required, but the classes must be taken in sequence. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester.

MU 102. Piano Class II. 1 hour credit. Prerequisite: MU 101 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester. The student must be able to demonstrate greater skill level at the keyboard, along with increased musical sophistication with each additional semester of study.

MU 103. Piano Class III. 1 hour credit. Prerequisite: MU 102 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester. The student will have to demonstrate greater skill levels in both playing and reading music than in the previous two semesters.

MU 104. Piano Class IV. 1 hour credit. Prerequisite: MU 103 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester. The student will have to demonstrate this increased skill level in both playing and reading music than in the previous three semesters.



MU 105. Fundamentals of Music. 3 hours credit. This course will enable the student to discuss how music can be used in the regular classroom as a powerful tool to help him/her learn more effectively, including music's ability to control behavior and enhance creativity. This course will also enable the student to demonstrate their understanding of the rudiments of music.

MU 106. Piano Proficiency I. 1 hour credit. This course will enable the student to play a piece of music at a piano. It will also enable the student to harmonize, transpose, and use five-finger positions, the four types of triads and play scales. This is the first in a progression of four semesters of piano classes intended to help build the necessary competencies required to pass the piano proficiency requirements for the student seeking a music degree.

MU 107. Piano Proficiency II. 1 hour credit. This course will enable the student to play a piece of music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 106. It will also enable the student to harmonize, transpose, and use five-finger positions, the four types of triads and play scales, also at a greater level. This is the second course in a progression of four semesters of piano classes intended to help build the necessary competencies required to pass the piano proficiency requirements for the student seeking a music degree.

MU 110. Introduction to Music Reading and Theory. 3 hours credit. This course involves the study of fundamental music concepts for students interested in majoring in music by serving as a tool in fulfilling Theory of Music requirements. Ear-training skills will be emphasized at this time.

MU 111. Theory of Music I. 4 hours credit. Prerequisite: Ability to read music on a staff. Must be taken concurrently with MU 156. This course will enable the student to begin to be literate in reading, listening to, and writing music. The student will begin the process of learning the vocabulary, grammar, punctuation, structure, and syntax of communicating through written music.

MU 112. Theory of Music II. 4 hours credit. Prerequisite: MU 111 with a C or better or pass the final exam for MU 111. Must be taken concurrently with MU 157. This course will enable the student to continue to build competencies and vocabulary in written music. The student is introduced to and drilled on complex chords, scales, key-relationships, and non-harmonic tones using complex analysis and four-part exercises to develop skill level than MU 111.

MU118. Applied Voice I. 1-2 hour credit. This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn two songs in English and two songs in Italian.

MU 119. Applied Voice II. 1-2 hours credit. This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn two songs in English and two songs in Italian.

MU 120. Applied Voice III. 2 hours credit. This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn the stylistic interpretation of two songs in English and two songs in Italian.

MU 121. Applied Voice IV. 2 hours credit. This course will enable the student to demonstrate proper vocal tone, breath control, posture, and appropriate confidence during a vocal performance. The student will learn the stylistic interpretation of four songs from two different languages.

MU 122. Applied Piano I. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. This is the first class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

MU 123. Applied Piano II. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the first semester. This is the second class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

MU 124. Applied Piano III. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the second semester. This is the third class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.



MU 125. Applied Piano IV. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the third semester. This is the fourth class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

MU 126. Keyboard Accompaniment. 2 hours credit. Prerequisite: Must have instructor permission and previous accompaniment experience. This course will enable the student to demonstrate increasing skill in piano playing and will also help develop the skills necessary to becoming a good collaborative musician. Accompanying requires acute and sensitive listening skills, and the ability to follow or lead, whichever is appropriate at the particular time.

MU 128. Chamber Singers I. 1 hour credit. Prerequisite: Selection by vocal audition. This course will enable the student to demonstrate basic knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 129. Chamber Singers II. 1 hour credit. Prerequisite: Selection by vocal audition and completion of MU 128. This course will enable the student to demonstrate advanced basic knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 131. Class Voice II. 1 hour credit. Prerequisite: MU 130 with a C or better. Class Voice II continues training with emphasis on registration, articulation, coordination, and interpretation. Literature is studied, memorized and selected for performance. A vocal jury is required at the end of the semester.

MU 133. Jazz and Commercial Styles Workshop. 1 hour credit. Prerequisite: Selection by audition. This course involves the study of jazz and commercial styles of music. Instruction may be on an individual and/or group basis. The class is open to instrumentalists wind, percussion, and keyboard and vocalists. Emphasis is placed upon acquiring performing versatility and rhythmic comprehension, and upon improving the student's speed of pitch, accuracy, and stylistic perception when reading music.

MU 135. Instrumental Ensemble. 1 hour credit. Prerequisite: Selection by audition. This class provides for the organization of jazz/pop combos, and various small ensembles eg. brass, woodwind, percussion where sufficient student interest exists. Occasional public performance is encouraged.

MU 136. Vocal Ensemble I. 1 hour credit. Trios, quartets, etc., are organized each semester according to student interest. These groups rehearse weekly with the purpose of developing vocal technique and a knowledge of literature. Public performance is encouraged. Students should consult music department staff prior to enrollment.

MU 137. Vocal Ensemble II. 1 hour credit. Prerequisite: MU 136 with a C or better and audition. Trios, quartets or larger ensembles are organized each semester according to student interest. Groups rehearse weekly with the purpose of developing advanced vocal techniques and to gain knowledge in a wide variety of choral literature. Students are given the opportunity to select and rehearse music of their choice, some done with choreography, under the supervision of the instructor. Public performance of selections is required.

MU 138. Men's Vocal Ensemble. 1 hour credit. Selection by audition. The ensemble is a select men's vocal group of four to 16 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. The men's ensemble may represent the college in various functions on and off campus. The course runs continuous through the fall and spring semester.

MU 139. Women's Vocal Ensemble. 1 hour credit. Selection by audition. The ensemble is a select 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 women's ensemble may represent the college in various functions on and off campus. The course runs continuously through the fall and spring semester.

MU 140. Chorus I. 1 hour credit. Selection by audition. Two concerts are presented per semester.

MU 141. Headliners I. 1 hour credit. Prerequisite: Selection by audition. The "Headliners" is a select mixed vocal group of 18 to 24 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. "Headliners" represent the college in several functions on and off campus and continues throughout the fall and spring semester. Students must also enroll in one hour of dance.

MU 142. Headliners II. 1 hour credit. Prerequisite: MU 141 with a C or better and audition. A continuation of MU 141.

MU 143. Chorus II. 1 hour credit. Prerequisite: MU 140 with a C or better and audition. Two concerts are presented per semester. Additional performances might occasionally be scheduled with advance notification.

MU 144. Women's Vocal Ensemble II. 1 hour credit. Prerequisite: MU 139 with a C or better and audition. A continuation of MU 139.

MU 145. College Band I. 1 hour credit. Prerequisite: Selection by audition. Membership in the College Band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs many musical styles in a variety of settings ranging from departmental concerts to sporting events and concert tours.

MU 146. College Band II. 1 hour credit. Prerequisite: MU 145 with a C or better and audition. A continuation of MU 145.

MU 147. Men's Vocal Ensemble II. 1 hour credit. Prerequisite: MU 138 with a C or better and audition. A continuation of MU 138.

MU 148. Jazz Ensemble I. 1 hour credit. Prerequisite: Selection by audition. The Butler Big Band is a 16-19 piece jazz ensemble. Emphasis is placed upon learning stylistic concepts in all facets of the jazz idiom and upon development of improvisational skills. The Big Band plays in a variety of settings ranging from departmental concerts and South-Central Kansas high school recruiting performances to jazz festivals and national tours.



MU 149. Jazz Improvisation I. 2 hours credit. Prerequisite: Ability to read music proficiently. This course involves the process of internalizing the sound and technique of scales as the basis for improvisation the art of spontaneously conceiving and executing musical ideas.

MU 154. Instrumental Workshop I. 2 hours credit. Prerequisite: Selection by audition. Concurrent enrollment in Jazz Ensemble and/or College Band. Classes are organized according to the sections of instruments from the Jazz Ensemble and College Band. Each section meets separately. Instruction focuses upon quality sound production, sight-reading, technique, intonation, phrasing, and stylistic concepts. Music currently in the repertoire of the performing ensembles is rehearsed in-depth.

MU 155. Instrumental Workshop II. 2 hours credit. Prerequisite: MU 154 with a C or better and audition. A continuation of MU 154.

MU 156. Aural Skills I. 2 hours credit. Prerequisite: A score at a pre-determined level on a diagnostic instrument. This course will enable the student to develop skills necessary for comprehension, appreciation, analysis and performance of music. The student will improve the ability to read music at sight while better understanding its structure through focused study and practice of essential intervals, harmonies and rhythms. The student will learn to apply the knowledge gained to the singing and playing of melodic and harmonic passages.

MU 157. Aural Skills II. 2 hours credit. Prerequisite: MU 156 with a C or better. This course will enable the student develop skills necessary for the comprehension, appreciation, analysis and performance of music. The student will improve the ability to read music at sight while better understanding its structure, through focused study and practice of essential intervals, harmonies and rhythms. The student will learn to apply the knowledge gained to the singing and playing of melodic and harmonic passages.

MU 160. Applied Band 1. 2 hours credit. Prerequisites: High School Band or equivalent. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 161. Applied Band II. 2 hours credit. Prerequisites: MU 160 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 162. Applied Band III. 2 hours credit. Prerequisites: MU 161 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 163. Applied Band IV. 2 hours credit. Prerequisites: MU 162 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 165. Pep Band I. 1 hour credit. Prerequisite: High school band or consent of instructor. Membership in the pep band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs popular musical styles for sporting events.

MU 166. Pep Band II. 1 hour credit. Prerequisite: MU 165 with a C or better. This is a continuation of MU 165.

MU 179. Choral Accompaniment Combo I. 2 hours credit. Prerequisite: Departmental approval. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the first of a four-semester sequence.

MU 180. Guitar Class I. 1 hour credit. Course designed for beginning guitar students. Emphasis on chord and note reading and on proper finger style.

MU 181. Guitar Class II. 1 hour credit. Prerequisite: MU 180 with a C or better or instructor consent. A continuation of MU 180 with emphasis on more involved cording and simple melodies.

MU 190. Jazz Ensemble II. 1 hour credit. Prerequisite: MU 148 with a C or better and audition. This is a continuation of MU 148.

MU 191. Jazz Ensemble III. 1 hour credit. Prerequisite: MU 190 with a C or better and audition. This is a continuation of MU 190.

MU 192. Jazz Ensemble IV. 1 hour credit. Prerequisite: MU 191 with a C or better and audition. This is a continuation of MU 191.

MU 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

MU 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

MU 203. Instrumental Workshop III. 2 hours credit. Prerequisite: MU 155 with a C or better and audition. A continuation of MU 155.

MU 204. Instrumental Workshop IV. 2 hours credit. Prerequisite: MU 203 with a C or better and audition. A continuation of MU 203.

MU 210. College Band III. 1 hour credit. Prerequisite: MU 146 with a C or better and audition. A continuation of MU 146.

MU 211. College Band IV. 1 hour credit. Prerequisite: MU 210 with a C or better and audition. A continuation of MU 210.



MU 213. Theory of Music III. 4 hours credit. Prerequisite: MU 112 with a C or better. Must be taken concurrently with MU 256. This course will enable the student to understand the development, structure, and functioning of tertial harmony in music. The student will be able to apply the knowledge he/she gains about scales and harmony to the writing of chord progressions and basic composition with minimal use of a keyboard. The student will understand music in ways that will enhance capacities in teaching, rehearsing, performing, and appreciating music.

MU 214. Theory of Music IV. 4 hours credit. Prerequisite: MU 213 with a C or better. Must be taken concurrently with MU 257. This course will enable the student to understand the development, structure, and functioning of tertial harmony in music. The student will be able to apply the knowledge he/she acquires about harmony to the writing of more sophisticated chord progressions, basic compositions, arrangements and orchestrations. The student will understand music in ways that will facilitate and enhance capacities in teaching, rehearsing, performing and appreciating music.

MU 215. Headliners III. 1 hour credit. Prerequisite: MU 142 with a C or better and audition. A continuation of MU 142.

MU 216. Headliners IV. 1 hour credit. Prerequisite: MU 215 with a C or better and audition. A continuation of MU 215.

MU 218. Chorus III. 1 hour credit. Prerequisite: MU 143 with a C or better and audition. A continuation of MU 143. Chorus III is an extension and continuation of Chorus II.

MU 219. Chorus IV. 1 hour credit. Prerequisite: MU 218 with a C or better and audition. A continuation of MU 218. Chorus IV is an extension and continuation of Chorus III.

MU 228. Chamber Singers III. 1 hour credit. Prerequisite: Selection by vocal audition and completion of MU 128 and MU 129. This course will enable the student to demonstrate intermediate knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 229. Chamber Singers IV. 1 hour credit. Prerequisite: Selection by vocal audition and completion of MU 128, MU 129, and MU 228. This course will enable the student to demonstrate advanced knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 230. Class Voice III. 1 hour credit. Prerequisite: MU 131 with a C or better. Lessons in voice with emphasis on posture, breathing, diction and basic musicianship. Literature is studied, memorized and selected for performance. A vocal jury is required at the end of the semester.

MU 231. Class Voice IV. 1 hour credit. Prerequisite: MU 230 with a C or better. Lessons in voice with emphasis on posture, breathing, diction and basic musicianship. Literature is studied, memorized and selected for performance. A vocal jury is required at the end of the semester.

MU 236. Vocal Ensemble III. 1 hour credit. Prerequisite: MU 137. A continuation of MU 137 with a C or better and audition.

MU 237. Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 236 with a C or better and audition. A continuation of MU 236.

MU 238. Men's Vocal Ensemble III. 1 hour credit. Prerequisite: MU 147 with a C or better and audition. A continuation of MU 147.

MU 239. Women's Vocal Ensemble III. 1 hour credit. Prerequisite: MU 144 with a C or better and audition. A continuation of MU 144.

MU 244. Women's Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 239 with a C or better and audition. A continuation of MU 239.

MU 247. Men's Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 238 with a C or better and audition. A continuation of MU 238.

MU 249. Jazz Improvisation II. 2 hours credit. Prerequisite: MU 149 with a C or better. A continuation of MU 149.

MU 250. Piano Pedagogy. 2 hours credit. Prerequisite: Instructors approval. The art and science of teaching piano with helps for setting up a private studio and conducting the business of teaching. Includes a survey of elementary method books and teaching materials with an emphasis on the analysis of the need of the individual and procedures for selecting the proper material to meet this need.

MU 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

MU 255. Piano Proficiency III. 1 hour credit. Prerequisite: MU 107 with a C or better. A continuation of Piano Proficiency II which is a competency-based program for music majors designed to assist students in acquiring functional keyboard skills necessary for completing the Piano Proficiency Examination required of all music degree-seeking students.

MU 256. Aural Skills III. 2 hours credit. Prerequisite: MU 157 with a C or better. This course will enable the student develop skills necessary to the comprehension, appreciation, analysis and performance of music. The student will improve the ability to read music at sight while better understanding its structure, through focused study and practice of essential intervals, harmonies and rhythms. The student will learn to apply the knowledge gained to the singing and playing of melodic and harmonic passages.

MU 257. Aural Skills IV. 2 hours credit. Prerequisite: MU 256 with a C or better. This course will enable the student develop skills necessary to the comprehension, appreciation, analysis and performance of music. The student will improve the ability to read music at sight while better understanding its structure, through focused study and practice of essential intervals, harmonies and rhythms. The student will learn to apply the knowledge gained to the singing and playing of melodic and harmonic passages.

MU 260. Piano Proficiency IV. 1 hour credit. Prerequisite: MU 255 with a C or better. A continuation of Piano Proficiency III which is a competency-based program for music majors designed to assist students in acquiring functional keyboard skills necessary for completing the Piano Proficiency Examination required of all music degree-seeking students.

MU 265. Pep Band III. 1 hour credit. Prerequisite: MU 166 with a C or better and audition. This is a continuation of MU 166.

MU 266. Pep Band IV. 1 hour credit. Prerequisite: MU 265 with a C or better and audition. This is a continuation of MU 265.

MU 279. Choral Accompaniment Combo II. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the second of a four-semester sequence.



MU 280. Choral Accompaniment Combo III. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179 and MU 279 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the third of a four-semester sequence.

MU 281. Choral Accompaniment Combo IV. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179, MU 279, and MU 280 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the fourth of a four-semester sequence.

(NR) NURSING

NR 105. Nursing Process I: Health Promotion and Management of Common Altered Health States of Adults. 10 hours credit.

Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 120 or above with a C or better. This course will enable the student to assess the adult who is seeking health promotion and/or experiencing common altered health states. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to plan, implement and evaluate care for the individual, promoting health and competently performing nursing skills in a caring manner. The student will communicate therapeutically, professionally and collaborate effectively as a member of the health care team. The student will demonstrate ANA Standards of Professional Performance appropriate to the first level of nursing practice. Classroom: 98 hours; Clinical hours: 180 hours.

NR 106. Nursing Process II: Health Promotion and Management of Common Altered Health States of Child and Family. 10 hours credit.

Prerequisites: NR 230 and NR 105 or NR 108 with a C or better. This course will enable the student to assess the child, adult and family who are seeking health promotion and/or experiencing common altered health states. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to plan, implement and evaluate care for the child, adult and family, promoting health and competently performing nursing skills in a caring manner. The student will communicate therapeutically, professionally and collaborate effectively as a member of the health care team. The student will demonstrate ANA Standards of Professional Performance appropriate to the first level of nursing practice. Classroom: 98 hours, Clinical hours: 180 hours

NR 108. Nursing Concepts for Advanced Standing. 3 hours credit.

Prerequisites: BI 240 or BI 226 and BI 227, BI 250, BS 160, BS 260, EG 101, MA 120 or above, NR 110 all with a C or better. This course will enable the student to understand the transition from the role of the licensed practical nurse (LPN) to that of the registered nurse (RN). The student will apply the American Nurses Association (ANA) Standards of Practice and Standards of Professional Performance to cognitive and psychomotor skills learned in the course. These skills are needed for successful bridging into the Butler nursing program. The Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse applies to this course.

NR 109. Nutrition. 2 hours credit. This course provides an overview of normal and therapeutic nutrition.

NR 110. Therapeutic Nutrition. 3 hours credit. This course will enable the student to apply fundamentals of nutrition to the promotion and maintenance of health and dietary support in the treatment of clients with common health disorders. The student will learn about the six classes of nutrients, digestion, metabolism, weight management, nutrition throughout the lifecycle, and the interaction between diet, health, and disease.

NR 115. IV Therapy for LPN. 3 hours credit. Prerequisite: LPN with a current Kansas license. This course will enable the student to perform safely and competently the intravenous fluid therapy activities as defined in the Kansas Nurse Practice Act. The course is based on the nursing process and current intravenous nursing standards of practice. The student must be prepared to complete all the pre-clinical requirements for the Department of Nursing. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 120. Directed Independent Study in Nursing. 3 hours credit.

Prerequisite: NR 106 with a C or better. This course is an extension of the nursing curriculum. It provides a structured learning experience to broaden the student's comprehension of principles and competencies associated with the first level of the nursing program. Topics of specific interest to the student, augmenting the nursing curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out-of-class activities or a work-related environment.

NR 202. Nursing Process III: Management of Common High Acuity Altered Health States. 9 hours credit. Prerequisites: NR 110, BS 260 and NR 106 or NR 108 with a C or better. This course will enable the student to assess the adult who is experiencing common high acuity medical-surgical and psychiatric altered health states. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to plan, implement, evaluate and prioritize care for the adult with common high acuity altered health states and competently perform nursing skills in a caring manner. The student will communicate therapeutically, professionally and collaborate effectively as a member of the health care team. The student will demonstrate ANA Standards of Professional Performance appropriate to the second level of nursing practice. Classroom: 80 hours; Clinical hours: 180 hours

NR 203. Nursing Process IV: Management of Chronic or Progressive & Irreversible Alterations in Health. 9 hours credit. Prerequisites: NR 202 and BI 250 with a C or better. This course will enable the student to assess groups of adult clients who are experiencing chronic or progressive and irreversible alterations in health. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing.



NR 220. Directed Independent Study in Nursing. 3 hours credit.

Prerequisite: NR 202. This course is an extension of the nursing curriculum. It provides a structured learning experience to broaden the student's comprehension of principles and competencies associated with the second level of the nursing program. Topics of specific interest to the student, augmenting the nursing curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out-of-class activities or a work-related environment.

NR 222. Introduction to Minimum Data Set. 2 hours credit.

Prerequisites: NR 105 with a C or better or RN/LPN or prior approval of instructor. This course will enable the student to have basic knowledge of the federal and state requirements related to the minimum data set criteria for long term care. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 223. Legal Issues of the Elderly. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to explore various legal issues specific to the elderly client. This information will assist the student to act as an advocate for the elderly population. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 224. Long Term Care Administration. 2 hours credit. Prerequisites: NR 105 with a C or better or RN/LPN or prior approval of instructor. This course will enable the student to explore the legal and business responsibilities associated with long term care administration, including varied payer sources. This course will provide the student with basic skills essential in the role of long term care administration. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 225. Management/Leadership for the LPN. 2 hours credit. This course will enable the student to use effective communication and conflict resolution skills with staff, clients, families, and physicians in his/her role as a Licensed Practical Nurse LPN. He/she will learn how culture, ethics and law, use of power, motivation and the process of change influence building a team of caregivers. The student will learn how to assign, delegate to, and supervise staff within the LPN guidelines of the state Nurse Practice Act. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for 30 continuing education units in lieu of college credit hours.

NR 226. Issues of the Older Adult. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to meet the needs of older adults and their caregivers in the areas of adaptation to living environments, elder abuse, financial resources, and sexuality through use of community resources and education. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 227. Culturally Diverse Older Adult. 1 hour credit. Prerequisites: NR 105 with a C or better, or RN/ LPN, or prior approval of instructor. This course will enable the student to recognize the relationship between cultural diversity and the healthcare of older adults. The student will develop an understanding of the underlying impact that various cultures have on the health status of older adults, including access/barriers to healthcare services. The student will apply the knowledge he/she gains about various cultural factors of older adults in order to provide optimal nursing care for this population. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 228. The Older Woman. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/ LPN, or prior approval of instructor. This course will enable the student to analyze health care issues specific to the older woman. The student will then be able to identify and implement appropriate nursing interventions for the older woman. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 230. Pathophysiology. 4 hours credit. Prerequisite: BI 240 with a C or better. This course will enable the student to develop an understanding of the concepts of pathophysiology including inflammation and healing, immune responses, fluid/electrolyte imbalances, pain, neoplasms and genetics. The student will apply these underlying concepts to explore the pathophysiology, etiology, clinical manifestations and treatments of common disorders in major body systems.

NR 232. Pain in the Older Adult. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to assess pain in older adults, and assist the client to achieve optimal control of pain. The student will explore collaborative care for the older adult in pain including complimentary therapies. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 233. Pharmacology and the Older Adult. 1 hour credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or instructor approval. This course will enable the student to understand the impact pharmacological issues have on the care of the older adult. The student will learn how normal physiological changes and common health problems alter the effects of drugs in the older adult. Issues of polypharmacy, lifestyle and environmental factors related to drug therapy will also be explored. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 235. Mental Health of Older Adults. 2 hours credit. Prerequisites: NR 105 with a C or better, RN/LPN, or prior approval of instructor. This course will enable the student to assess the mental health of older adults, describe the most common mental disorders, discuss how their presentation differs with age, nursing management and common treatments of these disorders, and available resources. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.



NR 236. Nutrition and the Older Adult. 1 hour credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or instructor approval. This course will enable the student to understand the nutritional requirements for the older adult. Normal physiological changes during the aging process and common health problems will be discussed in relation to the nutritional needs of the older adult. The student will explore lifestyle, economic, environmental, social factors influencing nutritional needs. 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.

(OR) ORIENTATION

OR 102. Student Connect. 1 hour credit. This course will enable the student to use the concept of continuous improvement to set goals for the college experience and to identify appropriate resources and services necessary to attain those goals. The student will use the Butler Pipeline Portal and Butler website, locate academic policies and procedures, and apply priority management strategies.

OR 103. Research Techniques. 1 hour credit. This course will enable the student to understand the process of information seeking: defining a need, creating a research strategy, selecting and evaluating sources, and using information ethically. The student will be able to apply this knowledge throughout his/her college career and life.

(PD) PERSONAL DEVELOPMENT

PD 100. Career Planning. 1 hour credit. This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process.

PD 102. Math Study Skills. 1 hour credit. This course will enable the student to learn the study skills specific to math that are needed to improve math-study competency. The student will learn how math courses are different from other courses, how learning styles affect math success, how to reduce math test anxiety, how to improve math listening and note-taking skills, how to improve math reading and study techniques, how to remember what has been learned and how to improve math test-taking skills.

PD 103. Introduction to Study Skills. 1 hour credit. Prerequisite: Appropriate score on reading placement test. This introductory course will enable the student to develop effective academic and life skills. The student will become more self-aware, learn to set goals, practice time management, practice effective note taking, learn the importance of reading and comprehension, practice memory aids, learn test-taking skills, and practice critical and creative thinking.

PD 104. Enhancing Study Skills. 1 hour credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This course will enable the student to enhance and expand current academic and life skills. The student will become more self-aware, learn to use and refine goals, practice time management, practice and refine note taking, learn the importance and kinds of reading and comprehension, practice memory aids, hone test-taking skills and practice critical and creative thinking.

PD 105. Becoming a Master Student. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. Additional diagnostic testing may be used to verify correct placement. This course will enable the student to use effective study skill and time management techniques, as well as develop strategies to better manage his/her health, relationships, and finances.

PD 112. Stress Management. 1 credit hour. This course will enable the student to develop positive strategies for managing stress and apply relaxation techniques.

(PE) PHYSICAL EDUCATION

PE 103. Muscle Pump I. 1 hour credit. This course will enable the student to participate in beginning weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

PE 104. Muscle Pump II. 1 hour credit. Prerequisite: PE 103 with a C or better or instructor approval. This course will enable the student to participate in more advanced weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

PE 105. Rock Climbing I. 1 hour credit. This course will enable the student to develop the beginning skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing.

PE 107. Karate I. 1 hour credit. This course will enable the student to participate in the basic introduction to the art of self-defense in Karate. An emphasis is placed on the physical and mental preparation required with the exercise associated with the skills of the martial arts.

PE 111. Yoga I. 1 credit hour. This course will enable the student to participate in moderate yoga exercise routines for body and mind fitness. The student will learn to perform poses or "asanas" that will strengthen and tone the body as well as increase flexibility and improve posture. Because of its attention to complete breathing, yoga relieves tension and stress.

PE 112. Aerobics I. 1 hour credit. This course will enable the student to participate in moderate exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging, and various other aerobic exercises.

PE 113. Aerobics II. 1 hour credit. Prerequisite: PE 112 with a C or better or instructor approval. This course will enable the student to participate in vigorous exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging and various other aerobic exercises.

PE 114. Karate II. 1 hour credit. Prerequisite: PE 107 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills and strategies of the art of self-defense in the martial arts of Karate.

PE 115. Zumba I. 1 hour credit. This course will enable the student to participate in moderate Zumba group exercise that combines a fusion of high energy Latin and international music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.



PE 120. Introduction to Physical Education. 3 hours credit. This course will enable the student to understand the basic principles of health and physical education including philosophy, theory, practice, and history.

PE 128. Pilates I. 1 hour credit. This course will enable the student to participate in moderate Pilate exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture and easy, graceful movement while improving flexibility, agility and economy of motion.

PE 129. Pilates II. 1 hour credit. Prerequisite: PE 128 with a C or better, or instructor approval. This course will enable the student to participate in advanced Pilates exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture, and easy, graceful movement while improving flexibility, agility, and economy of motion.

PE 131. Golf I. 1 hour credit. This course will enable the student to develop the fundamental skills of golf through driving range and game participation.

PE 134. Turbo Kick I. 1 hour credit. This course will enable the student to participate in moderate Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques used in the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

PE 135. Turbo Kick II. 1 hour credit. Prerequisite: PE 134 with a C or better. This course will enable the student to participate in advanced Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques to the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

PE 158. Bowling I. 1 hour credit. This course will enable the student to develop the fundamental skills of bowling through game participation.

PE 159. Bowling II. 1 hour credit. Prerequisite: PE 158 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of bowling through game participation. The student will gain experience in various forms of competitions and league participation in figuring averages, handicaps and scoring.

PE 161. Spirit Squad I. 2 hours credit. Prerequisite: Selection by audition. This course will enable the student to be introduced to beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

PE 162. Spirit Squad II. 2 hours credit. Prerequisite: PE 161 with a C or better, and selection by audition. This course will enable the student to develop the skills for advanced beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

PE 170. Varsity Cross Country I. 2 hours credit. Prerequisite: Selection by the head cross country coach. This course will enable the student to be introduced to beginning men's and women's collegiate cross country to develop athletic and teamwork skills while providing credit for varsity participation.

PE 171. Varsity Cross Country II. 2 hours credit. Prerequisite: PE 170 with a C or better and selection by the head cross country coach. This course will enable the student to develop athletic and leadership skills for advanced men's and women's collegiate cross country while providing credit for varsity participation.

PE 172. Varsity Football I. 2 hours credit. Prerequisite: Selection by the head football coach. This course will enable the student to be introduced to beginning collegiate football to develop athletic teamwork and skills while providing credit for varsity participation.

PE 173. Varsity Football II. 2 hours credit. Prerequisite: PE 172 with a C or better and selection by the head football coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate football while providing credit for varsity participation.

PE 174. Varsity Volleyball I. 2 hours credit. Prerequisite: Selection by the head volleyball coach. This course will enable the student to be introduced to beginning women's collegiate volleyball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 175. Varsity Volleyball II. 2 hours credit. Prerequisite: PE 174 and selection by the head volleyball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate volleyball while providing credit for varsity participation.

PE 176. Varsity Basketball I, Men. 2 hours credit. Prerequisite: Selection by the head men's basketball coach. This course will enable the student to be introduced to beginning men's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 177. Varsity Basketball I, Women. 2 hours credit. Prerequisite: Selection by the head women's basketball coach. This course will enable the student to be introduced to beginning women's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 178. Varsity Track and Field I. 2 hours credit. Prerequisite: Selection by the head track and field coach. This course will enable the student to be introduced to beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environment that value differences in people and satisfactory individual relationships.

PE 179. Varsity Track and Field II. 2 hours credit. Prerequisite: PE 178 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for advanced 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 environments that value differences in people and satisfactory individual relationships.

PE 180. Varsity Baseball I. 2 hours credit. Prerequisite: Selection by the head baseball coach. This course will enable the student to be introduced to beginning collegiate baseball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 181. Varsity Softball I. 2 hours credit. Prerequisite: Selection by the head softball coach. This course will enable the student to be introduced to beginning collegiate softball to develop athletic teamwork and skills while providing credit for varsity participation.



PE 184. Varsity Basketball II, Men. 2 hours credit. Prerequisite: PE 176 and selection by the head men's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning men's collegiate basketball while providing credit for varsity participation.

PE 185. Varsity Basketball II, Women. 2 hours credit. Prerequisite: PE 177 and selection by the head women's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate basketball while providing credit for varsity participation.

PE 186. Varsity Baseball II. 2 hours credit. Prerequisite: PE 180 and selection by the head baseball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate baseball while providing credit for varsity participation.

PE 187. Varsity Softball II. 2 hours credit. Prerequisite: PE 181 and selection by the head softball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate softball while providing credit for varsity participation.

PE 189. Varsity Soccer I. 2 hours credit. Prerequisite: Selection by the head women's soccer coach. This course will enable the student to be introduced to beginning women's collegiate soccer to develop athletic teamwork and skills while providing credit for varsity participation.

PE 190. Varsity Soccer II. 2 hours credit. Prerequisite: PE 189 and selection by the head women's soccer coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate soccer while providing credit for varsity participation.

PE 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PE 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PE 203. Fitness Circuit I. 1 hour credit. This course will enable the student to participate in beginning circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

PE 204. Fitness Circuit II. 1 hour credit. Prerequisite: PE 203 with a C or better or instructor approval. This course will enable the student to participate in more advanced circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

PE 205. Rock Climbing II. 1 hour credit. Prerequisite: PE 105 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing.

PE 210. Archery. 1 hour credit. This course will enable the student to participate in beginning archery to develop an understanding of the sport's history, terminology, and proper skill fundamentals.

PE 211. Yoga II. 1 hour credit. Prerequisite: PE 111 with a C or better. 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.

PE 215. Zumba II. 1 hour credit. This course will enable the student to participate in advanced group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

PE 231. Golf II. 1 hour credit. Prerequisite: PE 131 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of golf through driving range and game participation.

PE 240. Theory of Football. 2 hours credit. This course will enable the student to apply leadership principles of coaching football by incorporating the individual fundamentals of tackling, blocking, ball handling, passing, and kicking to the dynamics of teamwork. The student will be able to apply these underlying concepts to related topics on backfield and line play to the basic theories of various offense, defense, and special team formations and patterns.

PE 250. Theory of Basketball. 2 hours credit. This course will enable the student to apply leadership principles of coaching basketball by incorporating the individual fundamentals of floor work, ball handling, passing, shooting, and dribbling to the dynamics of teamwork. The student will be able to apply these underlying concepts to the basic theories of various team offenses and defenses.

PE 254. Lifetime Fitness. 2 hours credit. This course will enable the student to promote wellness through regular participation in physical fitness activities. The student will focus on behavioral lifestyle changes and proper nutrition that can lead to a healthier life.

PE 255/256. Special Topics – Physical Education. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

PE 260. Theory of Baseball. 2 hours credit. This course will enable the student to apply leadership principles of coaching baseball including the fundamentals of hitting, pitching, and fielding to the dynamics of teamwork. The student will be able to apply these underlying concepts to the basic theories of offensive and defensive team play.

PE 261. Spirit Squad III. 2 hours credit. Prerequisite: PE 162 with a C or better and selection by audition. This course will enable the student to develop the skills for intermediate precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

PE 262. Spirit Squad IV. 2 hours credit. Prerequisite: PE 261 with a C or better and selection by audition. This course will enable the student to develop the skills for advanced precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

PE 270. Theory of Track and Field. 2 hours credit. This course will enable the student to develop an understanding of coaching track and field including the basic theories of proper technique and physical conditioning. The student will be able to apply the underlying concepts of developing training programs for sprinting, distance running, jumping and throwing events.



PE 272. Varsity Football III. 2 hours credit. Prerequisite: PE 173 and selection by the head football coach. This course will enable the student to develop the skills for intermediate collegiate football providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 273. Varsity Football IV. 2 hours credit. Prerequisite: PE 272 and selection by the head football coach. This course will enable the student to develop the skills for advanced collegiate football providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 277. Varsity Basketball III, Women. 2 hours credit. Prerequisite: PE 185 and selection by the head women's basketball coach. This course will enable the student to develop the skills for intermediate women's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 278. Varsity Track and Field III. 2 hours credit. Prerequisite: PE 179 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for intermediate men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 279. Varsity Track and Field IV. 2 hours credit. Prerequisite: PE 278 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for advanced men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 280. Prevention and Care of Athletic Injuries. 3 hours credit. This course will enable the student to apply the basic principles related to the prevention, treatment and care of injuries common to athletic and recreational activities.

PE 281. Varsity Softball III. 2 hours credit. Prerequisite: PE 187 and selection by the head softball coach. This course will enable the student to develop the skills for intermediate collegiate softball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 284. Varsity Basketball III, Men. 2 hours credit. Prerequisite: PE 184 and selection by the head men's basketball coach. This course will enable the student to develop the skills for intermediate men's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 285. Advanced Athletic Training I. 2 hours credit. Prerequisite: Instructor approval. This course will enable the student to apply more advanced athletic training concepts to the preventative techniques, injury evaluations and treatments of the lower body. The student will explore lower body injury rehabilitation techniques of cryokinetics with correct modality application parameters and athletic trainer organizational administrative topics.

PE 286. Advanced Athletic Training II. 2 hours credit. Prerequisite: Instructor approval. This course will enable the student to apply more advanced athletic training concepts to the preventative techniques, injury evaluations and treatments of the upper body. The student will explore upper body injury rehabilitation techniques of cryokinetics, correct modality application parameters, and athletic trainer organizational administrative topics.

PE 287. Varsity Softball IV. 2 hours credit. Prerequisite: PE 281 and selection by the head softball coach. This course will enable the student to develop the skills for advanced collegiate softball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 289. Varsity Soccer III. 2 hours credit. Prerequisite: PE 190 and selection by the head women's soccer coach. This course will enable the student to develop the skills for intermediate women's collegiate soccer providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 290. Varsity Soccer IV. 2 hours credit. Prerequisite: PE 289 and selection by the head women's soccer coach. This course will enable the student to develop the skills for advanced women's collegiate soccer providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 291. Varsity Baseball III. 2 hours credit. Prerequisite: PE 186 and selection by the head baseball coach. This course will enable the student to develop the skills for intermediate collegiate baseball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 292. Varsity Volleyball III. 2 hours credit. Prerequisite: PE 175 and selection by the head volleyball coach. This course will enable the student to develop the skills for intermediate collegiate volleyball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 293. Varsity Volleyball IV. 2 hours credit. Prerequisite: PE 292 and selection by the head volleyball coach. This course will enable the student to develop the skills for advanced collegiate volleyball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 294. Varsity Basketball IV, Men. 2 hours credit. Prerequisite: PE 284 and selection by the head men's basketball coach. This course will enable the student to develop the skills for advanced men's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 295. Varsity Basketball IV, Women. 2 hours credit. Prerequisite: PE 277 and selection by the head women's basketball coach. This course will enable the student to develop the skills for advanced women's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.



PE 296. Varsity Baseball IV. 2 hours credit. Prerequisite: PE 291 and selection by the head baseball coach. This course will enable the student to develop the skills for advanced collegiate baseball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

(PH) PHYSICS

PH 103. Descriptive Astronomy. 4 hours credit. This course will enable the student to study the characteristics of the solar system, stars, and galaxies. Also discussed will be the tools and methods used by astronomers. Other topics will include the effect of the space program on the understanding of astronomical phenomena, several of the current theories on the origin of the universe, and the current projects involved in the search of extraterrestrial intelligence. In the laboratory portion of the course, familiarity with the objects on the nighttime sky constellations, the feature of the moon, identification of planets will be developed. Techniques of small telescopes and binoculars will be developed, indoor exercises will include the use of star and constellation charts, planetary models, and a variety of computer activities. This course will meet for three hours of lecture and 2 hours of laboratory per week.

PH 109. Applied Physics. 3 hours credit. Prerequisite: MA 114 or equivalent. This is a course in applied science for those who plan to pursue careers as technicians or who just want to keep pace with the advances in technology. Students perform practical laboratory experiments that relate each concept of the four energy systems. It blends an understanding of these basic principles with practice in practical applications. It will give the student a firm foundation for understanding today's and tomorrow's technology.

PH 111. Introduction to Meteorology. 4 hours credit. This course will enable the student to examine the physical properties of the atmosphere, radiation heating and cooling, precipitation, clouds, weather disturbances, climate controls, map readings and application of the scientific method in analysis of the weather elements. The student will also produce written works as appropriate to the discipline.

PH 130. Basic Physics 1. 5 hours credit. Prerequisite: MA 120 with a C or better or equivalent. This course will enable the student to approach physics with practical applications. Force, work, rate, and momentum and resistance are taught in the course. Students are shown how these five concepts are applied to four energy systems – mechanical, fluidal, electrical, and thermal. Students perform practical laboratory experiments that relates each concept to the four energy systems.

PH 143. General Physics I. 5 hours credit. Prerequisite: MA 131 or MA 135 with a C or better. MA 140 with a C or better is recommended. This course will enable the student to understand the principles of mechanics, heat, and thermodynamics, and wave motion and sound. The student will perform laboratory experiments enhance the concepts listed above as well as introduction to the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, pre-med, pre-dental, pre-vet, the general liberal arts, business and pre-teaching.

PH 146. General Physics II. 5 hours credit. Prerequisite: PH 143 with a C or better. This course is a continuation of General Physics I. This course will enable the student to understand the principles of electricity, magnetism, light, and nuclear physics. Laboratory experiments will help enhance the concepts listed above as well as further the student's understanding of the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, pre-med, pre-dental, pre-vet, the general liberal arts, business and pre-teaching.

PH 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PH 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PH 251. Physics I. 5 hours credit. Prerequisite: MA 151 with a C or better. This course is intended for those students who plan to major in physics, mathematics or other fields of science requiring a more in-depth introduction to physics. A calculus treatment of the general principles of mechanics, heat and sound is offered in this course. There are three single periods of lecture and two double periods of laboratory per week.

PH 252. Physics II. 5 hours credit. Prerequisite: PH 251 and MA 152 with a C or better. This course is a continuation of PH 251. The topics covered in this course are electricity, magnetism, light, and modern physics. There will be three hours of lecture with four hours of laboratory per week.

PH 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(PL) PHILOSOPHY

PL 290. Philosophy I. 3 hours credit. This course will enable the student to appraise 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.

PL 291. Ethics. 3 hours credit. This course will enable the student to appraise ethical concepts and arguments contained in the commentaries or selections from the works of various historical and contemporary writers or in the televised, interactive dialogues of contemporary societal leaders which form the basis of the telecourse. 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.

PL 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PL 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.



PL 253/254. Special Topics - Philosophy. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the students will be developed. Student's needs or requirements will establish these topics. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(PO) POLITICAL SCIENCE

PO 141. American Federal Government. 3 hours credit. This course will enable the student to apply knowledge of American politics to his/her life and the political system that affects individuals. 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.

PO 142. State and Local Government. 3 hours credit. This course will enable the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student will be able to recognize relationships between state and local government and current events as well as the concerns of diverse populations including citizenry, parties, and interest groups.

PO 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PO 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PO 201. International Relations. 3 hours credit. This course will enable the student to analyze and synthesize concepts, patterns and trends in modern international relations. The student will learn to evaluate competing theories of international relations and to interpret historical developments in international relations with emphasis on events in the 20th and 21st centuries. Through the study of concepts and theories of international relations, the student will recognize, appreciate and differentiate among key issues relating to conflict and war, international organization and law, international political economy, North-South relations, and global resource management.

PO 253/254. Special Topics. 3 hours credit. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(PS) PHYSICAL SCIENCE

PS 100. General Physical Science. 5 hours credit. Prerequisite: High school Algebra or MA 060 with a C or better. 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.

PS 102. Physical Geology. 4 hours credit. This course will enable the student to explain introductory material to geology in all aspects including some historical concepts. The student will explain the fundamentals of physical geology with an emphasis on the plate tectonics explanation of such phenomena as volcanism, earthquakes, and mountain building. The student will explain the importance of streams, weathering and erosion, glaciation, 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.

PS 115. Introduction to Geospatial Information Systems (GIS). 3 hours credit. This course will enable the student to understand spatial referencing concepts through Geographic Information Systems (GIS). The student will work with basic spatial data manipulation skill-sets necessary for utilizing GIS in the workplace. The student will study fields such as, environmental sciences, biological sciences, geology, physical sciences, behavioral sciences, geography, history and economics. The student will divide class time between lecture, computer and instructor-led tutorials, computer lab, and fieldwork.

PS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PS 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(RD) READING

RD 005. Multisensory Reading and Spelling I. 1 hour credit. Prerequisite: Instructor approval. This course will enable the student to develop reading and spelling skills by applying strategies regarding reliable reading and spelling patterns and English language rules to one-, two- syllable words.

RD 006. Multisensory Reading and Spelling II. 1 hour credit. Prerequisite: RD 005. This course will enable the student to further develop reading and spelling skills by applying strategies regarding reliable reading and spelling patterns and English language rules to one-, two- and three-syllable words.

RD 007. Multisensory Reading and Spelling III. 1 hour credit. Prerequisite: RD 006. This course will enable the student to further develop and practice reading and spelling skills by applying strategies regarding reliable reading and spelling patterns and English language rules to single and multisyllabic words.

RD 008. Multisensory Reading and Spelling IV. 1 hour credit. Prerequisite: RD 007 with a C or better. This course will enable the student to further develop and practice reading and spelling skills by applying strategies regarding reliable reading and spelling patterns, English language rules, and pattern breakers.



RD 011. Basic Reading and Vocabulary Skills. 3 hours credit.

Prerequisite: A score at a pre-determined level on a reading placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to improve his/her phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills on the sentence, paragraph, and multi-paragraph level.

RD 012. Reading Fundamentals. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument and/or completion of RD 011 with C or better. Additional diagnostic testing will be used to verify correct placement in this courses. This course will enable the student to improve his/her word recognition techniques, reading comprehension skills, and vocabulary.

RD 051. Spelling Fundamentals. 1 hour credit. This course will enable the student to begin correctly spelling everyday words in the English language. In addition, the student will learn spelling rules that apply to the English language and how to recognize when these rules apply.

RD 052. Vocabulary Fundamentals. 1 hour credit. This course will enable the student to use approximately 300 selected words and to make educated assumptions about word meanings based on context clues and usage. The student's instructional level will be determined by a diagnostic test.

RD 100. Spelling Improvement. 1 hour credit. This course will enable the student to spell correctly the crucial core words of the English language by applying the major spelling rules.

RD 114. Advancing Reading Skills. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This course will enable the student to advance his/her reading and vocabulary skills in the application, comprehension and interpretation of both fiction and non-fiction texts.

RD 135. Vocabulary Improvement . 1 hour credit. Prerequisite: A score at a pre-determined level in reading on a placement instrument. This course will enable the student to use, with comfort, approximately 300 selected words and to make educated assumptions about word meanings based on context clues and usage. The student's instructional level will be determined by a diagnostic test.

(RG) RELIGION

RG 190. New Testament. 3 hours credit. This course will enable the student to develop a critical perspective on the development of Christianity and its texts. To this end the student will examine the various factors that impacted Christianity's foundation and development through the 1st century CE. The student will apply resources and methods to biblical texts that increase comprehension both of the historical setting and the contemporary significance of those texts with an examination of how the religion functions in contemporary society.

RG 191. Old Testament. 3 hours credit. This course will enable the student to develop a critical perspective on the development of Judaism and its texts. To this end the student will identify and analyze the various factors that crucially impacted Judaism's foundation and historical development and the development of its literature. The student will apply methods and resources to the biblical texts and to the processes that produced them, thus increasing comprehension both of the literature and of the religion it represents. Such methods and resources also increase comprehension of the historical setting and of the contemporary significance of those texts, to which end the student will examine how Judaism's religious concepts are applied to and function in contemporary society.

RG 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

RG 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

RG 210. Comparative Religions. 3 hours credit. This course will enable the student to develop his or her historical understanding of seven of the world's major, living religions through his/her analysis of their origins and their historical development. These seven religions are Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism and Shinto. The student will analyze the principal and distinguishing features of these religions in terms of their primary customs, beliefs and practices, identifying the most outstanding characteristics of each of these religions.

RG 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(RC) REALTIME CAPTIONING

RC 101. Realtime Captioning Techniques. 3 hours credit. Prerequisites: RR 201 or VR 101 with a B or better. This course will enable the student to use writing techniques for captioning. The student will develop the ability to write, using a conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will also build skills in development and maintenance of dictionary entries, containing broad-based vocabulary specific to captioning.

RC 102. Realtime Captioning Technology. 3 hours credit. Prerequisites: RR 201 or VR 101 with a B or better. This course will enable the student to perform the basic setup and maintenance of broadcast captioning equipment. The student will build and maintain a realtime dictionary, as well as manage job dictionaries. The student will gain an understanding of broadcast captioning history and terminology, news production functions, and Deaf culture. The student will also apply professional ethics, including *Guidelines for Professional Practice for Captioners*.

RC 103. Realtime Captioning - Lab 180/200. 6 hours credit. Prerequisite: RC 101, RC 102, and RR 202 or VR 101 all with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will develop reading and writing skills on broadcast news productions, network cable, public access, and/or education satellite downlinks at 180 and 200 wpm with emphasis on high realtime translation accuracy and speed development.



RC 104. Realtime Captioning Internship. 1 hour credit. Prerequisites: RC 103 with a B or better. This course will enable the student to apply the skills and knowledge of realtime captioning in real-life situations. The student will write for sustained periods of time. The student will submit an unedited realtime captioned translation of three 15-minute program segments on varied topics. The student shall not serve in the capacity of an actual realtime captioner during participation in this internship. Through this experience, the student will identify his/her strengths and weaknesses as a realtime captioning professional. National Court Reporters Association (NCRA) standards will be followed for this internship.

(RR) REALTIME REPORTING

RR 101. Realtime Reporting -Theory I. 6 hours credit. Prerequisites: RR Coordinator approval. This course will enable the student to use a computer-compatible steno machine. The student will gain an understanding of realtime reporting information systems and communications technology. The student will develop the ability to write a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development.

RR 102. Realtime Reporting -Theory II. 6 hours credit. Prerequisite: RR 101 with a B or better. This course will enable the student to use a computer-compatible steno machine and computer-assisted translation (CAT) software. The student will gain an understanding of realtime reporting information systems and communications technology. The student will continue the development of writing a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop a reading and writing skills on literary, jury charge, and testimony material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development.

RR 200. Realtime Reporting Lab 80/100. 6 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary, jury charge, and two-voice testimony material at 80 and 100 wpm with emphasis on high realtime translation accuracy and speed development.

RR 201. Realtime Reporting Lab 120/140. 6 hours credit. Prerequisite: RR 200 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary, jury charge, and two-voice testimony material at 120 and 140 wpm with emphasis on high realtime translation accuracy and speed development.

RR 202. Realtime Reporting Lab 160/180. 6 hours credit. Prerequisite: RR 201 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary, jury charge, and multi-voice testimony material at 160 and 180 wpm with emphasis on high realtime translation accuracy and speed development.

RR 203. Realtime Reporting Lab 200/225. 5 hours credit. Prerequisite: RR 202 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on jury charge and multi-voice testimony material at 200 and 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop a thorough understanding of the ethical considerations of realtime reporting.

RR 204. Realtime Reporting/Speedbuilding Lab. 3 hours credit. Prerequisites: RR 102 or VR 101 with a B or better or concurrent enrollment. This course will enable the student to increase his/her speed by at least 20 wpm and maintain accuracy by applying disciplined practice on a steno machine or voice equipment through online dictation. The student will establish learning objectives predicated on baseline skills. Completion of this course is measured by an increase in speed as well as a consistent accuracy level of 95%.

RR 205. Realtime Reporting Technology. 1 hour credit. Prerequisite: RR 102 or VR 101 with a B or better. This course will enable the student to understand computer-aided transcription (CAT) software and its terminology. The student will learn the basic operation of a CAT system and the use of system support. The student will enhance personal application of computer functions by dictionary management and production of transcripts.

RR 206. Realtime Reporting Multi-Voice Dictation. 3 hours credit. Prerequisite: RR 202 or VR 101 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will develop reading and writing skills on multi-voice material at 180 wpm and greater with emphasis on high realtime translation accuracy and speed development.

RR 210. Realtime Reporting - RPR Exam Prep. 3 hours credit. Prerequisite: RR 202 with a B or better or taken concurrently with VR 102. This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop writing skills on literary material at 180 wpm, jury charge material at 200 wpm, and testimony material at 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop written knowledge skills in court reporting, transcript production, operating practices, professional issues, and continuing education necessary to sit for the Kansas CCR (Certified Court Reporter) and National Court Reporters Association RPR (Registered Professional Reporter) exams.

RR 220. Realtime Reporting Procedures. 3 hours credit. Prerequisite: RR 201 with a B or better or VR 101 taken concurrently or with a B or better. This course will enable the student to practice professional procedures and demonstrate legal and ethical responsibilities of a realtime reporter. The student will identify the laws of the State of Kansas that govern realtime professionals.



RR 230. Realtime Reporting Internship. 1 hour credit. Prerequisites: RR 202 or VR 101 with a B or better and RR 220 taken concurrently or with a B or better. This course will enable the student to apply the skills and knowledge of realtime reporting in real-life situations. The student will write for sustained periods of time. The student will produce a complete and accurate transcript of the proceedings, which is for educational and grading purposes only and shall not be sold. The student shall not serve in the capacity of an actual realtime reporter during participation in this internship. Through this experience, the student will identify strengths and weaknesses as a realtime reporting information systems professional. National Court Reporters Association (NCRA) standards will be followed for this internship.

RR 241. Realtime Reporting–Dictionary Building I. 3 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to add 15,377 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: legal terms, names, and gear up (prefixes, suffixes, homophones, homonyms, and hyphenated words). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 242. Realtime Reporting–Dictionary Building II. 3 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to add 15,000 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: food and health, business and finance, geography, and for fun (fun-related words). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 243. Realtime Reporting–Dictionary Building III. 3 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to add 14,000 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: animals and plants, around the house (name brands of appliances and household goods), environment and space, and politics. The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 244. Realtime Reporting–Dictionary Building IV. 3 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to add 15,100 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: entertainment, world (foreign words used in the English language), and jump back (words used in history). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 245. Realtime Reporting–Dictionary Building V. 3 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to add 15,500 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: media, sports, and advanced vocabulary. The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

(SM) SHEET METAL

SM 120 Pattern Design I. 4 hours credit. This course will enable the student to understand and apply basic knowledge of pattern design. Included in the curriculum are three basic forms of pattern development.

(SC) SOCIAL SCIENCE

SC 120. Principles of Geography. 3 hours credit. This course will enable the student to locate geographic places in a global context including countries, cities, landforms and bodies of water. The student will internalize the economic, political and cultural relationships between geography and people.

SC 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

SC 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

SC 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(SP) SPEECH COMMUNICATION

SP 100. Public Speaking. 3 hours credit. This course will enable the student to communicate effectively in a variety of public speaking venues, utilizing nonverbal as well as verbal skills. The student will be able to critically assess information both on a verbal and research level. This course will enable the student to recognize the importance of self concept in oral communication, to interview effectively and to work in groups confidently.

SP 102. Interpersonal Communication. 3 hours credit. This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception (both self and others) in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize and practice effective conflict resolution. Recognize thoughts and feelings and be able to express them appropriately.

SP 104. Fundamentals of Public Speaking. 3 hours credit. Prerequisite: This course is only open to active duty, Air Force, Air National Guard, and Air Force Reserve members. Course encompasses both theory and practice of communicating with others and includes research; composition; organization; and delivery of speeches for various purpose and occasions.

SP 105. Advanced Public Speaking. Persuasive. 1 hour credit. Prerequisite: SP 100 with a C or better. This course will enable the student to confidently and effectively present persuasive business and professional presentations in a variety of public speaking venues for community audiences. The student will engage in critical evaluation of public speakers, in audience analysis strategies and in research strategies for individual presentations and/or group presentations.

SP 106. Advanced Public Speaking. Informative. 1 hour credit. Prerequisite: SP 100 with a C or better. This course will enable the student to confidently and effectively present informative business and professional presentations in a variety of public speaking venues for community audiences. The student will engage in critical evaluation of public speakers, in audience analysis strategies, and in research strategies for individual and group informative presentations.



SP 107. Advanced Public Speaking. Teams. 1 hour credit. Prerequisite: SP 100 with a C or better. This course will enable the student to confidently and effectively present team business and professional presentations in a variety of public speaking venues for community audiences. The student will engage in critical evaluation of public speakers, in audience analysis strategies and in research strategies for individual presentations and/or group presentations.

SP 108. Signing Exact English Level I. 2 hours credit. The course will enable the student to effectively communicate using a basic level of SEE, manual language, and fingerspelling. This course will build confidence and awareness of deaf culture so that the student will engage and feel comfortable communicating with the deaf and hearing impaired in the community, on the job, or in the classroom.

SP 109. Signing Exact English Level II. 2 hours credit. Prerequisite: SP 108. Students who have acquired Signing Exact English SEE Level I at another facility may enroll providing their skills and vocabulary are equivalent to SP108. This course will enable the student to effectively communicate using an intermediate level of SEE, manual language, and fingerspelling. This course engages the student in refining expressive and receptive skills in communicating with the deaf and hearing impaired in the community, on the job, or in the classroom.

SP 116. American English Pronunciation I. 1 hour credit. A systematic approach to American English pronunciation for ESL students, utilizing phonics, sentence intonation, syllabic stress, and articulation instruction.

SP 117. American English Pronunciation II. 1 hour credit. Prerequisite: SP 116 with a C or better. A continuation of additional phoneme instruction, phrasing in oral and written language, compound word stress, linking and blending.

SP 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

SP 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

SP 205. Signing Exact English SEE Level III. 2 hours credit. Prerequisite: SP 108 and SP 109 with a C or better. This course will enable the student to practice advanced beginners' skills in signing and receptive skills in the workplace, home, school, and the community. The student will build relationships with the Deaf and hard-of-hearing community in order to enhance his/her awareness and appreciation of the value of diversity.

SP 216. American English Pronunciation III. 1 hour credit. Prerequisite: SP 116 and SP 117 with a C or better. A continuation of additional phoneme instruction, question intonation, Schwa vowel usage, typical syllabic reductions, and review of all material presented.

SP 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(SR) SURVEYING

SR 104. Introduction to Surveying. 3 hours credit. Prerequisite: High school level geometry and trigonometry recommended. This course will enable the student to use basic surveying equipment, record notes, and use measurement and mapping techniques.

SR 110. Introduction to GIS/GPS for Surveying. 3 hours credit. Prerequisite: A score at a predetermined level in math on a placement instrument. Proficiency in basic keyboarding and computer skills in MSWord. It is recommended that students have experience with Internet research, spread sheets, and databases. This course will enable the student to understand spatial referencing concepts, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). The student will be introduced to GIS/GPS receivers and GIS/GPS software systems that are used to collect, correct, map, and analyze geospatial data.

SR 112. Subdivision Planning and Design. 3 hours credit. Prerequisites: SR 204, EN 107, and MA 140, all with a C or better. This course will enable the student to understand the physical elements of designing land subdivisions including traffic circulation, sewer and drainage systems, soils and earthwork, grading considerations, erosion control, lot and block arrangement, topography and existing land use factors, and geometric analysis. The student will also learn about laws and codes affecting land subdivisions, environmental considerations and site analysis procedures.

SR 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses

SR 204. Surveying II. 3 hours credit. Prerequisite: SR 104 with a C or better or instructor approval. This course will enable the student to understand more advanced methods of surveying and prepares the student for more advanced surveying courses. The student will learn about contour maps and plans, cadastral surveying, traversing, latitudes and departures, balancing angles, and electronic distance measurement characteristics.

SR 210. Advanced GIS/GPS. 3 hours credit. Prerequisite: SR 110 with a C or better. This course will enable the student to understand and demonstrate advanced spatial referencing concepts, Geographic Information Systems (GIS) and Global Positioning Systems (GPS).

SR 220. Boundary Control. 3 hours credit. This course will enable the student to understand the concepts of boundary control and legal principles. The student will learn about proportionate measurement, rights in land, junior/senior title rights, retracement of original surveys, deed first/survey first, common and case law, ranking/prioritizing evidence, controlling monuments and corners, errors in legal descriptions and plats as well as case studies.

SR 222. Survey Law. 3 hours credit. Prerequisite: SR 204 with a C or better. This course will enable the student to interpret land descriptions, identify land parcels, and understand legal principles of boundary locations within the United States land survey system.

SR 224. Legal Descriptions. 2 hours credit. Prerequisite: EG 112 with a C or better. This course will enable the student to understand how to write real property legal descriptions for deeds, easements, and right-of-way. The student will learn the structure and order of the elements in the description and avoid the common mistakes of language, construction, and terminology in order to deal with conflicts and ambiguities in the intent of the instrument.



SR 226. Route Surveying. 3 hours credit. Prerequisites: MA 140 and SR 204 with a C or better. This course will enable the student to address conventional and technological methods of route determinations for highways, pipelines, railroad, airports, and waterways. The student will learn about, in depth, aerial photo methods, curves of all types, highway safety, earthwork and a variety of layout methods.

(SW) SOCIAL WORK

SW 102. Introduction to Social Work. 3 hours credit. This course will enable the student explore social work as a helping profession. The student will be able to examine the development of social work as a profession as well as the knowledge and skills used by social workers.

SW 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of Behavior Science Department dean, lead faculty and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

TA THEATRE ARTS

TA 110. Acting I. 3 hours credit. This course will enable the student to find an approach to building a theatrical character with a method suited to his/her particular skills and individual knowledge. The student will be able to make informed choices drawn from personal life experience to apply to the craft/art of acting.

TA 112. Acting II. 3 hours credit. Prerequisite: TA 110 with a C or better. This course will enable the student to build a body of theatrical material that will be suitable for use in auditioning in the amateur, semi-professional, and professional theatrical arenas. Additionally, the student will be able to approach performances of different genres and styles with informed choices.

TA 120. History of American Cinema: Film Appreciation. 3 hours credit. This course will enable the student to develop a broad appreciation, insight and analytical understanding of motion pictures as one of the dominant art forms of the 20th century. The student will be introduced to the history, vocabulary, principles, techniques and influences on the cinematic arts.

TA 125. Stagecraft. 3 hours credit. This course will enable the student in the handling of scenery, costumes, make-up, lighting, and properties. Additionally, the student will be able to read and discuss a play script in terms of the technical aspects from inception to completion.

TA 127. Stage Makeup. 3 hours credit. In this course, the student will study the theory and application of theatrical makeup. Students will explore facial analysis, character description, environmental, and hereditary influences.

TA 131. Children's Theatre. 3 hours credit. This course will enable the student to heighten his/her awareness of children's literature and gain proficiency in performing live theatre in front of an elementary school audience.

TA 151. Theatre Practicum I. 1 hour credit. Designed for students actively participating in theatre production. The student must be involved in acting or backstage work which results in a public performance by the Butler Theatre Department. Admission only upon consent of the instructor.

TA 152. Theatre Practicum II. 1 hour credit. Prerequisite: TA 151 with a C or better. Continuation of TA 151.

TA 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

TA 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

TA 206. Introduction to Theatre Art. 3 hours credit. This course will enable the student to identify the basic elements common to all theatre. The student will be able to make appropriate written and/or spoken criticism of the value and merit of individual examples of theatrical performance according to the critical standards presented in the courses. The student will be able to read and discuss a play script in terms of its theatrical merit, demands, and potential as a piece of theatrical performance according to the script analysis principles presented in the course. The student will be able to identify and define distinguishing elements and characteristics of theatrical art as it was presented in the major historical periods of theater as surveyed in the course. Additionally, the student will be able to identify and discuss briefly the elements and principles 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.

TA 250. Theatre Practicum III. 1 hour credit. Prerequisite: TA 152 with a C or better. A continuation of TA 152.

TA 251. Theatre Practicum IV. 1 hour credit. Prerequisite: TA 250 with a C or better. A continuation of TA 250.

TA 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(VR) VOICE REPORTING

VR 101. Voice Reporting Technology. 6 hours credit. Prerequisite: RR Coordinator approval. This course will enable the student to understand voice recognition software and its terminology. The student will learn the basic operation of the voice writing system and its use with computer-aided transcription (CAT).

VR 102. Voice Reporting Lab. 6 hours credit. Prerequisite: VR 101 with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary, jury charge, and two-voice testimony material at 180 to 225 wpm with emphasis on high realtime translation accuracy and speed development.



VR 204. Voice Reporting CVR Exam Prep. 3 hours credit. Prerequisite: VR 102 taken concurrently or with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material at 200 wpm, jury charge material at 225 wpm, and two-voice testimony material at 250 wpm with emphasis on high realtime translation accuracy and speed development.

(WE) WELDING

WE 125. Blueprint Reading (Welding). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to interpret drawing at a fundamental level as applied to the welding trade. The student will: identify basic lines, views and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; and identify standard American Welding Society (AWS) weld symbols.

WE 126. Cutting Processes. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of various cutting processes. The student will distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade and demonstrate the safe and correct set up, operation and shutdown of the Oxy-fuel, Plasma Arc, Carbon Arc Cutting with Air and Mechanical cutting workstations. The student will also inspect quality and tolerance of cuts according to industry standards. Cutting safety will be emphasized.

WE 127. Gas Metal Arc Welding I (GMAW I). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Gas Metal Arc Welding (GMAW). The student will accomplish the following: explain the GMAW; demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat and horizontal positions; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. Safety practices are emphasized.

WE 128. Gas Tungsten Arc Welding I (GTAW I). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Gas Tungsten Arc Welding (GTAW). The student will accomplish the following: explain the GTAW process; demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; demonstrate proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat and horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. Safety practices are emphasized.

WE 129. Sheet Metal Arc Welding I (SMAW I). 5 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Shielded Metal Arc Welding (SMAW). The student will: describe the SMAW; 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 and horizontal positions; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. Safety practices are emphasized.

WE 130. Oxy-Fuel Gas Welding. 1 hour credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Oxy-Fuel welding. The student will learn about and practice with oxyacetylene welding equipment as well as practice with brazing and soldering. Safety practices are emphasized.

WE 150. Industrial Welding I. 6 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to acquire skills and knowledge of Gas Metal Arc Welding (GMAW) procedures, blueprint reading, and cutting operations within a short-term, industrial-based format. The student will learn weld test and job search procedures, as applied to the industry, as an integral component of the curriculum. The student will apply proper safety practices throughout the course.

WE 151. Industrial Welding II. 6 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Oxy-Fuel and Gas Tungsten Arc Welding (GTAW). The student will apply proper safety practices throughout the course.

WE 152. Industrial Welding III. 6 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of shielded arc metal welding. The student will weld steel in all applicable positions with several types of electrodes, emphasizing fundamentals and procedure. The student will apply proper safety practices throughout the course.

WE 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

WE 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

WE 213. Welding and Pipe Fitting. 2 hours credit. Prerequisite: WE 129 with a C or better or instructor approval. 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 also be exposed to pipe saddling and fitting. Safety practices will be emphasized.

WE 220. Metallurgy. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to develop basic metallurgy skills with both ferrous and non-ferrous metals. The student will explore properties of metals, hardness testing, heat-treating, quenching, annealing, normalizing, tempering and surface hardening.



WE 227. Gas Metal Arc Welding II (GMAW II). 4 hours credit.

Prerequisite: WE 127 with a C or better. This course will enable the student to develop advanced proficiency in Gas Metal Arc Welding (GMAW). This course is a continuation of GMAW I. The student will learn advanced positions, prepare for various procedural tests. Safety practices are emphasized.

WE 228. Gas Tungsten Arc Welding II (GTAW II). 4 hours credit.

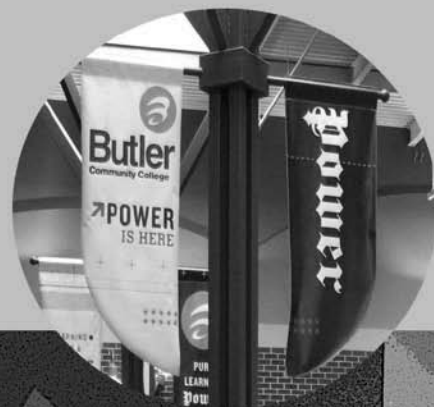
Prerequisite: WE 128 with a C or better. This course will enable the student to develop advanced proficiency in Gas Tungsten Arc Welding (GTAW). This course is a continuation of GTAW I. The student will learn advanced positions, prepare for various procedural tests. Safety practices are emphasized.

WE 229. Sheet Metal Arc Welding II (SMAW II). 4 hours credit.

Prerequisite: WE 129 with a C or better. This course will enable the student to develop advanced proficiency in Shielded Metal Arc Welding (SMAW). The student will continue the work of SMAW I. The student will learn advanced positions, prepare for various procedural tests. Safety practices are emphasized.

WE 253/254. Special Topics. 3 hours credit. Prerequisites: WE 116 or WE 121 with a C or better and approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.





COLLEGE INFORMATION



WHERE **power** LIVES

BUTLER COMMUNITY COLLEGE 2011 - 2012 CATALOG



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. New and transfer students must submit an Application for Admission which may be obtained from any Butler location or students can apply online at www.butlercc.edu. A student who falsifies admission information will be subject to dismissal.

2. Submit Official Transcript(s). If pursuing a Butler degree or certificate or applying for financial aid (including VA benefits), complete transcripts of all post-secondary work must be mailed directly from the institution to the Butler Registrar's Office. Students receiving federal financial aid, must request their final high school transcripts and complete transcripts of all previous post-secondary work to be mailed directly to the Butler Registrar's Office. The applicant is responsible for having these records mailed as indicated above.

3. Submit College Entrance Test Scores. Applicants will not be refused admission to Butler on the basis of these scores. However, results from college entrance tests such as the ACT (American College Testing program) and the SAT (Scholastic Aptitude Test) are used in advising and for placing students in appropriate courses. The ACT is given at Butler and at other testing centers throughout the United States. Application forms may be obtained from high school principals or counselors. It is recommended the test be taken during the senior year in high school.

4. College Course Placement Tests. All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take the COMPASS placement test prior to enrolling in English or mathematics courses. The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location.

Students are required to take the course and/or courses based on the scores received from the COMPASS placement test. **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.

5. Proof of Residency. When enrolling, the student is responsible for indicating the proper residence classification for tuition costs. If there is a question, the student should consult with personnel in the Registrar's Office, or with registration personnel at sites other than the main campus. Residency status is determined by procedures consistent with Kansas statutes. Copies of these statutes are available in the Registrar's office and the college library. Generally, residency is determined by length of residence—minimum of six months of established residency in Kansas and three or more of the following:

- a. Registration of automobile
- b. Payment of personal property tax
- c. Voter registration
- d. Job status/school attendance
- e. Kansas Driver's License
- f. Rent or utility receipt
- g. Notarized statement from a Kansas resident verifying that student has resided with him or her for six months

The above documentation must indicate dates at least six months prior to the application for change of residency. **Any changes of residency status must be processed before the first day of the semester involved.**

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.

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, call the Registrar's Office:

(316) 322-3123 or direct (733)-3123 from the Wichita/metro area.



SPECIFIC ADMISSIONS QUALIFICATIONS

High School Student Admission

(Includes public, private and home-schooled)

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 release signed by the school **PRINCIPAL** certifying the student is at least a sophomore. This document should be submitted to the Registration Office at your community location **before enrollment takes place**. Butler requires only one permission form per academic year, but individual high schools may require one each semester.
3. Meet placement score requirements (ACT, SAT or ASSET). Scores must be certified on High School Release form prior to submission to Registration 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 permission letter signed by the high school **PRINCIPAL** certifying giftedness, must be turned into the Registration 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.

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 semesterJune 15.

Spring semester.....November 15

I-20s are not issued for summer for overseas admissions.

1. **Application for Admission:** Contact the International Student Advisor, the Office of International Admissions, or international@butlercc.edu to obtain an application.
2. **Processing Fee.** Butler requires a \$75.00 processing fee for all international students. This includes all overseas and transfer students from other institutions. The \$75.00 processing fee must be received before a student's documents can be processed and an I-20 issued from Butler. Guest students pay a \$25.00 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) or Educational Credential Evaluators, Inc. (www.ece.org).
4. **Financial Sponsor Letter:** A hand-signed letter or statement from the student's sponsor verifying financial support. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.
5. **Bank Statement:** A certified bank statement dated within six months of the start of classes showing the equivalent of \$17,250.00. 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:** Students whose first language is not English or whose country's official language is not English must document their English proficiency in one of the following ways

- a. A minimum TOEFL Test of English as a Foreign Language score of 500 or above on the written test, 173 on the computer-based test, or 61 on the internet test is required. The TOEFL institutional code for Butler is 6191.
- b. Completion of the Advanced II level or higher at Wichita State University's Intensive English Language Center. Students must have grades of C or better in all classes.
- c. Academic credit of 12 hours or more from a U.S. college or university or one year from a U.S. high school with a minimum 2.0 grade point average.
- d. The IELTS International English Language Testing System test is also acceptable as an alternative to TOEFL. An overall score of 5.0 is required for admission.

7. **Transfer within the United States:** A completed "transfer request form" must be on file from the previous institution. This form is available from the International Student Advisor. Transfer students also have to submit items 1-5 listed above. All items above must be received before transfer students will be allowed to enroll. The deadline for transfers to Butler is one week before the first day of each term. All necessary documents for admission must be received by the deadline, including transfer approval from the previous institution. Transfer students will not be accepted for admission or enrollment after the deadline and will have to wait until the next term. Butler does not accept "out-of-status" students for transfer; those students must be reinstated through their home institution before transferring to Butler.

8. **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. 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 (BOA) or 316.733.3371 (BOE).

9. **Medical Insurance:** Medical Insurance is mandatory for Butler's International students. Premiums are automatically billed to the student each semester and must be paid in full prior to the first day of class. No payment plan exists for medical insurance. For more information contact Student Assurance Services at (316) 686-3373.

10. **All international students attending Butler on a non-immigrant visa are subject to international student tuition and fee rates.**

11. **Guest students** may enroll at Butler for **one or two** classes. The student must bring a letter of permission **each semester** from the school indicated on their current I-20. The student must also meet the English proficiency requirement for admission at Butler and provide a current TB test before enrollment. If a student wishes to enroll in the majority of their classes at Butler, he or she should transfer to Butler. Please refer to #6 above.

12. **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. Please contact the international advisor for more details, (316) 322-3230 or from the Wichita/metro area (316) 733-3230.



New Policies for Continuing International Students

To facilitate compliance with SEVIS, the new 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 full course certification 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.

Note: International students 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 Student Connect during the first 8 weeks of the semester following initial enrollment.

NURSING PROGRAM SELECTIVE ADMISSIONS

Step One: Admission to the College

Butler is an equal opportunity institution. In order to be admitted to the college, an applicant must be a graduate of an accredited high school or have passed the GED examination.

1. Complete Butler Community College Application
2. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended.
3. 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.
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility.
- **To meet this responsibility the student must:**
 1. Complete program prerequisites BI 240 Anatomy & Physiology, EG 101 English Composition I, BS 160 General Psychology and Math MA 120 or above.

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 score used in the selective admission formula. It is the student's discretion as to when they choose 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. The admission assessment exam must be taken within the past two years of the date of application.
3. Submit application for the Nursing Program.
4. Submit official college transcripts showing completed prerequisites to Butler registrar.
5. Submit verification of the scores on the admission assessment exam to the Nursing Office.
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 pre-requisite courses of Anatomy and Physiology, English Composition I and General Psychology, the composite TEAS score and TEAS raw reading score. Additional points are considered for applicants with documented patient care experience. Examples of patient care experience include: Certified Nurse Aide, Patient Care Tech, Emergency Medical Service, Medical Assistant, Physical Therapy Assistant.

| Anatomy & Physiology | 20 pts max | 10 pts minimum |
|-------------------------|------------|-----------------------------|
| General Psychology | 12 pts max | 6 pts min. |
| English Comp I | 12 pts max | 6 pts min. |
| TEAS Composite % | 99 pts max | *Nat'l mean |
| TEAS Raw Reading | 42 pts max | *Nat'l mean |
| Patient Care Experience | 5 pts max | |
| Total points | 190 max. | 113 minimum points required |

***Applicants must score at the TEAS Exam National mean or higher for admission consideration.**

Grades earned: A = 4 x number of credit hours, B=3, C=2.

- Only official transcripts and verification of admission assessment test scores will be used.
- Applicants not meeting the deadline cannot be guaranteed consideration 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.

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

Once the applicant is admitted to the program, the following responsibilities are to be completed by the beginning of the clinical component of the nursing courses.

1. Physical examination report annually including documentation of immunizations. Required immunizations: Tdap in last 2 years., 2 MMR's, 2 Varicella or doc of disease, and TB screening.
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 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.
5. Background check

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 is an equal opportunity institution. In order to be admitted to the college an applicant must be a graduate of an accredited high school or have passed the GED examination.

1. Complete Butler Community College Application.
2. Submit official high school transcript or GED scores and official transcripts from other colleges, universities or schools attended.
3. 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 each fall and each spring, based on space availability.
- 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 the following courses 24 college credit hours to be eligible for advanced placement:

| | |
|---|------------|
| a. Anatomy & Physiology* | 5 credits |
| b. Pathophysiology | 4 credits |
| c. English Composition I | 3 credits |
| d. Developmental Psychology | 3 credits |
| e. Math 120 Intermediate Algebra or above | 3 credits |
| f. General Psychology | 3 credits |
| g. Therapeutic Nutrition | 3 credits |
| | <hr/> |
| | 24 credits |

*Anatomy and Physiology and microbiology must have been completed within the last 5 years at the time of admission into the nursing program. The Anatomy and Physiology course must be 5 credit hours and include both anatomy and physiology. Microbiology must be at least 5 credit hours. Courses taken at other institutions must be from an accredited community college or four year school.

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.

6 - 10 Years after Graduation

The applicant must have:

- a. Graduated from a Kansas LPN program within the last six to 10 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 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.

More than 10 Years after Graduation

The applicant must:

- a. Provide documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years and
 - b. Arrange to take the designated exams in order to be granted credit for Level I nursing courses.
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

- The number of positions available in the second and third semester nursing classes varies with each class depending on the number of students continuing the progression.
- Applicants will be ranked according to GPA of the required prerequisites in decreasing order.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the GPA cannot discriminate a rank order, the department will review all application materials of the applicants with the same GPA with 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 regardless of entry level the student will enroll in NR 108 Nursing Concepts for Advanced Standing. This is a two-credit-hour course offered prior to fall and spring semester classes. This course will introduce the philosophy and conceptual framework of the nursing curriculum
- After successful completion of NR 108 the student will receive credit for the appropriate first-year courses. No grade will be earned - only credit recorded. If going into the second semester nursing class the transcript will read:

Credit by Advanced Placement Examination: NR 105 Basic Nursing Care of the Adult, 10 hours credit. If going into third semester, this course will also appear: NR 106 Nursing Care of the Developing Individual, 10 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

Once the applicant is admitted to the program, the following responsibilities are to be completed by the beginning of the clinical component of the nursing courses:

1. Physical examination report annually including documentation of immunizations.
Required immunizations: Tdap in last 2 years., 2 MMR's, 2 Varicella or doc of disease, and TB screening.



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 Course C 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.
5. Complete required background check
6. If interested in graduating from Butler with honors, at least 30 hours of classes not counting the "Credit by Advanced Placement Examination" hours must be taken at Butler.
7. Complete a degree check in the Registrar's Office to ensure you will meet the graduation requirements.

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. 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 space available, the student is selected on competitive basis by the combined GPA of the prerequisite courses if there are more applicants than spaces. Prerequisite courses are the general education courses listed prior to the semester the student is eligible for being admitted. For example, a student eligible for admission to the second semester would need to have English Comp. I, General Psychology, Anatomy and Physiology, Math 120 or above, Developmental Psychology and Therapeutic Nutrition, prior to entering at that level.

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:

1. Guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing.
2. Have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense if determined not to have been sufficiently rehabilitated as to warrant public trust.
3. To have committed an act of professional incompetency.
4. To be unable to practice with skill and safety due to current abuse of drugs or alcohol.
5. To be mentally incompetent.
6. To be guilty of unprofessional conduct.
7. To have willfully or repeatedly violated any provision of the Kansas Nurse Practice Act. Therefore, applicants desiring admission must furnish full evidence that they have been rehabilitated before admission.

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.

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.





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 scheduling options are available during any semester, i.e., four-, six-, and eight-week sessions. 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.

ENROLLMENT CHECK LIST

- **Do you have a current application 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.
- **Do you plan to take an English or math course?** If you do, you must take the ACT or ASSET/COMPASS test before enrolling in a math or English course or provide a college transcript showing completion of the prerequisites for the courses in which you plan to enroll. (See placement testing for more information.)
- **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?** If so, contact an advisor each semester to develop or check on your Educational Plan and to have your registration account enabled. For more information see pipeline information or visit pipeline@butlercc.edu on Butler's homepage at www.butlercc.edu.

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. If you are interested in classes at McConnell Air Force Base, contact a McConnell advisor. 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 two weeks prior to enrolling.**
- **Are there deferments by third party payments?** Tuition payments deferred by third party payments must have written authorization from paying party.
- **What if I need to simultaneously drop and add?** During the refund period, students wishing to change their schedules in person will be charged a \$10 service fee. There is no service fee for dropping a class via Pipeline. 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.

COLLEGE ORIENTATION

All first-time, full-time freshmen students are required to enroll in Student Connect, OR 102. Should a student not be successful in this one hour class, he/she assumes the responsibility to re-enroll until the course is successfully completed.



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.
2. Log in to the system by entering your user name 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 each semester to have your registration account enabled. Go to *Release to Enroll* link. 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) 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.**

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, class load requirements may vary. Please see the Financial Aid section of the catalog for clarification.

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 Director of Enrollment Management, or Director of On-Site Advising. Permission may, or may not, be granted based on director's judgment. This judgment will be based on, but not limited to, the student's past academic record and extracurricular demands such as student activities and employment situations.

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 days later. Check the Learning Calendar in Pipeline for exact dates.

Students wishing to take responsibility for their own educational plan, which includes students selecting appropriate courses to fit their educational plans, must contact an advisor 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. As always, advisors are available to assist any student as needed.

ENROLLMENT AND FEE PAYMENT

All students enroll and pay fees on dates directed and publicized by the Accounts Receivable Manager 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, and is listed as "Important Registration Dates" in Pipeline.

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. A student I.D. card 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: Registration counter. Hubbard Center.
2. Andover: Copy Center , 6000 building.
3. Wichita: Butler Service Center

PLACEMENT TESTING

The Advising Center or Testing Center administers the ASSET and/or COMPASS 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.



CREDIT SOURCES SEMESTER HOUR CREDITS

The basis for granting credits is the semester hour. A semester hour represents 55 minutes of classroom work per week for 16 weeks or its equivalent. A course worth three hours credit could meet three times a week for an hour, 2 times a week for 1 ½ hours or 1 time a week for 3 hours. Laboratory courses and skill courses usually require twice as many clock hours as semester hours credit granted for the course. Students should plan to spend an average of 2 hours outside preparation for every credit hour in which he/she is enrolled.

ACT CREDIT

Students may earn credit for English Composition I and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition I is given at the completion of English Composition II and the same grade will be assigned for both courses. Students need to notify the Registrar's Office by signing a retroactive credit form if they are eligible for this credit.

COLLEGE LEVEL EXAMINATION PROGRAM CLEP TESTING

College Level Examination Program (CLEP) exams are administered through the Testing Center at Butler of Andover. Interested students should contact the Advising Center at Andover (316) 218-6259 to arrange the examination.

A student must score at least the minimum level on any given test as established by the English and Mathematics departments. In addition, each student taking the English Composition test must write an essay and submit it to the English department for a review along with the examination. If the essay is of sub-standard quality, no credit will be given for English Composition I for any CLEP/ACT test. ** Students cannot test for English Composition II at Butler Community College.

Note: Nursing Students wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the seven prerequisite courses, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

GENERAL EXAMINATIONS

The Butler Registrar grants college credit subject to approval from the appropriate dean for the College Level Examination Program (CLEP) examinations on the following basis:

When a student presents a score representing the 50th percentile in one or more of the examinations, credit is recorded on the student's

transcript in the area in which the score was attained. A maximum of 30 hours of CLEP may be applied toward graduation.

Any student wishing to take a CLEP Subject Examination should contact the Butler Community College Advising Offices.

Note: Important Information and Exclusions

CLEP exams alone do not fulfill all degree requirements; students must complete 15 credit hours in residence at Butler. CLEP exams in science do not fulfill the laboratory science requirement for an associate degree. Butler does not offer departmental exams for credit. Butler does not allow CLEP credit for English Composition II, Foreign Language 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. Prospective or currently enrolled students test for college credit in the following ways:

Testing for Credit in English Composition I

The requirements can be satisfied in these ways:

| TEST | Score | Credit |
|---|----------|--------|
| *English Composition..... | 60 | 3 |
| *Freshman College Composition | 50 | 3 |
| #ACT English | 31..... | 3 |
| #Same grade awarded at completion of Composition II | | |

*A student must score at least as high on any given test as the above scale.

In addition, each student must write an essay and submit to the English Department for review along with the examination. If the essay is of substandard quality, no credit will be given for English Composition I for any of the above tests.

****Students cannot test for English Composition II at Butler.**

Testing for Credit in College Algebra or Pre-Calculus Math

| TEST | Score | Credit |
|-------------------------------|----------|--------|
| CLEP College Algebra | 50 | 3 |
| ACT Mathematics | | |
| *College Algebra credit | 31..... | 3 |
| **Pre-Calculus Math | 31..... | 3 |

*Students must also have completed the equivalent of algebra II and one year of high school geometry with at least a "B" average.

**Students must also have completed the equivalent of algebra II, one year of high school geometry, and one-half unit of trigonometry with at least a "B" average.



Additional CLEP Exams Awarding Credit by Examination:

| EXAMINATION | SCORE | CREDIT |
|---|-------|--------|
| American Government | 50 | 3 |
| American Literature | 60 | 3 |
| Biology | 50 | 5 |
| Calculus w/Elementary Functions (equivalent to our Calculus I) | 50 | 3 |
| Chemistry (equivalent to our Basic Chemistry) | 50 | 5 |
| College Algebra | 50 | 3 |
| College Mathematics | 50 | 6 |
| English Literature | 60 | 3 |
| General Biology | 50 | 5 |
| History of U.S. I - Early Colonization to 1877 | 50 | 3 |
| History of U.S II - 1865 to Present | 50 | 3 |
| Humanities | 70 | 3 |
| Human Growth & Development. (equivalent to Developmental Psych.) | 50 | 3 |
| Financial Accounting (equivalent to Accounting I & II) | 50 | 6 |
| Introductory Business Law | 50 | 3 |
| Introductory Psychology | 50 | 3 |
| Introductory Sociology | 50 | 3 |
| Natural Sciences | 50 | 6 |
| Pre-Calculus | 50 | 3 |
| Principles of Macroeconomics | 50 | 3 |
| Principles of Microeconomics | 50 | 3 |
| Social Sciences & History | 50 | 6 |
| Western Civilization I: (Ancient Near East to 1648) | 50 | 3 |
| Western Civilization II: (1648 to Present) | 50 | 3 |

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 order reports you must provide ETS with the year the Advanced Placement exam was taken, subject of the exam, your birth date or Social Security number, and a \$12 fee. Requests should be sent to

Advanced Placement Program
P.O. Box 6671, Princeton
New Jersey 08541-6671
609-771-7300.

When calculating grades from the Advance 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.

For Registrar's Office
901 S. Haverhill Road
El Dorado, KS 67042
316-322-3188

The following list of course equivalencies, credit hours and grades shown indicate Butler's acceptance policy only. Other institutions may interpret recommendations differently.

| | Butler Score | Course Credit | Hours | Grade |
|--|-----------------|---|-------|-------|
| Biology | | | | |
| | 5 | Gen. Biology | 5 | A |
| | 4 | Gen Biology | 5 | Cr |
| Calculus AB | | | | |
| | 4-5 | An. Geometry & Calc I | 5 | A |
| | 3 | An Geometry & Calc I | 5 | B |
| Calculus BC | | | | |
| | 4-5 | An. Geometry & Calc I AND An. Geometry & Calc II | 5 | A |
| | 3 | An. Geometry & Calc I AND An. Geometry & Calc II | 5 | A |
| | | | 5 | B |
| Chemistry | | | | |
| | 5 | Chemistry I & Chemistry II | 5 | A |
| | 4 | Chemistry I & Chemistry II | 5 | A |
| | 3 | Chemistry I | 5 | B |
| | | | 5 | CR |
| Macroeconomics | | | | |
| | 5 | Macroecon. | 3 | A |
| | 4 | Macroecon. | 3 | B |
| | 3 | Macroecon. | 3 | CR |
| Microeconomics | | | | |
| | | Microecon. | 3 | A |
| | | Microecon. | 3 | B |
| | | Microecon. | 3 | CR |
| English—Language & Composition or Lit & Comp. | | | | |
| | 5 | Eng Comp I & Eng Comp II | 3 | A |
| | 4 | Eng Comp I & Eng Comp II | 3 | A |
| | 3 | Eng Comp I | 3 | B |
| | | | 3 | B |
| French—Language | | | | |
| | 4-5 | Beg French I | 5 | A |
| | 3 | Beg French I | 5 | B |
| German—Language | | | | |
| | 4-5 | Intro German I/II | 6 | A |
| | 3 | Intro German I/II | 6 | B |
| Geography | | | | |
| | 5 | Princ. of Geog. | 3 | A |
| | 4-3 | Princ. of Geog. | 3 | CR |
| Govt. & Politics—Comparative | | | | |
| | 5 | Pol Sci Gen Ed | 3 | A |
| | 4-3 | Pol Sci Gen Ed | 3 | CR |
| Govt. & Politics—US | | | | |
| | 5 | Amer Fed Govt | 3 | A |
| | 4-3 | Amer Fed Govt | 3 | CR |
| History—European | | | | |
| | 5 | Western Civ I/II | 6 | A |
| | 4 | Western Civ I/II | 6 | CR |
| | 3 | Western Civ I/II | 3 | CR |



History—United States

| | | | |
|---|-----------------|---|----|
| 5 | US History I/II | 6 | A |
| 4 | US History I/II | 6 | CR |
| 3 | US History I/II | 3 | CR |

Physics B

| | | | |
|-------|--------------------|---|----|
| 3-4-5 | Gen Physics I & II | 6 | CR |
|-------|--------------------|---|----|

Physics C—Mechanics

| | | | |
|-------|----------------|---|----|
| 3-4-5 | Physics Gen Ed | 4 | CR |
|-------|----------------|---|----|

Physics C—Elec. & Mag.

| | | | |
|-------|----------------|---|----|
| 3-4-5 | Physics Gen Ed | 4 | CR |
|-------|----------------|---|----|

Psychology

| | | | |
|-----|----------------|---|----|
| 5 | Gen Psychology | 3 | A |
| 4-3 | Gen Psychology | 3 | CR |

Spanish—Language

| | | | |
|-----|---------------|---|---|
| 4-5 | Beg Spanish I | 5 | A |
| 3 | Beg Spanish I | 5 | B |

Spanish—Literature

| | | | |
|-----|------------------|---|---|
| 4-5 | Spanish Readings | 3 | A |
| 3 | Spanish Readings | 3 | B |

Statistics

| | | | |
|---|---------------------|---|----|
| 5 | Intro to Statistics | 3 | A |
| 4 | Intro to Statistics | 3 | B |
| 3 | Intro to Statistics | 3 | CR |

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. Contact the Registrar's Office (316.322.3102 or 733.3102 from the Wichita metro area) for more information.

Kansas Army National Guard Articulation

The Kansas National Guard and Kansas Community Colleges have entered into an agreement allowing college credit for military experience to allow a quick finish on an associate degree. For more information call (316) 681-3522 and ask for an advisor.

RETROACTIVE CREDIT

Retroactive credit is earned by enrolling in certain classes beyond the Beginning I or Introduction level based on proficiency acquired before coming to Butler. For example: Students exhibiting adequate proficiency may choose to enroll in Beginning Spanish II (5 hours) and earn retroactive credit for Beginning Spanish I (5 hours). The grades for both classes 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 or Advising Office to obtain additional information. Students wishing to receive retroactive credit must complete the request form, obtain appropriate signatures at the first class meeting, and return to the Registrar's office.

CAREER PATHWAYS

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

For students to receive articulated credit, the student's high school must have a signed current articulation agreement on file with Butler in that subject area. The student must also complete an articulation application form and in addition, the student must maintain a B or better in the specified high school score. Articulation credit will be posted as "CR" credit. For a current list of high school articulation agreements, student application or additional information, please see http://www.butlercc.edu/career_pathways.

SERVICE-LEARNING

Service-Learning is an academic and co-curricular tool to engage students in learning through meaningful service on or off campus. Service-learning is more than community service because it combines service with hands-on learning projects. By reflecting on service that addresses genuine community needs, students meet course learning outcomes or stated activity or Learning PACT goals.

Students have the opportunity to enroll in classes designated as service-learning. Service-learning experiences may be integrated into other classes as well. A service-learning project may last the whole semester or through a single unit of study. Students are advised to consult with the instructor or activity adviser for details about specific service-learning opportunities.

CORPORATE TRAINING CREDIT

Students who have had extensive training through employment at Boeing, Spirit, Bombardier, Cessna, or Hawker Beechcraft may have their training profiles evaluated for possible transfer credit. For more information call (316) 733-3286.

INTERNATIONAL BACCALAUREATE (IB) CREDIT

The International Baccalaureate (IB) subject test is one way to earn college credit by examination. These exams are given in high schools by International Baccalaureate.

Students who have completed any of the IB tests should have International Baccalaureate forward an official report of their scores to the Office of the Registrar at Butler Community College for evaluation. Butler Community College considers completion of the International Baccalaureate Diploma to be equivalent to a U.S. high school diploma. Students must complete a minimum number of college general education credit hours at Butler before the IB credits are accepted. Students should contact the Office of the Registrar for Butler's acceptance policy on specific course equivalencies, credit hours, and grades.

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.



TRANSFER HOURS

Students seeking a degree or certificate or applying for financial aid at Butler must request an official transcript from each institution attended to be sent directly to the Registrar's Office. A student will not be able to graduate or receive financial aid until all transfer hours are on file in the Registrar's Office. A final high school transcript is also required prior to any financial aid being awarded. Butler accepts transfer hours from only those institutions recognized by the Council for Higher Education (HCEA) and/or the U.S. Department of Education (ACE).

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. 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, 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.

Butler general education requirements are considered fulfilled when a student supplies official documentation of the completion of a Baccalaureate degree or above.

Technical College Transfer Articulation Credit

1. Kansas community colleges accept all Kansas Board of Regents approved postsecondary area vocational-technical school program credits for evaluation and transfer as credit toward the Associate of Applied Science or Associate of General Studies degrees. Credit may be granted maximum 30 credit hours for approved area vocational-technical school students upon completion of at least a 30 credit hour or 900 clock hour program at the vocational-technical school.
2. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
3. Credit hour conversion of courses completed in the Kansas area vocational-technical schools is based on the same requirements as Kansas community colleges in determining their credit hours for a course.
 - a. 900 minutes lecture - 1 credit hour
 - b. 1,350 minutes lab - 1 credit hour

These are the minimum credit hour conversion requirements and may be exceeded.

4. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. In addition, students must meet the graduation requirements for the Associate in Applied Science degree for the individual community college.

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 cumulative 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 |
| I | Incomplete | 0 |
| W | Withdrawal | 0 |
| IP | Class still in progress | 0 |
| NR | Grade not reported by instructor | 0 |
| WT | Withdrawn by Teacher | 0 |
| AU | Audit | 0 |
| CR | Credit | 0 |
| CP | Credit Pending (Tech Prep Only) | 0 |
| ^ | Grade earned in a Developmental Course | Not Computed in GPA or Total Hours Earned |
| * | Course Repeated | Not Computed in GPA or Total Hours Earned |
| # | Academic Renewal | Not Computed in GPA or Total Hours Earned |

Grade Point Average

A grade point average is the quotient obtained by dividing the number of grade points earned in college-level courses by the number of semester hours of college-level courses attempted (i.e., those for which A, B, C, D or F are recorded) except those courses that have been cancelled by re-enrollment. In such re-enrollments the most recent grade will be used in computing grade point averages. The original grade will be shown on the student's transcript marked with an asterisk(*) or the letter "E" in the far right-hand column indicating that grade is "Excluded."

GRADE POSTING

The posting of grades (paper or electronic) either by student's name, institutional student identification number or social security number is a violation of FERPA. Even with names obscured and not in alphabetical order, student identifiers are considered personally identifiable information and may result in a FERPA violation. Therefore, the posting of grades is not allowed.



INCOMPLETE POLICY

If a student who has been making a passing grade cannot complete the work in a course due to illness (or other sufficient reason), an instructor, at his/her discretion, may enter an "I" temporarily on the student's record at the end of the term when the final grade is submitted. It is the student's responsibility to initiate the verbal or written contract with the instructor. The "I" will change to an "F" if the work is not completed within the first 6 weeks of the following semester (excluding summer), unless an extension of time is granted by the agreement of the appropriate dean and the instructor of the course. The student is entirely responsible for completing the work which will remove the "I." A student receiving financial aid who receives an "I" and is placed on Financial Aid Suspension, will not be considered for the appeal process and will not be reviewed by the financial aid appeal committee until the "I" status is changed to a letter grade.

AUDIT

Students are permitted to enroll in credit courses for noncredit on a space available basis, but must indicate their desire to audit **at the time of enrollment**. Enrollment in audited courses cannot be processed via pipeline. To audit a class, students must enroll in the same manner, meet any course prerequisites, and pay the same fees as if enrolling on a credit basis. Audit enrollment will not be changed to credit enrollment after the class begins, nor may students change to audit after the class begins. Students enrolled for audit credit have the same privileges of class participation and instructor evaluation as students enrolled for credit. Regular class attendance is expected of audit students. The audited class will appear on the transcript with the grade notation "AU." High school students below the sophomore level will be allowed to audit courses only with approval of the appropriate dean. Audit hours are not considered for financial aid.

REPEAT OF COURSEWORK

A student may retake courses in order to improve a grade under the following conditions:

1. A student may enroll in a course for credit one time only.
2. The repeat grade will be used in grade point average computation, regardless of whether it is higher or lower than the original grade. The original grade and credit is not counted although it remains on the transcript, marked with the symbol *, or "E" in the far right column indicating "excluded."

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 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.

STUDENT HONORS

Honor Rolls

The President's Honor Roll recognizes students who have earned a semester grade point average of 4.0. The Dean's Honor Roll includes students who have earned a semester grade point average of 3.5 to 3.99. Honorable Mention Honor Roll includes students who have earned a semester grade point average of 3.0 to 3.49. In order to be eligible for these honor rolls, a student must carry a minimum of 12 hours college level coursework per semester and have no grade lower than a "C."

Honors Academic Program

Students demonstrating the ability to work at the top of their class and an interest in being intellectually challenged should consider the Honors Academic Program. As a member of the Honors Academic Program you may earn the designation of Honors Graduate on your transcript from Butler Community College.

Students enrolled in Honors classes enjoy small, focused classes and recognition for their Honors work. In addition, they may be eligible for Honors Scholarship opportunities. There are several ways to take classes for Honors credit.

- General Education Core Classes designated as Honors sections.
- Honors Option in a Regularly Scheduled Class.
- Honors Independent Study

Order of the Purple and Order of the Gold

Graduating sophomores 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 Dean of Learning Resources and Services. **Candidacy** for this Honor is based on cumulative grade point average figures and a minimum of 30 resident Butler hours earned the semester **before** graduation.

Graduates with 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 grade point average of 4.0 based on final cumulative grade point average earned, calculated to include the semester of graduation.

Both honors are based on the student's final grade point average, including all transfer hours, developmental hours, and including a minimum of 30 resident Butler hours. Academic renewal disqualifies students from eligibility for Order of the Purple or Gold. Repeated courses are acceptable.

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 for 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

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may, at the discretion of the instructor, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Instructors are responsible for clearly stating their attendance policy and administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of those policies.

Procedural Clarifications:

Students should not miss class for any reason other than a college approved activity or an emergency, as determined by the instructor i.e., death in the family, health.

Student absences for approved college activities will not accrue as excessive 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 for the approved college activity or within one week after returning to class. Students will check with each instructor prior to the absence to arrange for make-up 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 non-payment, 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.com on Butler's homepage at 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 must report to an advisor and submit in writing a course scheduling form to either the Registrar's Office or an advisor at a community location. Students may also withdraw from most classes via Pipeline. A "W" (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.

Note: Students who fail to officially drop from class(es) may receive "WT" or "F" at the instructors discretion.

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 registered in 7 or more credit hours earning a semester grade point average (GPA) of less than 1.75 will be placed on academic probation. At the close of the probation semester, students failing to improve their GPAs to at least 1.75 will be placed on academic suspension, during which time they will not be recommended for admission to any other academic institution. Students placed on suspension may meet with the Retention Specialist and appeal to continue enrollment. At the close of the appeal semester, students failing to improve their GPAs to at least 1.75 will be dismissed from Butler.

Failure to make satisfactory academic progress will impact financial aid recipients. Please refer to the Financial Aid section of the catalog or contact a financial aid counselor for more information.

Academic Probation

Students placed on academic probation shall not enroll in more than twelve (12) hours without permission from an Academic Advisor. Academic probation status may be removed upon completion of a minimum of 7 credit hours in a subsequent semester with grade point average of 1.75 or higher. Students on Academic Probation are encouraged to make use of campus resources, such as tutoring or study skills classes, to improve their study habits.

Academic Suspension

Students placed on academic suspension are required to contact the Retention Specialist at retention@butlercc.edu to appeal to continue to enroll. If the appeal is granted, they shall not enroll in more than twelve (12) hours without permission from an Academic Advisor or the Retention Specialist. Academic Suspension status can be upgraded to probation status upon completion of a minimum of 7 credit hours in a subsequent semester with a grade point average of 1.75 or higher. Students not meeting this grade point average requirement will be dismissed from Butler.



Academic Dismissal

Students dismissed from Butler shall not enroll in classes at Butler until one semester (excluding summer) from the date of dismissal has elapsed. Dismissal occurs after three (3) semesters of a student earning a grade point average less than 1.75. If after three semesters a student is still unsuccessful, they must take a break to consider their personal academic and career goals before attempting to continue their education. To appeal for re-admission after the one year dismissal period, students should contact the Retention Specialist at retention@butlercc.edu.

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 or Dean of Student Life.

Butler Community College expressly prohibits any form of unlawful employee or student harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. This action may include probation, suspension or expulsion. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any college class or activity.
3. Conduct which substantially impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. 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 or

substantial and material impingement upon or invasion of the rights of others.

6. Possession of or consumption of alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property.
7. Participation in inappropriate sexual behavior or sexual harassment on the Butler Community College campus.
8. Theft or damage of any property belonging to the college, faculty or staff, visitor or student.
9. Willful damage to or destruction of property belonging to the college, faculty or staff, visitor or student.
10. Possession or use of unauthorized firearms or other weapons.

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.

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.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.



Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to

1. Reprimand.
2. Probation.
3. Being barred from the course and/or program.
4. Reduction or cancellation of a college scholarship.
5. Suspension from college activities.
6. Suspension from the college for a set time.
7. Expulsion from the college.

Students will be informed of administrative consequences in writing.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the dean's or administrator's decision, students may appeal to the Student Review and Appeals Committee, which consists of student and faculty representatives and the Vice President for Student Services. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President of Academics, whose decision is final. Students will be notified of appeal results in writing.

STUDENT GRIEVANCE PROCEDURES

Academic Appeals

If students do not agree with a grade assignment and it cannot be resolved between the student and the instructor, students have the right to appeal in writing within six weeks of the date the grade was officially posted by the Registrar's Office.

A written appeal is initiated with the appropriate academic dean, associate dean or site director. If the student is not satisfied with the decision of the academic dean, associate dean or site director, he or she can appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. The student should indicate the initial concern, the decision by the academic dean, associate dean or site director, and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the academic dean, associate dean or site director regarding the basis for their decision. Once all documents are received, the committee will review the information and notify the student of the committee's decision by certified mail. Should the student wish to appeal this decision, he or she may do so to the Vice President of Academics within 10 days of receipt of the committee decision. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs. A College counselor or other administrative support staff may be consulted and included in these discussions if you so desire.
- If a resolution is not forthcoming, then the student may initiate the academic appeals procedure as detailed above.

All proceedings will occur in a professional manner and every effort will be made to protect the rights of all parties involved.

Nonacademic Appeals

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.
- If you feel the grievance has not been resolved, you may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform you in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.
- The Vice President for Student Services will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

STUDENT DISCIPLINARY PROCESS

The Board of Trustees may place on probation, suspend, or expel or by regulation may authorize the President, Vice President of Academics, Vice President for Student Services or the Dean of Student Life (or their designees) to impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy, which includes the Student Code of Conduct and Academic Integrity policies.

Butler's Disciplinary Process is a three-stage model that begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and Security and/or other student services staff (i.e. residence hall staff).

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Dean of Student Life) and the second part of the disciplinary process is initiated. In the second phase of the process, the role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The



Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student.

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, which is the third part of the College Disciplinary Process. Each student will receive as part of their written sanction(s) the procedures to appeal. Complete documentation of the due process procedure is available in the Dean of Student Life's office or on the Student Life Web page at www.butlercc.edu.

APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE

No extended-term suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In all cases wherein a student might be suspended for an extended-term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any decision to suspend for an extended term or to expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving the initial decision. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded.

REPORTS OF HEARING

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice-President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice-President for Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice-President for Student Services. The Vice-President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice-President has the ability to support the decision made by the Student Review and Appeals Committee

or make a decision to overturn such decision made by the committee. Should the student wish to appeal the decision made by the Vice-President for Student Services, the student has a final appeal with the Board of Trustees. (Refer to the Appeal to Board of Trustees section.)

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

PROCEDURAL DUE PROCESS

The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing described in the previous Appeal to the Student Review and Appeals Committee section, hereof shall afford procedural due process including but not limited to the following:

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

APPEAL TO BOARD OF TRUSTEES

Written notice of any hearing results in an extended-term suspension or expulsion shall be given to the student suspended or expelled and to his parents or guardian (if student is dependent upon parents for support and is under eighteen (18) years of age) by certified letter, mailed within twenty-four (24) hours after determination. Any student who has been suspended for an extended term or expelled or one of his parents or guardians (if student is dependent upon parents for support and is under eighteen (18) years of age) may appeal such suspension or expulsion to the Board of Trustees by filing a written notice of appeal with the president of the college not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board of Trustees or by a hearing officer appointed by such board not later than twenty (20) calendar days after such notice of appeal is filed. The student and his parents or guardians (if required) shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with the Procedural Due Process section. In all expulsion or extended-term



suspension cases, a record of the appeal hearing shall be made by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the college. The Board of Trustees shall render its decision on any such appeal at the next regularly scheduled meeting of the Board of Trustees. Again, for the purposes of time notification, weekends and school holidays are excluded.

For the purpose of hearing any appeal under this section, the Board of Trustees may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Trustees, a faculty member or an administrator of the college. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Trustees in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report to the Board of Trustees. After receiving the report, the Board of Trustees shall determine the appeal with or without additional hearing. Any appeal determined by the Board of Trustees in accordance with this paragraph shall be valid to the same extent as if the matter were fully heard by the Board of Trustees without a hearing officer.

POWERS AND DUTIES OF PERSONS CONDUCTING HEARINGS

Any person, hearing officer or any member of a committee or the Board of Trustees while conducting a hearing may:

1. Administer oaths for the purpose of taking testimony.
2. Call and examine witnesses and receive documentary and other evidence.
3. Take any other action necessary to make the hearing in accord with procedural due process.

The Chairperson of the Student Review and Appeals Committee or a member of the Board of Trustees in holding an appeal hearing as referred to in the previous sections may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

FERPA (Family Educational Rights and Privacy Act, sometimes called the Buckley Amendment), passed by Congress in 1974, grants four specific rights to the adult student: the right to see the information that the institution is keeping on the student, the right to seek amendment to those records and in certain cases append a statement to record, the right to consent to disclosure of his/her records, and the right to file a complaint with the FERPA Office in Washington.

A student educational record includes just about any information provided by a student to the college for use in the educational process including: personal information, enrollment records, grades, and schedules.

Some information is considered public, or "Directory Information." This information can be released without the student's written permission. Directory Information includes: name, date and place of birth, addresses (both local and permanent), e-mail addresses, phone, dates of attendance, year in school, awards and academic honors, degrees received and dates awarded, major program, activity participation, and enrollment status full-time, part-time, or not enrolled.

In compliance with FERPA, non-directory information will not be released for students by the college unless students give written permission. A student may have a confidentiality flag placed on their directory information as well, by contacting the Registrar's or Admission's Office, which would prevent any information from being released, even in the case of a verification for employment or insurance purposes. The confidentiality flag remains until the student requests its removal. Release of Information permission forms are available in the Registrar's Office which students may sign giving access to their records to parents or other designated individuals.

Information/Personal Data

It is the responsibility of the student to keep their personal data up to date. Any changes in name, address, phone, major or degree-seeking status must be submitted to the Registrar's Office or registration personnel at one of the other campus locations as soon as possible. Name changes must be accompanied by legal documentation, i.e., copy of driver's license, social security card, or court order.

Transcript Request

To have an official transcript sent, the Registrar's Office must receive a written request with the student's name, date of birth, dates of attendance, address, signature, social security number or Butler ID number, and appropriate transcript fee. 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.

STUDENT RECORDS

The Registrar's Office provides services to students and academic departments related to the processes of registration, veteran's educational benefits, withdrawal and graduation. The office also maintains students' academic records and issues transcripts. Staff members are available to students for consultation. For detailed information about registration procedures, student records, and academic regulations, please contact the Registrar's Office at (316)-322-3123, or 733-3123 from the Wichita/metro area or registrar@butlercc.edu.

FERPA and Directory Information



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. Students who fail to meet this obligation will not be granted academic credit for work completed.

Early Enrolled Students must have tuition and fees paid in-full by the early enrollment payment deadline, or have a payment plan established with the Accounts Receivable office. Deadline dates are published each term on the web site.

Students Who Do Not Early Enroll must pay tuition and fees or complete and sign a payment plan with accounts receivable.

Students Receiving Federal Financial Aid must make prior arrangements with the Accounts Receivable office for deferment of tuition, and fees.

Students On Activity Scholarships must pay fees in accordance with the payment policies previously stated.

Students Who Have Other Types of Scholarships must pay tuition and fees not covered by such scholarships in accordance with the payment policies previously stated.

Students Receiving Veterans' Benefits for the first time may make arrangements for deferment of tuition and fees by making prior arrangements with the Veterans' Coordinator in the Registrar's Office and Accounts Receivable Office.

Any exceptions to the above directions must be coordinated with Accounts Receivable. Tuition and fees are subject to change by action of the butler board of trustees. Any student account balances not on a payment plan or covered by financial aid are subject to late payment and deferred payment fees at the end of each month.

STUDENT TUITION AND FEE REFUND POLICY

Written notification required. Any student enrolled in a class must provide written notification of withdrawal by using a course scheduling form drop slip. The form must be completed by the student and signed by an advisor and turned into the Registrar's Office or an advisor at a community location. For most classes, students may withdraw themselves on the Web via pipeline@butler on Butler's homepage at 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 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 less a \$10 per visit service fee for classes formally dropped as posted on the Butler Web site or available from registration personnel at any Butler site. The \$10 service fee is not charged to students processing their own drops via pipeline@butler on Butler's homepage at www.butlercc.edu.

The above does not apply to Business Performance Group classes.

Call for a current course schedule and related refund policy, 316.218.6118.

Cooperative Education and Internship Courses: No refund after the training plan has been signed.

100 Percent Refund Period For Books

Students are entitled to a 100 percent refund for books returned to the bookstore as follows:

For 16-week classes – through the third Friday of start of class.

For eight-week to less than 16-week classes – through second Friday of start of class.

For classes less than four weeks - before second meeting of class.

Cash register receipt is required and books must be in purchased condition.

The above does not apply to Business Performance Group classes.



Schedule of Refund Dates

A schedule of refund dates will be available in Accounts Receivable each semester, no later than the first day of classes for that semester. Such schedules will take precedence over any earlier publicized refund dates. This schedule also applies to book refunds. The schedule of refund dates may also be obtained via Pipeline, by clicking on "Important Registration Dates" under Student Quick Clicks.

Refund Appeal Procedures

Refunds may be granted in documented situations beyond the student's control.

Students wishing to appeal their refund should do the following:

1. Complete a refund appeal request form and return it with appropriate documentation to the Registrar's Office prior to the published last day to drop classes for the semester involved. If the student has not been withdrawn from the classes) at that time, the signed appeal form will serve as their official withdrawal (regardless of the outcome of the appeal).
2. Ruling on appeal will be determined by a team consisting of Registrar, Director of Enrollment Management, Accounts Receivable Manager, and the appropriate department Dean if appeal includes instructor or classroom issues. The Director of Financial Aid is involved if a refund is granted and if financial aid is involved, to help students make the best financial decisions surrounding the acceptance of a refund.
3. Action will be taken and the student will be notified by letter from the Registrar.

Should the student wish to appeal this decision, he or she may do so to the Vice President for Student Services **within 10 days of receipt of the committee decision**. The decision by the Vice President for Student Services is final.

If a refund appeal is granted, the student may be responsible for returning part or all of his/her Federal Financial Aid.

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 two weeks of class cancellation for a refund.

Simultaneous Drop/Add

During the 100 percent refund period, if a student withdraws from a course and simultaneously adds a course, the \$10 per visit service fee will be charged. The service fee is not charged when students process their own enrollment changes via pipeline@butler on Butler's homepage at www.butlercc.edu.

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.

Exceptions

If at any time a student, upon the advice of their instructor or advisor and with approval of the appropriate dean or applicable site administrator, withdraws from a course and simultaneously adds a course, no service fee will be charged. This service fee is waived if the student drops the course(s) via Pipeline.

Any other exceptions to the service fee policy must be approved by the Registrar





Financial Aid

The Financial Aid Office is located in the Student Services area of the Hubbard Center and is open from 8 a.m. to 5 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. Friday. A financial aid counselor is also available at Butler of Andover M-Th from 8 a.m. until 7:15 p.m., and Fri 10 a.m. until 5:00 p.m. Students are encouraged to correspond with the Financial Aid Office through e-mail, at finaidmail@butlercc.edu. The Office of Student Financial Aid will correspond electronically with students through their pipeline e-mail account. Students who prefer to receive correspondence via the postal service, should contact the financial aid office to make this change. Students can do this by sending an e-mail to finaidmail@butlercc.edu that includes their name, student ID number or the first 5 digits of their Social Security Number (SSN). Students are encouraged to use e-mail as it is the quickest way to communicate.

For information regarding individual financial aid status and awards, go to www.butlercc.edu. Log into your pipeline account and utilize 'FinAid Awards Info' or 'FinAid Eligibility Info' located in "Student Quick Clicks." For other useful links about financial aid, go to www.butlercc.edu, click on Financial Aid in "Take Me 2" (Use the Navigation list that appears in the panel.)

Federal Sources of Aid

Butler participates in four federal aid programs and provides institutional scholarships and employment. The receipt of money from the federal programs is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA) which is available from the Butler Office of Student Financial Aid, community locations, a high school counselor, or on the Web at www.fafsa.gov. You/your parents should have a PIN to electronically sign your FAFSA on the Web. To obtain a PIN from the Web, go to www.pin.ed.gov. PIN's are private and should NOT be shared with anyone.

The following are the different types of Federal Student Aid:

Federal Pell Grant

This is gift aid which requires no repayment unless the student withdraws during the semester or receives an overpayment. The Federal Pell Grant is the basis of all aid packages for students who qualify. Annual awards range up to \$5,550 a year depending on federal appropriations. The Pell Grant Award is based on actual hours enrolled — excluding audit and non-credit hours. Once Pell funds are paid, additional Pell funds will not be disbursed for increased enrollment. You

can only receive Pell funds at one college during each term you are enrolled.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is gift aid and requires no repayment unless the student withdraws during the semester or receives an overpayment. This award is provided to students who are Pell eligible, but FSEOG funds are limited. First priority will be given to students with completed financial aid files by April 1, or earlier, preceding the award year. Butler usually will award \$200-\$500 per student.

Federal Work-Study (FWS)

Students who wish to earn a portion of their college expenses while gaining practical experience in a work situation may be awarded federal work-study. Students are limited in the amount they may earn depending on program funding and financial need. Students who meet the April 1 priority date are given first consideration for FWS.

Federal DIRECT Loan Program

This program includes the Federal DIRECT Subsidized Loan, The Federal DIRECT Unsubsidized Loan, and the Federal DIRECT Parent Plus Loan for Undergraduate Students.

Federal DIRECT Subsidized Loan

This loan is available to students who demonstrate eligibility through the FAFSA. The Financial Aid Office then determines the amount of loan for which a student is eligible. Entrance and exit counseling is required. The annual loan limit is \$3,500 per year for first-year students who have 0-29 passed credit hours and \$4,500 per year for second-year students who have accumulated 30-or more passed hours. Repayment of principal and interest begins six months after the student graduates or is not attending at least half-time, with a fixed interest rate at 3.4 percent (starting July 1, 2011). Payment will vary based on your repayment plan with your lender.

Federal DIRECT Unsubsidized Loan

This loan has the same application procedures, loan limits, grace period and repayment options as the Subsidized Loan, but the borrower is responsible for the interest that accrues during his/her in-school time and deferment periods. The interest rate is fixed at 6.8 percent. The Unsubsidized DIRECT is non-need based, although students must complete the FAFSA as the first step in the loan application process.



Parent Plus Loans for Undergraduate Student (PLUS)

These loans are made available to parents of dependent students who wish to borrow more than the DIRECT limits will allow the student to borrow. Payment options can be discussed with the Department of Education. The minimum payment is \$50 per month. These loans have a fixed interest rate at 7.9 percent. These loans are not based on financial need, but students are required to complete the FAFSA and exhaust all other Federal Aid before a PLUS loan will be processed.

Student Eligibility for Federal Aid:

In addition to having financial need, federal student aid programs require student recipients to:

1. Have a high school diploma, a GED, or pass an independently administered examination approved by the USDE, i.e., COMPASS, or have completed at least 6 credit hours of college coursework while you are not a high school student and/or federal aid was not paid for these courses. Athletes must have a high school diploma or a GED.
2. Enroll as a regular student in an eligible degree or certificate program. A certificate program must be at least one year in duration.
3. Be a U.S. citizen or eligible non-citizen.
4. Make satisfactory academic progress.
5. Be enrolled at least half-time 6 credit hours to be eligible for a Federal DIRECT Loan.

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 cumulative grade point average GPA; completion of credit hours; and the time frame allowed for completing a certificate or degree.

A 2.0 semester and cumulative grade point average are required to receive Financial Aid.

Audit hours are NOT considered for Financial Aid. Remedial hours are included and recalculated in the GPA for Federal Aid purposes. The successful completion of the following minimum number of credit hours is required to remain in good standing:

| If You Enroll in: | Status | You Must Complete a minimum of: * |
|--------------------------|---------------------|-----------------------------------|
| 12 or more hours | Full-Time | 12 hours |
| 9 to less than 12 hours | 3/4 Time | 9 hours |
| 6 to less than 9 hours | Half-Time | 6 hours |
| *.5 to less than 6 hours | Less Than Half-Time | All hours |

* (there will be no probationary period for these students)

A grade of "CD", "I", "NR", "WD", or "WT" does 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).

Warning: Students not completing the minimum hours required but have a 2.0 GPA will be placed on warning for the following semester, during which time they must complete the enrollment status for which they were paid (see above). In order to return to good standing a student must take a minimum of six hours in one semester at Butler with a semester and a cumulative GPA of 2.0 or higher.

Transfer students and students with prior college credit hours at Butler that received no financial aid who failed to meet the required Butler SAP policy will be placed on warning for the first semester they apply for financial aid at Butler.

Suspension: Suspension from Federal Student Aid will occur if a student on warning does not meet the requirements stated above. Immediate suspension will occur if a student does not meet one of the following criteria: 1) have a semester and cumulative GPA of 2.0 or 2) if a full-time student does not complete a minimum of six credit hours or 3) if a three-quarter time student or half-time student does not complete a minimum of three credit hours or 4) if a less than half-time student does not complete all hours. Students who received grades of "CD", "I", "NR", "WD", or "WT" in all course work will automatically be placed on suspension with no warning period.

Reinstatement: Students who are suspended from financial aid may be reinstated in the following manner. All suspended students will receive a suspension notification letter with an appeal form at the end of the term. The appeal form, with the appropriate documentation, must be submitted with the initial appeal. The decision of the Financial Aid Review Committee is final. If an appeal is not submitted or granted, a student may be reinstated after successfully completing and paying for one semester at Butler. In that semester the student must complete a minimum of 6 hours (if you enroll in more than 6 hours you must complete the minimum hours stated above*) with a semester and a cumulative GPA of 2.0. After being reinstated the student will return to warning status for one semester and must satisfy the warning requirements. If a student owes a repayment or overpayment of federal student aid, it must be taken care of before they can regain eligibility for additional federal student funds.

Probation: Probation occurs when a suspended student submits an appeal form to the financial aid office and the appeal is granted. They will be eligible for federal aid for the following semester and have another semester on warning.

Time Frame: A student will be allowed up to 93 attempted credit hours to complete an Associate Degree or up to 45 attempted credit hours to complete a one-year certificate program. This will be monitored during each data load. The maximum attempted credit hours include hours for repeated/withdrawn classes and includes both Butler and transfer credit hours, regardless of whether or not financial aid was used for those credits. After obtaining an Associate Degree or 93 credit hours, or obtaining a Certificate or 45 credit hours, and continuing to pursue an education through Butler, please contact the Financial Aid Office for an Educational Advancement Certification form or download the form from Butler's Financial Aid web site.



SCHOLARSHIPS

1. **ACADEMIC SCHOLARSHIPS:** Awards are to first-time, full-time freshman students who have not attended any other post-secondary institution. Students must submit a scholarship application to be eligible. Scholarships may be awarded to graduates of either accredited or non-accredited institutions based on their ACT, SAT or GED scores. Graduates of accredited institutions may also be awarded based on their cumulative high school GPA including at least six completed semesters of high school. The seventh or eighth semester of high school can increase an award for these scholarships, but will not reduce an award. Exception: final coursework must be a 3.5 for students accepting an athletic scholarship. Students must complete 12 credit hours with a semester and cumulative 3.0 GPA to maintain the scholarship. Exception: students on athletic scholarships must maintain a 3.5 GPA per Jayhawk Conference rules.

For graduates of non-accredited institutions, the following organizations are recognized: State of Kansas North Central, National Association of Private Schools, Associated Christian Schools International, Independent Schools Association of the Southwest.

2. **ACTIVITY/ATHLETIC SCHOLARSHIPS:** These are provided by various departments to students who wish to participate in activities such as sports, livestock judging, journalism-radio/television, theatre, music, spirit squad, dance team, and the Student Government Association. These scholarships may cover up to the cost of tuition and the loan or use of textbooks for the semester. Selection is made by the individual department and students should contact the division dean, instructor or coach for information.
3. **VOCATIONAL 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 and is not eligible to receive a Pell Grant. Students must have completed high school in the United States or received their GED at least 12 months prior to application. The student is required to pay for books and fees; the college pays the tuition for the classes, for a maximum of 6 credit hours. These are one time, one semester scholarships that are non-renewable. Contact the Office of Student Financial Aid for more details.
5. **STATE SCHOLARSHIPS:** The Kansas Board of Regents provide Kansas State Scholarships to students who are designated on the basis of their academic records and who have demonstrated financial need. The maximum award is usually \$1,000 per year. Other state programs available for students at Butler include the Kansas Ethnic Minority, Kansas Vocational, Kansas Nursing Service, and the Kansas Teacher Service Programs.

Nursing scholarships are awarded to students admitted to the nursing program. The state funds are matched by a sponsoring hospital and the recipient is required to work for the sponsor for one year for each year the scholarship is received. The State Minority Scholarship program provides funds to certain academically-talented minority students who demonstrate financial need.

Academic Achievement programs and services help meet the diverse needs of Butler's students. These include a variety of college credit courses, developmental courses and other programs and services that assist students in meeting their academic, career, and life goals.

Butler Foundation Scholarships

The Butler Foundation is a nonprofit corporation organized exclusively for the purpose of providing support to the college. The Foundation solicits and accepts cash and deferred gifts as well as gifts-in-kind. The Foundation, incorporated in December of 1966, is overseen by a 25-person board of directors representing Butler's service area. The Foundation dovetails with the Alumni Association and is responsible for maintaining all donor and alumni information. Endowed scholarships are provided to students by private, corporate, organizational, and foundation funds administered by the Foundation. Scholarship applications are made through the Office of Student Financial Aid. A cumulative grade point average (GPA) of 2.0 on a 4.0 scale must be maintained to be eligible for an academic scholarship. An athlete must have and maintain a 3.5 GPA per Jayhawk Conference rules to be eligible to receive an academic scholarship. Visit the Foundation web page at www.butlerccc.edu, or call 316-323-6731 for the latest listing of Endowed Scholarships.

1. **ENDOWED SCHOLARSHIPS:** These awards vary in amount and requirement criteria. Funds are provided through the Butler Foundation from earnings on the endowed principal. These awards are need or merit-based. Athletes are only allowed \$1,000.00 maximum academic package due to the State Jayhawk Conference rules. Applications are available in the Office of Student Financial Aid at Butler of El Dorado, all Butler community locations, in high school counselor's offices, Butler Viewbook, and on Butler's Financial Aid web site. The application priority date is March 1, for the following academic year. Many endowed scholarships are renewable if the recipient maintains the appropriate grade point average.
2. **ANNUAL SCHOLARSHIPS:** The Butler Foundation disburses scholarships that donors provide on an annual or one-time basis. The donor determines the scholarship's criteria. Applications are available in the Office of Student Financial Aid at Butler of El Dorado, all Butler community locations, in high school counselor's offices, Butler Viewbook, and on Butler's Financial Aid website. The application priority date is March 1, for the following academic year.



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. Veteran educational benefits are considered a form of financial assistance when determining a student's need for campus-based aid and loans. For more information call the Veterans' Representative at 316-322-3102 or direct 733-3102 from the Wichita/metro area.

Native American Assistance

The Bureau of Indian Affairs administers programs of financial assistance for Native Americans. To be eligible for assistance from the BIA, a student must be able to prove that he or she is American Indian, Eskimo or Aleutian. An applicant should contact the agency which has the student's record of tribal enrollment. The Butler Office of Student Financial Aid will work with each tribe on individual funding requirements.

CCAMPIS: Child Care Access Means Parents In School

(CCAMPIS) is a grant program for students that are ineligible for SRS childcare assistance while enrolled in classes. Eligible students are Pell Grant recipients, enrolled in at least 6 credit hours at Butler and can enroll their child at EduCare. Contact Sue Barrientos at 316.323.6845 for more information.

State Assistance

Butler works with multiple state programs to assist many different types of students to overcome a variety of continuing education barriers. WIA (Workforce Investment Act) is one example of assistance. WIA is a federally funded program, which can assist individuals to attend school in a demand occupational field, within an educational program that can be completed in two years or less with an approved provider.

Another example is TAAC (Trade Adjustment Assistance Act). TAAC is a federally funded program to assist individuals that have been laid off due to lack of work from a manufacturing company who has a United States Department of Labor certified petition issued because production of products have been moved to a foreign country and/or sales production has been directly affected by imports from foreign countries.

For more information on any state assistance program you can contact Carol Hull in Accounts Receivable at 316.218.6201 for application procedures and program administration in your area.

Outside Scholarships

Scholarships are available from many different kinds of organizations, companies, churches, hospitals, etc. Some entities have scholarships available for members/employees and their children. Others accept applications from any individual that meets their criteria. Scholarship search engines can be found on the internet such as Fastweb.com or Collegeboard.com, etc. Most searches are free. Many companies that charge for these services are fraudulent companies. Butler has a list of valid search engines available at our office or on the web. Checks should be made payable to Butler. The student's name and Butler student identification number, but not a social security number, should be listed on the check and mailed directly to the Office of Student Financial Aid – 901 S Haverhill Rd – El Dorado, KS 67042.





Academic Achievement Centers

ACADEMIC ACHIEVEMENT CENTER COURSES

Courses are taught in the independent study format, small group and online formats. The independent study option allows students to choose their own consistent weekly attendance times and work individually rather than in a traditional "lecture" setting. The student and teacher choose the student's appointment times based on student/faculty schedules. Students also have the option of enrolling later than in other classes and/or finishing before the regular semester ends. Instructors confer with students on a regular basis, explain materials, answer questions, administer tests and assignments, and monitor progress. **A student may enroll in more than 4 one-credit hour courses of independent study only with the approval of the Learning Resources and Services Dean.** Students may be advised by an instructor to take less than four hours, based on diagnostic test results.

Both college credit courses and developmental courses are offered in the Centers. Courses are in the areas of business, language arts, personal development, biological vocabulary, legal and medical terminology. Specific courses are:

COURSE OFFERINGS

- Advancing Reading Skills
- Basic Algebra Concepts
- Basic Arithmetic
- Becoming a Master Student
- Biological Vocabulary
- Career Planning
- Critical Concepts in Biology
- Enhancing Study Skills Enhancing Writing Skills
- Fractions, Decimals & Percents
- Health Professional Medical Terminology I/II
- Introduction to Study Skills
- Keyboarding
- Legal Terminology
- Math Study Skills
- Multisensory Reading and Spelling I, II, III, IV
- Paragraph Groundwork
- Sentence Structure
- Spelling Fundamentals
- Spelling Improvement
- Stress Management
- Vocabulary Fundamentals
- Vocabulary Improvement

Some courses may review and develop skills while others allow students to explore career paths, manage stress, or improve study skills. Some courses carry college credit while others help students prepare for college level classes. All help to maintain full-time status.

These programs and services differ from site to site, and from semester to semester. Contact the appropriate Center for a listing of programs offered and hours of operation.

Andover, 316-218-6237, kmccoske@butlercc.edu

Council Grove, 620-767-5158, akjellin@butlercc.edu

El Dorado, 316-322-3395 or 316-322-3164, smilbour@butlercc.edu

Marion, 620-382-2183, akjellin@butlercc.edu





Learning Support Services

Academic Advising

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements. Students are expected to initiate and maintain contact with an advisor to discuss issues which affect their academic progress. Continuing contact with an advisor is key to meeting academic goals.

Transfer Information

Advisors utilize college/university transfer materials to assist students in making appropriate curricular choices. Students who plan to transfer to another institution to complete a degree are encouraged to work closely with both a Butler advisor and an advisor at their transfer institution to assure proper course selection.

International Student Advising

The International Student Advisors provide admission, cross cultural and academic advising, and immigration services to Butler's international students. They also authorize off-campus employment through curricular practical training and issue letters of enrollment as requested. A newsletter is published two to three times per semester to inform students of immigration regulations and activities of the International Student Association. The International advisors maintain office hours at Butler of El Dorado and Butler of Andover.

Career Exploration Services

Counselors and Advisors at all sites provide career information for students. The computerized career exploration system, DISCOVER, is available for students to use in researching information about occupations, values, interests, skills and educational programs. Additionally, students may access career and occupational training information through the Steve Pershall and Distinguished Alumni Community Success Centers (CSC). The centers are designed to provide on-line computer information in the areas of career exploration, job information, plus college and university information. The centers also include specialized access booths with information about Wichita State University, Pittsburg State University, Newman University and Southwestern College. The centers are located in El Dorado and Andover and are available to anyone in the community.

College Orientation

Butler provides a one credit hour course, OR 102: Student Connect, to assist with student success. The class is required for all first time college students who are taking at least 12 credit hours. The class is designed to help students set realistic, measurable goals. Students will also learn better time management, and use of Butler resources to reach their goals. This course also helps students learn to navigate the Butler Pipeline Web portal, to use e-mail, library, and other helpful resources.

Leadership Studies Program

The Leadership Studies courses are designed to develop leadership skills through academic courses and practical experience. These courses are: Exploring Leadership, The Emerging Leader, Team and Community Building, and Leadership Development. Participation in the leadership studies classes is a requirement to be eligible for the Leadership Scholarships that are awarded each semester.

Tutoring Services

Butler provides a tutoring service that is free to all students. Tutoring is provided by both instructors and peer tutors at Butler of El Dorado and Butler of Andover. Butler students who have successfully completed the classes in a requested subject and have a recommendation from their instructors are hired as tutors. All tutoring takes place in Butler facilities and may involve group tutoring. The scheduling of tutoring services depends on the availability of tutors and not all subjects may be available each semester at each Butler site. Call 316.218.6146 for tutoring schedules or visit Tutoring at: www.butlercc.edu/peertut.cfm.

Testing Center

The Butler Testing Center provides a quality, secure testing environment in which the highest testing standards are maintained. The Butler Testing Center provides a variety of testing services. These include placement tests for prospective Butler students, tests for Butler Online courses, and make-up tests for Butler instructors. In addition, the center administers academic and certification tests to non-Butler students. For more information call 316.218.6259 or e-mail testing@butlercc.edu.

Honors Academic Program

Students who are interested in being challenged academically have the option at Butler to participate in the Honors Academic Program. Options for taking classes for Honors credit are through general education core classes designated as Honors sections, using an Honors option in a regularly scheduled class or by Honors independent study.



Counseling

Often students find themselves confronted with personal difficulties while attending college. Butler employs professional counselors at El Dorado, Andover and McConnell who assist students in coping with their life situations. (Butler has also partnered with Friends University's Master of Science in Family Therapy program by housing Friends interns on the Andover and El Dorado campuses to conduct clinical therapy services.) Students are encouraged to consult a counselor to discuss personal concerns, coping with problems or stress, and relational issues in a comfortable, confidential environment.

Butler also offers a drug and alcohol educational program for students who violate campus policies. Support groups are also formed for a variety of issues for students, faculty and staff as the need arises. For more information contact a Counselor at El Dorado (316) 322-3162, Andover (316) 218-6231 and at McConnell (316) 681-0236.

Course Placement

The Counseling/Advising Center requires students to take either the ACT, SAT, ASSET or COMPASS placement test which assesses their academic skills in reading, English and math prior to class enrollment. Advisors review results with students to assist them with appropriate course selection to enhance their academic success. Students with learning and/or physical disabilities should contact the Disability Services Office to check qualifications for special accommodations for taking the ASSET test. See the Disability Services section below.

The College Level Examination Program (CLEP) exams are administered through the Testing Center at Andover. Interested students should contact the Advising Center in Andover at 316 218-6259 to arrange the examination.

Nursing students wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the three prerequisite courses, plus scores from nursing entrance test the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

Disability Services

The Office of Disability Services provides a range of support services to all students with documented disabilities enrolled at Butler. Any prospective student, who has a documented disability that may interfere with his or her performance in course work or prevent access to classes, enrollment, etc., should contact the Director of Disability Services. The Director will familiarize the student with the accommodation process, as well as aid in the enrollment process. Although the Disability Services Office is located in El Dorado and Andover, students at other community locations may make arrangements with advising staff to meet with the Director at their site or call 316 322-3166 or 733-3166 from the Wichita/metro area.

Student Career & Employment Services (SCES)

Student Career & Employment Services (SCES) assists students in finding jobs while pursuing their degrees or upon completion of a program. SCES also assists employers who wish to post job listings or arrange on campus visits. Services provided to students include job listings posted on the Internet, assistance in planning the job search, resumé development and improving interview skills. For more information, go to www.butlercc.edu, click on "Take Me To" menu, scroll down to the "Employment" section, and select "Career/Employment Services." Contact Butler's Workforce Development Specialist at 316-322-3294 in the Student Career & Employment Services Office, located in the Hubbard Center at Butler of El Dorado or at 218-6126 in Andover at the SCES office located in the 5000 Building.

Libraries

Services at all the Butler Libraries include interlibrary loan, assistance with research papers, technology instruction, and class projects. Our librarians are people who:

- Explain how to use the library here or from your home
- Help you find answers for your research papers
- Answer "how-to" questions
- Assist with internet use
- Help you create citations for your papers

Contact our reference librarians via email or text 316.322.5275 or "Ask-a-Librarian" chat on the web. Or call 1-800-794-0188 for hours.

The libraries of Butler support both on-campus and distance study through the library website http://www.butlercc.edu/nixon_library/ or through your Pipeline home page (look for the library tab) as well as at these five locations:

- El Dorado Campus – the L.W. Nixon Library, 600 Building, second floor
- Andover Campus –
 - Butler/Andover High School Library, 6000 Building
 - South of the lobby, 5000 Building
- Butler/Rose Hill High School Library, Rose Hill
- McConnell Air Force Base Library, 412 Building, McConnell AFB, Wichita

A wide variety of carefully selected resources, including e-books and online full-text databases of journals, audio and video are easily accessible to students from computers in the libraries or from home via their Pipeline account. Interlibrary loan adds the resources of libraries around the world to the student.

The L.W. Nixon Library is located on the second floor of the 600 Building, directly above Student Services. We are open 69 hours a week during the semester. Our *Library Latte* coffee bar features *Starbucks* coffee, lattes, cappuccinos and muffins, cookies and popcorn. A number of computers, including laptops, and free printing are available for student use. Student activities include a semi-annual poetry reading, and events on the *Wii* and other games are planned occasionally with Student Life. Online resources are augmented by numerous books, journals, and audio-visual materials available here for checkout, including a popular DVD collection. The catalog can be searched online 24 hours a day; books, music, and e-books check out for 3 weeks and may be picked up or returned at any campus location.



Online Learning Opportunities

In online learning technology is used to provide convenient accessibility for students who need flexible scheduling options. Butler offers two formats of online learning: Online courses and Blended Learning courses.

With the increased flexibility online learning offers, comes an increased responsibility for the student. Students who are considering accessing a online learning option should realize it requires:

- More self-discipline than a traditional on site course.
- Above average skill in following written directions.
- Time-management skills.

Online courses use Web-technology for the delivery of the course content, interaction and assignments submission. An online course has no required on-campus visits. However, instructors may require proctored testing. Each online course has a required textbook, and there may be other required materials such as study guides, CDs, or DVD's all of which can be purchased through a Butler bookstore.

Blended Learning courses have required class meetings throughout the semester. In most courses, 50% or more of the work is completed online. In-class activities include labs, demonstrations and performance related exercises that are better experienced in a traditional classroom environment. Students are expected to be active, self-directed individuals focused on attaining their educational goals. Meeting dates for blended courses are found at the Butler online website www.butlercc.edu/online

Other information about online/blended courses:

- Students pay a \$45 distance learning fee at registration.
- Online courses require more time than traditional on-site classes.
- Instructors have the option to require proctored exams.
- Online courses are subject to the school calendar and are not self-paced.
- Fluency in using the Web, e-mail and word processing is required.
- Students must have access to a computer in their home or residence hall room that has Internet access and Web browser software.
- Online student orientations are provided and are highly recommended for first-time online students

Multi-Media Learning Resource Center/BCTV

The Multi-Media Learning Resources Center provides a full range of production and presentation technology services in support of classroom teaching, the Learning College principles and Butler's mission. MMLRC services include new digital video production services, with digital video, field and/or studio recording. Avid Meridian and Express DV editing workstations are utilized and CD and DVD authoring and duplication, as well as traditional analog duplication and production are available for both internal (educational) and external clients. Butler Community Television currently local cable channel 20 provides both college production and The NASA Channel which is broadcasted on the El Dorado, Towanda, and Augusta cable systems with the community cable system. Additionally, Telenet 2 (Kansas Regents Network) distance learning and taped satellite downlinks and downlink satellite video conference services are provided. MMLRC is also integrating activities with the electronic media areas in Butler's Mass Communications educational program.

Computer Labs

To meet ever increasing student needs for computer and Internet access, the Information Services Division maintains up-to-date open computer labs at various college sites which contain state-of-the-art hardware and the latest word processing, databases and spreadsheet software. The El Dorado open lab in the 1500 Building is on the second floor, Room 1529. Butler of Andover's open lab is in the 400 Building, Room 437. The Dennis Martens Computer Lab in the L.W. Nixon Library, Building 600, offers Internet access and Microsoft Word during library hours. Other El Dorado labs which are located in Buildings 100, 200, 300 and 600, and labs at Butler of Andover, Butler of Marion, Butler of Rose Hill, and at resource centers in Council Grove are under the supervision of site directors and academic deans and may be available, with permission, to students when classes are not scheduled. Hours of the open labs are posted; students must supply their own electronic storage device to save work, but paper is provided.

World Wide Web

Butler maintains a homepage Web site on the World Wide Web: www.butlercc.edu. Included on the homepage are activities and programs the college offers.

E-mail Accounts

All Butler students are issued an e-mail account through pipeline@butler on Butler's homepage at www.butlercc.edu. Contact the Admissions Office, Registrar, or Advising Office for more information.

Student Life Centers

The Student Life Center in El Dorado is located in the Student Union and is adjacent to Bear Necessities (snack bar). The Student Life Center serves as an information hub for student activities, events, programs and services in Student Life. The Student Life Center contains 5 large monitor computers and a printer, a 42" inch flat-screen monitor, workspace, wireless internet access, and provides information about the many student organizations that exist at Butler. This space has a reception desk to receive students managed by the Secretary to the Student Life Center, office space that houses the Dean of Student Life, Event Manager and Intramural Coordinator, Coordinator of Student Involvement and the Student Government Association.

The Student Life Center at Andover is located in the Student Union at the 5000 Building. This space serves as the central location to receive information about the many exciting programs and services offered in Student Life. The Student Life Center contains several large monitor computers and a printer, workspace, student organization workroom, student life conference room and provides information regarding the many student organizations that exist at Butler. The Student Life Center houses the Dean of Student Life, the Student Government Association, and the Director of First Year Experience.



First Year Experience

The First Year Experience (FYE) Office at Butler Community College strives to support first-year students and their families as new students transition to Butler. The office is responsible for a Welcome Week Orientation designed to support the adjustment of new students prior to and during the first week of classes. FYE also provides several programs, experiences and opportunities for students to connect with the College and succeed personally and academically during their first year. Such efforts include mentoring, welcome week events in the fall and spring, intervention for students identified as needing support personally or academically, communication with parents on updates and happenings at Butler, educational programming, activities, faculty and staff interaction with students outside of the classroom, and ongoing evaluation and assessment of current experiences while also implementing established 'best practices' from across the country. The FYE office is dedicated to the success of our students and we strive to support our new students so that they can achieve their stated goals for attending Butler.

The FYE office is located in the Student Life Center on the Andover campus. You can also contact the First Year Experience Office at 316-218-6373.

Residence Hall/Housing

Butler's residence halls at El Dorado accommodate over 375 students. The housing complex is made up of 3 halls and 4 smaller apartments: West Hall (all males), East Hall (Co-Ed), Cummins Hall and four apartments (all female). All living units are equipped with beds, desks, closets, basic cable (67 stations), phone jack, small refrigerator, wireless internet access, desk chairs, air conditioning and extra-long twin mattresses. Students must furnish pillows, linens, blankets, towels and any additional personal items they may need throughout the academic year. Each of the residence halls have common areas used for studying and/or meeting new friends.

It is recommended the completed application, \$75 application deposit and required immunizations be submitted as soon as possible as space is limited. Required immunizations include two MMR shots (Measles, Mumps and Rubella), a current tetanus shot, TB test, and the meningococcal vaccine. A student will not receive placement unless these requirements are submitted along with the Housing Application. Those wishing to reside in the residence halls can obtain an application by downloading it from the BCC website, requesting one from the Office of Residence Life at 901 S. Haverhill, El Dorado, KS 67042.

All residents are required to accept a combined room and meal contract. Our dining facility provides students with nineteen well-balanced meals per week. This includes 3 meals a day on weekdays and brunch and dinner on weekends. During official school holidays, including Thanksgiving Break, Winter Break and Spring Break, the residence halls and dining facility are closed.

Residents who return to the residence halls for the following academic year will have a choice in room selection. Every attempt is made to honor requests for roommates. The Housing Contract is for the academic year, both Fall and Spring Semesters. All residents must be a full-time student, maintaining a minimum of 12 academic hours, to live in the residence halls.

Any student wishing to live off campus and in need of assistance in finding housing to rent may contact the Housing Liaison at Butler at 316-322-3245. This individual will assist you in finding housing to meet

your needs. Additional information can be found on the BCC website or by contacting the Office of Residence Life at 316-322-3295.

Student Union Services

The Student Union Building at El Dorado contains a snack bar (Bear Necessities), a commons/lounge area with 10 computers and printers, meeting rooms, a bookstore, cafeteria and Student Life Center. Pizza, sandwiches, drinks, chips, etc. are available in the snack bar. The cafeteria serves meals every day of the week and operates on a controlled-access basis. Residence hall students and those on meal contracts are admitted upon presentation of their ID card with the proper marking. In addition to residence hall students, other students or visitors can purchase meals on an individual meal basis.

The newest facility in Andover is the Student Union. The Student Union contains a number of commons/lounge areas, food court/cyber café, game room, study lounge, television lounges, The Grizzly Den (a large multi-purpose room), Student Life Center as well as a mall walkway with seating and gathering space. Additional student services at Andover includes a snack bar at the 6000 building which has a variety of vending machines. Student gathering areas are available in both buildings.

Bookstores

Butler operates bookstores at El Dorado and Andover - books, supplies, clothing and gifts are sold. Videotapes for telecourse classes are distributed and returned at both bookstores. Butler bookstores also sell educationally priced software to students and employees of the college. A book buyback is held during finals week of each semester in which books that are in good condition and needed for the upcoming semester are repurchased from the students at a discounted price. The El Dorado bookstore is located in the Student Union Building and maintains hours of 8 a.m. to 6:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. Summer hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. The Andover bookstore located at 715 E. 13th St. maintains hours of 9 a.m. to 7:30 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. Summer hours are 9 a.m. to 6 p.m. Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

Textbooks are available for approximately one week prior to classes starting at Butler of Rose Hill and Butler of McConnell. Check with the site for information on availability of books for that site.

Books can also be ordered online at www.butlercc.bkstr.com.

In order to purchase textbooks, supplies and computer software using financial aid, a current Butler student ID is required.

In order to purchase educationally priced software, a student must:

- Provide a class schedule showing they are enrolled in at least 6 credit hours for that semester
- Present a current college photo ID

Employees only need a college photo ID. A Butler photo ID can be obtained from the Registrar's office in El Dorado and in the open computer lab in Andover, room 6437 - 6000 Building.

**Bookstore hours may vary during peak periods in the summer and holidays. Call 322-3197 or 733-3197 direct from Wichita/metro area for El Dorado and 218-6232 from Wichita or 323-6232 from El Dorado for Andover to verify times.*



Information concerning the 100% refund period for books and refunds for cancelled classes can be found under the "Tuition and Fees" section of this catalog.

Child Care (EduCare Center)

The EduCare Center is a 9,385 square-foot, state-of-the-art child care facility as well as a learning lab for Butler Early Childhood Education students. The center is located off Towanda Avenue on the west edge of Butler's campus in El Dorado.

The Center is accredited through the National Association for the Education of Young Children in addition to a 5 Star Center through the Kansas Quality Rating Improvement System. The Center cares for 121 children ranging from two-weeks to 12 years old. The Center provides child care services to Butler students, faculty, and staff, and community members on a first-come, first-served basis with priority given to full-time needs. There is a four-hour minimum requirement for each child to stay at the center.

The Center is open year round, closing only for major holidays and the week between Christmas and New Years, Monday through Friday 5:45 a.m. - 6 p.m. For additional information regarding the EduCare Center call 316-323-6845 or direct 218-6845 from the Wichita/metro area.

C Campis Scholarships are available for children's tuition for student parents who are Pell eligible. Contact the EduCare Center for availability.

College Health Services

Butler College Health Services support the health needs of students and staff at the college.

Butler operates the College Health Services on the El Dorado campus located in Room 162 of the 1100 Building or West Residence Hall and the Andover campus, located in the 5000 building, room 5112N. The health services provided include: health education and management, disease prevention, and illness care. Health Services are available at both locations 5 days a week. A local physician, Dr. Michael Rausch M.D. is available on Mondays, while nurse practitioners and RN's staff the remaining days. Walk-ins are accepted, but appointments are recommended, please call BOE at 316-322-3371 or 316-733-3371, or BOA at 316.218.6282.

Services are provided for a nominal fee: physicals, immunizations, lab tests, prescription medications, over-the-counter medications, dental referrals, and vision referrals. Other services are provided by request.

Public Safety and Security

The El Dorado campus is staffed by Security Officers on duty 24 hours a day. They perform continuous patrol duties to deter, detect and investigate unusual activity. They also monitor video surveillance systems, take incident and accident reports, enforce College and Parking Regulations and assist motor vehicle operators with locked cars and jump starts. Security staff is available by calling 321-7657. Security Officers at Butler of Andover perform similar duties and are available by calling 316-218-6112. At all other College locations, individuals are to contact local law enforcement and the local site director. If security reports are filed, a follow-up report is requested to be filed at Butler of El Dorado, especially if injury, damage, or theft is involved. The Butler Safety and Security Department has outstanding working relationships with area emergency response agencies.

Butler Community College has an emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies. To enroll in this emergency notification system, individuals should follow the directions as provided on Campus Pipeline. Should individuals have questions regarding this system or the enrollment process, they may contact campus security at 316-321-7657.





Student Activities and Organizations

Butler is proud of its comprehensive student activities program. These activity programs, ranging from athletics to livestock judging, are strongly supported by the Board of Trustees, the community, the student body, and the College administration.

2:20

The organization 2:20 is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students. Membership is open to any Butler students interested in attending the bible study and meetings. *Contact Bernie Wonsetler at 316-323-6818 or bwonset1@butlercc.edu.*

Admissions Ambassadors

The Admissions Ambassadors serve the Butler Office of Admissions. The ambassadors assist with campus tours and serve as hosts for family and high school student recruitment events.

Ag Ambassadors

The Butler Ag Ambassadors Club is made up of students whose purpose is to act as a public relations branch for the College of Agriculture at Butler. The organization also provides leadership in the field of agriculture to those within the school and the community. *Contact Elissa Mullinix at 316-322-3309 or emullinix@butlercc.edu.*

Art Club

The Butler County Community College Art Club is organized by and for art students at Butler and is open to art majors. The club meets periodically to discuss art, listen to guest lecturers, view films pertaining to art, visit regional art exhibits and enjoy potluck luncheons. *Contact John Oehm at 316-322-3171 or joehm@butlercc.edu.*

Association for Early Childhood Education

The student members of this club will have the opportunity to network beyond the classroom with fellow students, the chance to listen to speakers from the profession and learn about emerging practices, and more in the area of Early Childhood Education. *Contact Teresa Thompson at 316-323-6883 or tthompson@butlercc.edu.*

Art Club

The Butler County Community College Art Club is organized by and for art students at Butler and is open to art majors. The club meets periodically to discuss art, listen to guest lecturers, view films pertaining to art, visit regional art exhibits and enjoy potluck luncheons. *Contact Valerie Haring at 316-322-3173 or vharing@butlercc.edu or John Oehm at 316-322-3171 or joehm@butlercc.edu.*

Athletic Program

An athletic program of national prominence is supported by the Board of Trustees, the community, the student body and the College administration. Volleyball, basketball, track and cross country, soccer and softball are provided on an intercollegiate level for women. Football, basketball, baseball, track and cross country are offered for men. The college holds membership in the Kansas Jayhawk Junior College Conference and the National Junior College Athletic Association.

Butler Gaming Association

This group engages in playing video games that achieve a level of happiness for most players. They meet weekly in the BOE Student Life Center. *Contact Barbara Day at 316-323-6941 or [bdav3@butlercc.edu](mailto:bday3@butlercc.edu).*

Butler Spirit Squad

This group is composed of a 16 member squad and one Grizzly Bear mascot. Individuals are selected during the spring semester. Applicants should contact the Athletic Department for information concerning interviews and auditions no later than March 1 for the following academic year. The Spirit Squad represents Butler in all sports and enthusiastically supports other clubs, organizations and activities in the community and on campus. College credit is available for participation.

Campus Crusade for Christ (CRU)

CRU is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students. CRU meets on the Butler of El Dorado and Butler of Andover campuses. *Contact Larry Patton at 316-322-3328 or lpattton@butlercc.edu or Luke Boyenger 316-253-2985 or lboyenger@butlercc.edu BOE Campus. BOA Campus contact Marie Schurter 316-616-8999 or mschurter@butlercc.edu.*



College Democrat Student Corp

This is the official student organization of the Democratic Party at Butler. Contact Brad Beachy at 316-218-6268 or bbeachy@butlercc.edu.

Creative Writing Club

The members of this group meet regularly to provide a place where writers can help each other expand their writing abilities and continue to develop their writing gifts. Contact Katherine Barrier at 316-218-6209 or kbarrier@butlercc.edu.

Dance Team

The Dance Team is a select group of individuals who perform for college and public functions. Auditions are held during the Fall and Spring semesters for the following academic year. Applicants should contact the Dance Department for specific dates. College credit is available for participation.

Delta Epsilon Chi (Marketing)

Delta Epsilon Chi is the largest and most progressive student organization for college students majoring in marketing and management. Participation in Delta Epsilon Chi will develop leadership skills, marketing, merchandising and management competencies through competition against the best marketing and management students in the nation. Contact Jared McGinley at 316-322-3240 or jmcginley@butlercc.edu.

Fire Science Residential Program

Fire Science students at Butler may apply for volunteer status with local fire departments to be admitted into the Fire Science Residential Program where they receive actual experience as firefighters living in the Fire House while studying for their degree. This "real life" experience proves to be valuable when applying for full time employment as a firefighter and provides opportunities for them to develop leadership and organizational skills while promoting the college and the Fire Science Program.

The Future

The purpose of this organization is to provide opportunities and support for those student athletes that have been "red-shirted" to serve, learn and fellowship together so they will be successful at Butler Community College. Contact Shannon Hurt at 316-322-3322 or shurtz@butlercc.edu or Tina Krau at 316-322-3295 or kkrau@butlercc.edu.

Gay-Straight Alliance

The GSA provides a safe and respectful environment to educate and raise awareness and provide opportunities to share experiences, concerns, and ideas with other members regarding gay, lesbian, bisexual, transgender and allied students, faculty, and staff. Contact Linda Clarke at 316.322.3162 or lclarke@butlercc.edu or Melody Choate at 316.322.3372 or mchoate@butlercc.edu.

Grizzly Green Team

The Grizzly Green Team was established to engage and teach students the importance of the "green movement" around campus and throughout the community. Membership is open to all currently enrolled students of BCC. Contact Tina Krau at 316-322-3295 or kkrau@butlercc.edu.

Grizzly Ambassadors

The Grizzly Ambassadors are a student organization focused on service and representing Butler Community College in the community. Members of this student organization understand the importance of service within the community and utilize co-curricular service learning to assist them in their development and furthering their academic experiences. This student organization is made up of strong student leaders of high academic standing committed to make a difference in the local, regional and national community. Contact Teresa Baumgartner at 316-322-3331 or tbaumgar@butlercc.edu.

Grizzly Growlers

The Grizzly Growlers club is a fun way to support Butler Activities and give students an opportunity to meet one another. This organization is open to any student attending Butler Community College. Contact Matt Jacobs at 316-323-6925 or mjacobs1@butlercc.edu or Kara Johnson at 316-322-3353 or kjohns12@butlercc.edu.

Hispanic American Leadership Organization (HALO)

Butler's Hispanic American Leadership Organization (HALO) provides Latino students the opportunities to better serve fellow students through leadership development, student recognition, fostering traditions, serving as a support system, and representing the Hispanic Community and Butler Latino student body. Contact Anna Villarreal at 316-218-6151 or avillarr@butlercc.edu.

IT Club

This organization provides members the opportunity to network with fellow students, opportunities to listen to speakers from the industry, tour company headquarters, learn about emerging technology, and more. Contact Jon Simpson at jsimpson@butlercc.edu.

Instrumental Music

The instrumental music department at Butler functions in three major areas: traditional band, jazz studies and keyboard music. The program provides both music and non-music majors with opportunities to develop instrumental skills. Membership in the Concert Band is conditioned primarily on instrumentation needs. Therefore, effort is made to recruit as many interested players as possible to fill instrumentation needs while maintaining a balanced ensemble. The ensemble performs in various settings including departmental concerts and concert tours. The Butler Pep Band plays at football and basketball games. The Pep Band plays arrangements ranging from traditional to rock.

The Butler Big Band is an 18-19 piece jazz ensemble consisting of five trumpets, four trombones, five saxophones, and four or five rhythm section players, all selected by audition. Students are continually urged to develop professionalism in their attitudes and to conform to the highest musical standards of ensemble playing.

The formation of instrumental combos is encouraged. These groups typically play music ranging from jazz to commercial popular styles. Student activities in keyboard music include opportunities to provide accompaniments on piano, keyboard bass and synthesizer for performing groups such as Jazz Arts Ensemble, Headliners, Show Choir, Chamber Singers and Concert Choir, plus vocal and instrumental soloists.



International Student Association

ISA is open to international students, resident aliens, as well as all students interested in promoting cross-cultural understanding. Members are often invited to visit with elementary classes and community groups. The ISA participates in the campus-wide Spring Fling, sharing their various cultures with students and community members through music and dance, traditional clothing, flags and exhibits. All monthly social activities are planned by members. *Contact Randy Bush at 316-218-6226 or rbush@butlercc.edu &/or Cynthia Meyer at 316-323-6403 or cmeyer@butlercc.edu.*

Intramurals

At Butler, intramurals are considered an integral part of student growth. We strive to make as many athletic activities and events available as possible. Our program offers students the opportunities to complete and participate in Flag Football, 5 on 5 Soccer, Table Tennis, Dodgeball, Golf, NFL/NCAA Pick 'Em Contests, and many more activities. If you miss the court or field, or just like to have fun, consider participating in our Intramural program. For more information call (316) 322-3357.

Livestock Judging Team

Livestock Judging at Butler helps young people interested in the agricultural industry become more proficient at selecting livestock. A judging team is selected from those students interested in college competition on a local, state and national level. During the year, the team has a rigorous workout schedule to prepare for competition. These young men and women are ambassadors for Butler's Agriculture program. The team travels to a number of contests within the United States.

Non-Traditional Student Organization

The Butler Non-Traditional Student Organization provides students an opportunity to network and connect with students who consider themselves "non-traditional" due to maturity, family or other life situations. *Contact Heidi Davison at 316-322-3286 or hdavison@butlercc.edu.*

Phi Beta Lambda

Phi Beta Lambda is a national organization that works closely with business and charities. Each year members have the opportunity to travel to state, regional, and national conferences to compete in various areas of business. As a campus organization PBL also gives students an opportunity to be recognized by business leaders and to participate in community and charity work, such as the March of Dimes. *Contact Janice Akao at 316-322-3186 or jakao@butlercc.edu.*

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for the two year college. Phi Theta Kappans are recognized for their academic achievement as well as their community service, fellowship, and leadership. The four hallmarks of Phi Theta Kappa, our guiding principles for programming, include: Scholarship, Leadership, Service, and Fellowship. Our many traditions and customs make this society a "Fellowship of Scholars". *Contact Susan Forrest at 316-322-3251 or sforrest@butlercc.edu.*

Philosophy Club

The Butler Philosophy Club meets monthly to engage in discussions regarding various political, ethical, and philosophical principles within our culture and society. *Contact Terry Sader at 316-218-6123 or tsader@butlercc.edu.*

Radio/Television/Film

Butler Community College's radio and television stations offer students the opportunity to experience a "hands-on" approach to the broadcast industry. Mass Communications students gain experience as technicians, directors, producers and broadcast announcers in the College's station.

SkillsUSA

The Butler Skills USA Chapter is affiliated with the Kansas Association of Skills USA. Its membership is open to all students enrolled in college/technical courses in trade, industrial, technical and health occupations education. *Contact Buford Pringle at 316-218-6136 or bpringle@butlercc.edu.*

Society of Manufacturing Engineers

Butler's student chapter U196 is associated with the SME International Chapter 52. Its membership includes students majoring in manufacturing related engineer technology or engineering fields. *Contact Buford Pringle at 316-218-6136 or bpringle@butlercc.edu.*

Student Government Association

The Butler SGA serves as the voice of the student body throughout the college. The SGA is composed of an Executive Board and at-large senators made up of diverse students from various academic departments, campus locations, and student groups/organizations of Butler. Members also help lead students to engage in purposeful curricular and co-curricular activities, promote good will and make positive contributions to the College and the community at large. SGA Open Sessions are held the 1st Tuesdays in El Dorado and the 3rd Tuesdays in Andover from 3-4:30 pm. *Contact Andrew Myers at 316-218-6373 or amyers5@butlercc.edu &/or Kara Johnson at 316-323-3353 or kjohns12@butlercc.edu.*

Student Life Department

Student Life at Butler is dedicated to providing co-curricular programs and opportunities that allow students to interact with other students, faculty and staff. The Butler experience is not complete without Student Life! At Butler there are many programs and services that will assist you to be successful in your college and lifelong endeavors. The many areas that exist within Student Life are focused on providing fun activities and programs for social interaction and engagement, living and learning experiences, leadership opportunities, service learning initiatives, academic support services, personal support, health and wellness, and counseling.

Student Nurses' Association

The association provides an avenue for contributing to nursing education by advocating the highest quality health care. Members participate in legislative activity involving nursing and health. Projects and seminars aid the student in the transition from pre-professional to professional activities, as well as offering leadership, educational and social opportunities. The Student Nurses' Association is an affiliate of the Kansas Association of Nursing Students (KANS). *Contact Sue Rotz at 316-322-3361 or srotz@butlercc.edu.*

Women in Technology

The Women in Technology was organized for the purpose of networking with other students in similar fields and to find the different fields available for technology. *Contact Beth Banks at 316-218-6356 or bbanks3@butlercc.edu or Kara McCluskey at 316-218-6343 or kmcccluskey@butlercc.edu.*



STUDENT PUBLICATIONS

The Lantern

The Lantern, maintaining a tradition of state and national honors, is published by and for the students of Butler every Monday morning except during holidays and final examination week.

Students gain hands-on experience in today's highly technical field of print journalism. Butler students who have received laboratory experience on The Lantern have made the transition to major journalism schools or directly to jobs in media organizations.

The Grizzly

The Grizzly, published since 1928, is the college's student-produced, full color magazine. It serves as a history of the academic and social activities of the students while they attend college. Students may participate in the production classes for college credit. Students have gone on to major journalism schools or directly to mass media jobs.

The Scan

The Scan publishes academic work, including essays and other projects undertaken as class assignments. The Scan is published once a year with deadline dates in October. Butler students, faculty, staff and alumni may submit work for the publication.

The Quill

The Quill is a publication of literary and visual art produced by Butler students, faculty, staff and alumni. Poetry and Fiction are submitted to the editors for critique and publication.

Theatre/Delta Psi Omega

The Butler theatre department produces four major productions and a variety of experimental productions per year. Auditions are open to all students. A full spectrum of courses for theatre majors is available.

The Chi chapter of Delta Psi Omega, the National Theatre Honor Fraternity of college students, has been at Butler of El Dorado for more than 50 years. Potential members are invited into the organization on the basis of their activity in the college theatre production program.

Vocal Music

The vocal music department at Butler provides a variety of singing experiences for students. The 90-voice Butler Concert Choir presents four major concerts per year and is open to all with the instructor's approval. An audition process is used to select members of the Headliner's show choir, the Chamber Singers, and the Sweet Melody ladies vocal ensemble. The Headliners, a show choir consisting of 28 singers/dancers and an instrumental combo, specializes in performing show and pop music. The Headliners do numerous performances each semester, including hosting the annual Butler show choir Festival and performing at the Butler Summer show choir Camp each July. The Chamber Singers produce the annual Renaissance Feaste each December as well as performing at home concerts. The Sweet Melodies sing a variety of music and also performs at home concerts. There are also smaller select ensembles, the Smorgaschords barbershop quartet and a vocal jazz ensemble that performs for various college functions.

A full spectrum of courses for music majors is also available, including music theory, aural skills, music fundamentals, music appreciation, piano lessons, voice lessons, instrumental lessons, and dance classes.

Young Republicans

The Young Republicans (YRs) are the oldest political youth organization in the United States. Important to the growth of the Republican Party, the YRs reach out to registered Republicans, 18 to 40 years of age, and provide them with better political knowledge and understanding of the issues of the day. Contact Alexis Reisig-Hopkins at 316-218-6267 or ahopkins@butlercc.edu.





Community Education

Noncredit Classes

Butler extends its resources to the public through a variety of noncredit programs. Designed to meet the needs and interests of community members, courses are open to adults regardless of educational preparation. Noncredit classes provide special opportunities to explore new ideas, develop new hobbies, learn new skills, or meet new friends.

Fees for all noncredit classes are kept at a minimum. For additional information, contact the Community Education Director at 322-3193 or 733-3193 from the Wichita/metro area

Kids' College

Kids' College is an educational program for elementary through high school students which enhances the education they receive during school. Area students have an opportunity to channel their energies into a hands-on learning environment. Kids' College provides fun and safe enrichment opportunities that promote lifelong learning. For more information, contact the Community Education Director at 316 322-3193 or 733-3193 from the Wichita/metro area.

Life Enrichment

Life Enrichment is an educational, entertaining and cultural program for citizens 60 years of age and over. Life Enrichment members meet Tuesday mornings for fun and fellowship. Life Enrichment is intended to enrich the lives of Senior Citizens through programs which offer practical and useful information as well as entertainment. The cost of the series is nominal and includes a monthly newsletter, weekly meetings and information on Life Enrichment group trips. For further information, contact the office of Community Education at 316-322-3193 or 316-733-3193 from the Wichita/metro area.

Senior Citizens "Golden Grizzly" Policy

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 lifetime college activity card entitling them to become a "Golden Grizzly." This will allow them free admission to all regularly scheduled, college-related activities* and free tuition (fees not included) for all Butler credit courses on a space available basis. Golden Grizzly cards are issued through the Registrar's Office.

*Jayhawk conference rules prohibit free admission to regional or conference playoffs..



The Division of Economic Development and Corporate Services serves the community beyond the traditional college setting by working collaboratively with business, economic development and workforce development organizations to strengthen the region's economy. Programs and services address distinct learning needs, yet share the common goal of helping companies, organizations, and individuals develop their most valuable asset – PEOPLE.

Economic Development

The Economic Development Center provides a wide-range of services to meet the needs of our local stakeholders and is committed to adding value to local economic development efforts through a number of services and initiatives.

Rural Economic Development

The Economic Development Center offers consulting services as well as training in rural economic development. Certified consultants in rural economic development are on staff to assist local communities in developing and sustaining long-term economic viability. The cornerstone of these services is the Hometown Competitiveness (HTC) program. The HTC is a comprehensive approach to long-term rural community sustainability which goes beyond the traditional vision of economic development. HTC helps the community to focus on four interrelated strategies that depend on each other for ultimate success. The four strategic areas of HTC are: Developing Leadership, Energizing Entrepreneurs, Engaging Youth, Charitable Giving. Trained and Certified consultants in the HTC program are available to lead communities through this intensive and highly successful program.

Entrepreneurial Institute and Center for Innovation

The Entrepreneurial Institute and Center for Innovation assist individuals in exploring what it means to be an entrepreneur and in developing the skills and knowledge necessary for success in today's business environment. Workshops and seminars focus on all aspects of starting and running your own successful business venture.

Business Performance Group, Corporate Training

Butler's Business Performance Group (BPG) offers an extensive selection of workplace learning options for organizations and individuals. We offer customized group training, open-enrollment classes and online courses. We specialize in supervision and leadership, professional development, computer skills, and project management. Expertise of faculty and staff from throughout Butler Community College makes it possible for us to deliver customized content in a wide variety of other subject matter areas.

Customized Training

The expertise of faculty and staff from throughout the college are available to companies through customized training. Our subject matter experts work with company representatives to select, customize or develop training to achieve corporate goals. We will design a schedule that works for your business and provide the training at the location of your choice.

Command Spanish®

Business Performance Group is a Licensed Official Registered Provider for Command Spanish® and provides programs for non-Spanish-speakers who interact with Spanish-speakers in the workplace. Learn only the Spanish phrases, questions and commands needed for your profession. Command Spanish® Online offers web-based Spanish language training courses that you can take whenever and wherever you want, because they are asynchronous and non-instructor-led. These programs were designed to be efficient, effective, and not teacher-bound, so you can take the course at your convenience and pace. Visit our web site at www.bpg.butlercc.edu to learn more.

Online Training

Through our partnership with Education To Go, we offer hundreds of highly interactive non-credit courses you can take entirely over the Internet. The courses are affordable, fast, convenient, and taught by expert instructors. Visit our web site at www.bpg.butlercc.edu to view a complete list of online classes.

Visit Business Performance Group (BPG) online at www.bpg.butlercc.edu to learn more about BPG, access a current schedule, create your own brochure, or sign up to receive a monthly schedule and announcements about promotions and special events by e-mail. Call 316.218.6118 to request a current schedule or inquire about group training.



Grizzly Adventure, ROPES Challenge Course

Climb outside your comfort zone with Grizzly Adventures. When you and your teammates take on this state-of-the-art, outdoor challenge course, you'll learn it is taking risks that most often stand in the way of achieving goals. Grizzly Adventures provides the ultimate training for building a successful team and improving your self confidence. Butler Community College is excited to offer this new and demanding tool for growth in leadership, problem-solving, communication skills, and more.

It's hard to imagine as you venture down this beautiful, serene nature trail at the southwest corner of Butler Community College's campus in El Dorado, Kansas that a physical and mental challenge awaits you of such proportions that it'll stir your blood and spike your adrenaline. Butler sets out to create an experience which breaks through traditional classroom walls. Grizzly Adventures, as part of Butler's academic Leadership program, is open to youth, civic, business and corporate groups who wish to stretch their skills to the brink! For more information, call Shane Steinkamp at 316 323-6874 or 218-6874 from the Wichita/metro area.

Climb outside the box...and hang on!

Adult Basic Education

Adult Education classes assist adults who lack a high school diploma or who want to improve basic skills in reading, grammar, spelling, writing, technology, mathematics, college readiness, and workplace skills. Butler Community College operates the Adult Education program in conjunction with the Kansas Board of Regents. Instruction is provided at no cost. The Adult Education Center is located at 131 N Haverhill in El Dorado.

General Educational Development (GED®)

Butler Community College is an official GED testing center. When you successfully complete the GED exam, you receive a Kansas State High

School Diploma and transcript from the Kansas Board of Regents. This diploma is widely accepted by employers, colleges and universities. The GED exam is administered in the Adult Education Center by appointment. Call Adult Education at 316.321.4030 for information.

Pathway to Achieving Student Success

The Pathway to Achieving Student Success program is designed to help Adult Education students who plan to attend college. The program provides support and engagement to increase student success in Adult Education as well as in a degree or certificate program at Butler Community College.

Kansas Work Ready Certificate

Butler's Adult Education program is a testing site for the Kansas WorkReady! Certificate. Adult Education students, and other interested individuals, can earn a certificate by successfully completing the WorkKeys® Applied Math, Reading for Information and Locating Information assessments. WorkKeys® preparation instruction is available in an open entry/open exit format.

Call 316.321.4030 to learn more about Adult Education/GED.





Communication Directory

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 Ron Engelbrecht, Benton
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BUTLER COMMUNITY COLLEGE

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 316 321-BCCC 2222, or 733-9731 direct
 from the Wichita/metro area, FAX 316
 322-3109, or 733-3109 direct from the
 Wichita/metro area

BUTLER OF ANDOVER

1810 North Andover Road
 Andover, KS 67002
 316 733-0071 • FAX 316 733-2715

BUTLER OF COUNCIL GROVE

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 Council Grove, KS 66846
 620 767-5158 • FAX 620 767-5150

BUTLER OF MARION

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 412 North Second
 Marion, KS 66861
 620 382-2183 • FAX 620 382-3988

BUTLER OF MCCONNELL

Consolidated Education Center
 Building 412
 53474 Lawrence Ct.
 McConnell Air Force Base, KS 67221
 316 681-3522 or 759-4252 • FAX 316 681-
 2258

BUTLER OF ROSE HILL

506A South Rose Hill Road
 Rose Hill, KS 67133
 316 776-9429 • FAX 316 776-0114

BUSINESS PERFORMANCE GROUP

715 E. 13th Street
 Andover, KS 67002
 316 218-6118 • FAX 316 733-4691
www.bpg.butlercc.edu

BUTLER WEB SITE

www.butlercc.edu



General Welfare Interest of College

President
322-3100

Faculty Policies Academic Regulations

Vice President of Academics 322-3310

College Research

Director, Institutional Research 322-3338

Financial Aid/Scholarships

Director, Financial Aid
322-3121

The Financial Aid Office is located in the Hubbard Center for Student Services and is open from 8 a.m. to 5 p.m., Monday through Friday. A financial aid counselor is also available daily at Butler of Andover

Financial Operations Business Matters

Vice President for Finance
322-3103

Student Accounts

Accounts Receivable Manager
322-3113

Admissions/Catalogs/General Info.

Admissions
322-3255

Enrollment/Transcripts/Academic Records

Registrar
322-3123

Advising, Counseling, Transfer Information Director, Enrollment Management

322-3231
Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements.

Instructional Support Services/

Butler of Flint Hills

Dean, Learning Resources and Services
322-3125

Telecommunications/Information Technology

Chief Information Officer
322-3133

L.W. Nixon Library/Affiliate Libraries Andover/

Rose Hill

Director, Library Services
322-3235

Bookstores El Dorado/Andover

Bookstore Manager
322-3197

Educare Center Child Care Facilities

Director
322-6845

Academic Achievement Programs & Services

Director
218-6146

Academic studies for

Behavioral Science/Math/Science/Physical Education

Dean

322-3129

The Behavioral Science, Math, Science and Physical Education Division provides the necessary general education requirements to graduate from Butler with an Associate in Arts, Associate in Science, Associate in Applied Science and Associate in General Studies degrees. The division also provides programs in several occupational and professional areas.

Academic studies for Career and Technical Education

Dean

322-3128

The Career and Technical Education Division enables students to acquire basic knowledge and skills in business and industrial technology fields. Program offerings fill the elective and specific programmatic needs of college transfer students, as well as specific needs of students entering the field of business or industrial technology after completing a two-year program.

Academic studies for Humanities/Fine Arts

Dean

322-3328

The Division of Humanities/Fine Arts provides general education courses to all students and freshman or sophomore degree requirements for those students majoring in Art, Dance, English, Foreign Language, Humanities, Mass Communications, Music, Philosophy/Religion, Speech and Theatre

Academic Studies for Nursing/Allied Health/

Early Childhood Education

Dean

322-3140

The Division offers an Associate of Applied Science degree in nursing which prepares the graduate for practice as a registered nurse. Allied Health offerings include Massage Therapy, Emergency Medical Technician and Certified Nurse Assistant courses, continuing education offerings for nurses and selected courses for nursing home administrators, social workers, dietitians and dietary managers. Early Childhood Education Associate of Arts, Associate of Applied Science and certificate programs qualify the graduate to direct a center up to 100 children as well as teach and administrate in childcare centers. A Special Education option prepares graduates to work as a paraprofessional with pre-school special education children.

Community Education/Noncredit Programs

Director, Community Education

322-3193

Butler extends its resources to the public through a variety of noncredit programs including senior citizen's Life Enrichment, noncredit classes and youth programs. Courses designed to meet the needs and interests of community members are open to anyone regardless of educational preparation.



Career Pathways

Director

322-3277

Butler supports the Kansas State Department of Education's Career Pathways initiative in creating and maintaining articulation agreements with secondary schools. For up to 15 months after the graduation date for the high school, selected and approved courses with a grade of "B" or better will be awarded credit at Butler Community College for use with Associate of Applied Science degrees and/or Associate of Arts in Mass Communications degrees or for certain Certificate Programs. Articulation program details, career pathways agreements with secondary schools and articulation credit applications for student can be located at http://www.butlercc.edu/career_pathways or students can see their advisor or counselor for further information.

Cooperative Education/Internships

Director, Cooperative Education

218-6125

Students enrolled in Cooperative Education earn college credit while gaining valuable work experience.

College News/Public Relations/Marketing/Speakers

Bureau/Promotional Publications

Director, Marketing Communications

322-3190

The Marketing Communications Department manages the College's image and marketing initiatives. The Marketing Communications Department coordinates speakers for public events, shares college news and serves as a liaison to area media.

Establishment of Trusts/Scholarships/ Alumni Relations

Director, Foundation

316 320-7312

Alumni Association/Membership/Activities

Director, Alumni

316 320-7312

Assistance with Special Needs/Class Accommodations/ADA

Director, Disability Services

322-3166

Located in El Dorado, Butler's residence halls accommodate 377 students. West Hall houses 102 students, East Hall houses 113 students, Cummins Hall houses 130 students, and four year-round apartments serve for 32 students. Live-in professional staff are assisted by student staff, Resident Assistants. R.A.s assist with answering questions, programming, and enforcing hall policies. The Residence Life Office is located off the East Hall lobby. Residents eat in the cafeteria located a short distance away in the Student Union. Residents park in the convenient parking lots by the residence halls.

College Health Services

Director,

316-733-3371, 316-322-2271 (BOE)

316-218-6282, 6131 (BOA)

Residence Life

Director, Residence Life

322-3295

Athletic Programs/Scholarships

Director, Athletics

322-3201

An athletic program of national prominence, Butler is a member of the Kansas Jayhawk Conference qualifying and competing in many state, regional and national events. Grizzly athletics is well-known for its winning tradition.

Physical Plant Planning/Maintenance

Director, Facilities Management

322-3143

Student Life/Student Activities

Dean of Student Life

323-6915

Butler is proud of its comprehensive student activities program. We offer more than 30 activity programs, ranging from athletics to livestock judging.

Butler of Andover/Butler of Rose Hill/Butler of McConnell

Dean, Butler Learning Community Centers,

316 733-0071

Adult Basic Education/ GED

Director, ABE/GED®

316 321-4030

The Adult Education center provides basic skills instruction from literacy through college readiness. Butler is an official testing center for the General Educational Development test.

Corporate Training

Training Specialist

316 218-6118

Butler offers corporate training programs for individuals and groups. Companies establish learning objectives and determine format, schedule and location.

International Students

International Student Advisor

322-3230 or 733-0071

Online Education

Director, Instructional Technology

322-3345

If you do not know the number of the department you wish to contact call the College switchboard operator at 316 321-BCCC 2222 for assistance.

Wichita/Metro Area Dialing

To call any telephone extension at Butler of El Dorado from any Wichita exchange dial 733-plus the 4 digit extension, except for all 6000 numbers, dial 218-6 - - -.

El Dorado/Local Dialing

From El Dorado, extensions you must dial 323-6 plus 3 digit extension.

For all other extensions dial 322- plus 4 digit extension

Long Distance Dialing

Dial 1-800-794-0188 El Dorado campus.





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