



Welcome to Butler Community College, home of “*pure learning power!*” We’re pleased you’ve made the decision to enroll with us because you’ll find a college-wide commitment focused on your success as a student both inside the classroom and through extracurricular activities. Whether you are here to earn a certificate or an Associate degree, an industry recognized credential to enhance your job skills, or to prepare for transfer to another institution, we’re dedicated to engaging you in outstanding learning opportunities.

With small class sizes, flexible schedules, and tuition half the cost of four-year universities, Butler offers a personalized, powerful education you won’t find at other colleges. Our outstanding faculty and staff are committed to creating unique and engaging learning environments with a focus on helping you develop the skills and abilities needed for the 21st century through our Learning PACT of *Personal Development, Analytical Thinking, Communication and Technology*.

Use this General Catalog along with our college website at www.butlercc.edu to help you explore all our available resources. In addition to our excellent academic programs, you’ll discover exceptional programs and services in advising, the academic achievement center, career services, financial aid, the libraries, residence life, and student activities.

At Butler, our students, faculty, and staff are the personalities behind the power. We place learning and student success at the heart of everything we do and we look forward to sharing a unique educational experience with you.

When you choose us, we choose you. When students succeed, so do we. Together, let’s discover the power in your life.

Kim Krull, President

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THE LEARNING COLLEGE OF CHOICE





LEARNING COLLEGE OF CHOICE

INTRODUCTION

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

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

OUR MISSION

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

OUR VISION

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

OUR STRATEGIC PRIORITIES

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

TIMELESS INSTITUTIONAL VALUES

- Quality
- Integrity
- Service
- Caring

BUTLER'S PURPOSES

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

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

STUDENT HONOR CODE

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

Adopted by SGA January 2013



BUTLER LEARNING COLLEGE PRINCIPLES

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

FOCUS ON LEARNING

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

ASSUME PERSONAL RESPONSIBILITY

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

ADVANCE ACTIVE ENGAGEMENT IN LEARNING

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

PROVIDE MULTIPLE LEARNING OPPORTUNITIES

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

VALUE OUR HUMAN RESOURCES

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

MAKE DECISIONS BASED ON FACTS

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

PLAN STRATEGICALLY FOR THE FUTURE

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

RESPOND WITH AGILITY

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

LINK WITH EXTERNAL COMMUNITIES

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

MODEL OUR PRINCIPLES AND TIMELESS VALUES

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

BUTLER'S LEARNING PACT WITH STUDENTS

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

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

The Butler Learning PACT consists of:

P = Personal Development Skills

A = Analytical Thinking Skills

C = Communication Skills

T = Technological Skills

Students' Work Shall Demonstrate:

P = PERSONAL DEVELOPMENT SKILLS

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

A = ANALYTICAL THINKING SKILLS

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

C = COMMUNICATION SKILLS

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

T = TECHNOLOGY SKILLS

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

LEARNING OUTCOMES ASSESSMENT

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

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

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

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





DEGREE AND GRADUATION REQUIREMENTS

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

GENERAL EDUCATION AT BUTLER COMMUNITY COLLEGE

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

P = PERSONAL DEVELOPMENT SKILLS

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

A = ANALYTICAL THINKING SKILLS

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

C = COMMUNICATION SKILLS

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

T = TECHNOLOGY SKILLS

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

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

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

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

In addition, official documentation of all prior college work at other institutions must be on file in the Registrar's. 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. Graduation honors will be based on Butler grade point average figures and a minimum of 30 resident Butler hours.

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

- 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 Fitness and Wellness or Dance	1 credit hour

A = Analytical Thinking Skills 16 credit hours

- 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

- 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

- 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

- 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	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

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

Required courses:

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

A = Analytical Thinking Skills 16 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

Required courses:

Science and Math	10 credit hours
Must include one math course MA 131 or above and one laboratory science course and may include a computer science course.	

C = Communication Skills 9 credit hours

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

Required courses all grades must be C or better:

English Comp I	3 credit hours
English Comp II	3 credit hours
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	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

Required Courses:

Social and Behavioral Science
One activity course in Fitness and Wellness or Dance

A = Analytical Thinking Skills **

- Critical thinking
Make informed decisions for challenging situations

Required Courses:

Humanities and Fine Arts

- Problem solving
Find workable solutions for real life problems

Required Course: 3 credit hours

Must include one math course MA 114 or above as identified in the specific Program requirements.

C = Communication Skills **

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

Required course: grade must be C or better

English Comp I 3 credit hours

T = Technology Skills **

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

These outcomes are integrated throughout the above courses

Required Gen Ed courses

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

45 hours (minimum)

Required Technical Specialty/Related courses

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 Fitness and Wellness or Dance 1 credit hour

A = Analytical Thinking Skills 12 credit hours

- Critical thinking
Make informed decisions for challenging situations

Required Courses:

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

- Problem solving
Find workable solutions for real life problems

Science and Math 6 credit hours

Required Courses:

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

C = Communication Skills 6 credit hours

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

Required Courses: all grades must be C or better

English Comp I and 3 credit hours

one of the following:

English Comp II,
Public Speaking or
Interpersonal Communication 3 credit hours

T = Technology Skills

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

These outcomes are integrated throughout the above required courses

Required Gen Ed courses 25 hours

Additional courses to meet 62 hr minimum 37 hours (minimum)

Minimum Graduation Requirement 62 hours

CERTIFICATE PROGRAM

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

ADDITIONAL DEGREE POLICY

Students 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. COMMUNICATION

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

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 Cultural 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 222 Diversity and Inequality in the US
- 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 101 Introduction to Logic
- PL 290 Philosophy I
- PL 291 Ethics
- 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. FITNESS AND WELLNESS

Any fitness activity course (FW)

Any dance course (DN)

FW 190 – Fitness for Life



CATALOG COMPLIANCE

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

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

FITNESS AND WELLNESS REQUIREMENTS

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

MINIMUM BUTLER CREDITS

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

APPLICATION FOR GRADUATION

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

Application deadline:

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

GRADUATION EXERCISES

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

ARTICULATION AND TRANSFER

What is an articulation (transfer) agreement?

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

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

Kansas Board of Regents Transfer and Articulation

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

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

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

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

For additional information, please see

http://www.butlercc.edu/career_pathways or contact Jolene Keith, jkeith@butlercc.edu.

Andale	Derby	Northern Heights
Andover	Dodge City	Ottawa
Augusta	Douglass	Peabody-Burns
Bishop Carroll	El Dorado	Remington
Bluestem	Emporia	Rose Hill
Caldwell	Eureka	South Haven
Campus	Goddard	Valley Center
Centre	Halstead	Wichita
Chase County	Hillsboro	
Circle	Maize	
Council Grove	Marion	



DEVELOPMENTAL EDUCATION PROGRAM

Vision

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

Mission

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

College Goals and Objectives

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

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

Student Goals and Objectives

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

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

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

Developmental Courses

BE 060	Computer Basics
EG 052	Sentence and Paragraph Groundwork
EG 053	ESL Sentence to Paragraph
EG 063	ESL Fundamentals of English
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 014	ESL Basic Reading and Vocabulary
RD 015	ESL Reading Fundamentals
RD 012	Reading Fundamentals
RD 051	Spelling Fundamentals
RD 052	Vocabulary Fundamentals
SP 010	ESL Pronunciation of English Fundamentals
SP 013	ESL Pronunciation of English Applied

Remedial/Developmental Coursework Policy

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





INSTRUCTIONAL DIVISIONS

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

DIVISION OF BEHAVIORAL SCIENCE, MATH, SCIENCE, AND FITNESS AND WELLNESS

The Behavioral Science, Math, Science, and Fitness and Wellness 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:

Criminal Justice, Homeland Security, Behavioral Science Anthropology, Psychology, Sociology, Fitness and Wellness, Elementary and Secondary Education, Mathematics, Biology, Chemistry, Physics, Physical Science, Pre-Engineering, 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 AND ADVANCED TECHNOLOGY CENTER

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

- **AGRICULTURE**-Agribusiness, Agriculture, Livestock Management & Merchandising, Farm and Ranch Management, Food Science and Safety, and Pre-Veterinarian.
- **AUTOMOTIVE**-Auto Collision Repair and Auto Technology.
- **BUSINESS & PROFESSIONAL**-Accounting, Accounting Assistant, Advertising, Business Administration, Hotel Management, Marketing & Management, Culinary Arts, Restaurant Management, and Entrepreneurship.
- **BUSINESS SYSTEMS TECHNOLOGY**- Business Administrative Technology
- **COMPUTER INFORMATION TECHNOLOGY**-Database Administration, Digital Media, Digital Media Specialist, Cyber Security, Interactive 3D Technology, Internetworking Management, Software Development, Web Development, Web Development Specialist, and Windows Administration.
- **MANUFACTURING ENGINEERING TECHNOLOGY** – Composite Engineering Technology, Engineering Graphics Technology, Manufacturing Engineering Technology, Surveying Technology, and Welding Technology.

- **REALTIME REPORTING TECHNOLOGY** – Realtime Reporting Technology, Realtime Reporting (Steno) Certificate.
- **WORKFORCE DEVELOPMENT** services are offered through the BETA division: For more information call 316.218.6118 or direct 733-6118 from the Wichita/metro area.
- **EARLY COLLEGE INFORMATION TECHNOLOGY ACADEMY** offers an exceptional opportunity for students to integrate the last two years of high school and the first two years of college. The Academy will prepare students for careers in IT related fields and immerse them into the college experience as a high school student. This two-year program will allow students to have the opportunity to graduate high school with industry credentials, certifications and significant college credit towards an Associate Degree. For more information contact Anna Villarreal, Director, at 316.218.6157 or avillarr@butlercc.edu.

Requirements

Students 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.

DIVISION OF FINE ARTS AND COMMUNICATION

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

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

DIVISION OF HUMANITIES AND SOCIAL SCIENCES

The Division of Humanities and Social Sciences provides general education courses to all students and freshman/sophomore degree requirements for those students majoring in English/Literature, Foreign Language, History, Liberal Arts, Philosophy/Religion, Political Science, and Pre-Law.

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



DIVISION OF ACADEMIC SUPPORT AND EFFECTIVENESS

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

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

For more information call 316-322-3226 or 316-322-3167 or direct from the Wichita/metro area 316-733-3226 or 316-733-3167.

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 licensure and practice. The associate degree nurse is prepared for practice in a variety of care settings.

The course of study which prepares students for the Registered Nurse licensure examination can be accomplished in two years of full-time study. Students are provided the opportunity to take the vocational/practical nurse licensure examination after completing NR 105, NR 106, and NR 107.

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

ALLIED HEALTH AND CONTINUING NURSING EDUCATION

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

EARLY CHILDHOOD EDUCATION

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

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

EARLY COLLEGE HEALTH SCIENCES ACADEMY

The Butler Early College Health Sciences Academy offers an exceptional opportunity for students to integrate the last two years of high school and the first two years of college. The Academy will prepare students for a career in healthcare and immerse them into the college experience as a high school student. The two-year program will allow students to earn a high school diploma and a significant portion of their associate's degree by the time of their high school graduation. The two-year program could allow students to complete sufficient college credit to enter a four year college academically as a college junior upon high school graduation or complete a significant portion of an Associate's degree by the time of their high school graduation. For more information contact Marcy Aycock, Director, at 316-218-6041 or maycock@butlercc.edu.

Requirements

A score at a pre-determined level on a diagnostic placement instrument.



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.

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

DEGREES

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

College Orientation Requirement

All first-time, full-time freshmen students are required to enroll in Student Connect, OR 102-0. To successfully complete this course, students must attend a six hour, non-credit class. The student assumes the responsibility to re-enroll until the course is successfully completed. For more information, contact the Dean of Student Life at 316.323.6941.

Study Skills Requirement

All first time students who are enrolled in a developmental math course are required to enroll in PD102: Math Study Skills. All first time students who are enrolled in a developmental English course or Reading course are required to enroll in PD103: Introduction to Study Skills. Should students not be successful in either of these classes, they assume the responsibility to re-enroll until the course is successfully completed.



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REAL POWER 


agriculture

AGRIBUSINESS

ASSOCIATE IN SCIENCE

MAJOR CODE: AGBU

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science and Math	7
<input type="checkbox"/> Crop Science	AG 220 4
<input type="checkbox"/> Math Requirement	MA 135 or above 3
Computer Science	3
<input type="checkbox"/> Microcomputers in Agriculture	AG 107 3
Social/Behavioral Science Requirement	6
<input type="checkbox"/> One Social Science Course (EC 201 Prin. of Macroeconomics recommended)	3
<input type="checkbox"/> One Behavioral Science Course	3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	11
<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"/> Fund. of Livestock Nutrition	AG 211 3
Related Electives	19
<input type="checkbox"/> Livestock Judging Lab I	AG 136 2
<input type="checkbox"/> Livestock Judging Lab 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"/> 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 Future Markets	AG 218 3
<input type="checkbox"/> Beef Management	AG 221 3
<input type="checkbox"/> Range Management	AG 230 3
<input type="checkbox"/> Livestock Judging Lab III	AG 236 2
<input type="checkbox"/> Livestock Judging Lab IV	AG 237 2
<input type="checkbox"/> Livestock Rations	AG 240 3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275 3
<input type="checkbox"/> Livestock Business Management	AG 285 3
<input type="checkbox"/> Directed Ind. Study in Ag.	AG 294, 295 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> General Biology	BI 110 5
<input type="checkbox"/> Keys to Success in the Workplace ^o	CE 195 3

<input type="checkbox"/> Career Development ^o	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult ^o	CE 197	3
<input type="checkbox"/> Critical Thinking Skills ^o	CE 198	3
<input type="checkbox"/> The Changing Workplace ^o	CE 295	3
<input type="checkbox"/> Emotional Intelligence ^o	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult ^o	CE 297	3
<input type="checkbox"/> Leadership at Work ^o	CE 298	3
<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> Internship I ^o	IP 193	2
<input type="checkbox"/> Internship II ^o	IP 293	2

^o Online only

Credits Required: 62

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

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

Program Information

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

Ag Ambassadors

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

Recommendations

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

Recommended Course Sequence

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

First Semester

AG102, AG120 and AG111

Second Semester

AG211, AG107

Third Semester

AG electives (3 cr hrs)

Fourth Semester

AG220, AG electives (3 cr hrs)

Related Programs

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

After Butler

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

Wages

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

AGRICULTURE

ASSOCIATE IN SCIENCE

MAJOR CODE: AGRI

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102 3
Science, Math and Computer Science	10
<input type="checkbox"/> Microcomputers in Agriculture	AG 107 3
<input type="checkbox"/> Crop Science	AG 220 4
<input type="checkbox"/> Math Requirement	MA 135 or above 3
Social/Behavioral Science	6
<input type="checkbox"/> One Social Science Course	EC 201 (recommended) 3
<input type="checkbox"/> One Behavioral Science Course	3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> Fitness Activity Course Requirement or Dance	1
Required Courses	11
<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"/> Fund. of Livestock Nutrition	AG 211 3
Related Electives	19
<input type="checkbox"/> Breeding Livestock Prod Mgmt	AG 109 3
<input type="checkbox"/> Livestock Judging Lab I	AG 136 2
<input type="checkbox"/> Livestock Judging Lab 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"/> 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 Future Markets	AG 218 5
<input type="checkbox"/> Beef Management	AG 221 3
<input type="checkbox"/> Range Management	AG 230 3
<input type="checkbox"/> Livestock Judging Lab III	AG 236 2
<input type="checkbox"/> Livestock Judging Lab IV	AG 237 2
<input type="checkbox"/> Livestock Rations	AG 240 3
<input type="checkbox"/> Livestock Concepts & Practices	AG 275 3
<input type="checkbox"/> Livestock Business Mgmt.	AG 285 3
<input type="checkbox"/> Dir. 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"/> General Biology	BI 110 5
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3

<input type="checkbox"/> Critical Thinking Skills [□]	CE 198	3
<input type="checkbox"/> The Changing Workplace [□]	CE 295	3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297	3
<input type="checkbox"/> Leadership at Work [□]	CE 298	3
<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> Internship I [□]	IP 193	2
<input type="checkbox"/> Internship II [□]	IP 293	2

[□] Online only

Credits Required: 62

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

Program Information

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

Ag Ambassadors

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

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

First Semester

AG102, AG120, AG111

Second Semester

AG211, AG107

Third Semester

AG electives (3 cr hrs)

Fourth Semester

AG220, AG electives (6 cr hrs)

After Butler

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

Wages

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



LIVESTOCK MANAGEMENT AND MERCHANDISING

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: LVMG

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

	HOURS	
General Education Requirements		19
Communication		6
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> One other course	EG 102, EG 112, SP 100, SP102	3
Science, Math and Computer Science		10
<input type="checkbox"/> Microcomputer in Agriculture	AG 107	3
<input type="checkbox"/> Crop Science	AG 220	4
<input type="checkbox"/> Math Requirement	MA 114 or above	3
Social/Behavioral Science		3
<input type="checkbox"/> Agriculture Economics	AG 120	3
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 Lab I	AG 136	2
<input type="checkbox"/> Livestock Judging Lab 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"/> 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 Lab III	AG 236	2
<input type="checkbox"/> Livestock Judging Lab IV	AG 237	2
<input type="checkbox"/> Livestock Rations	AG 240	3
<input type="checkbox"/> 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"/> General Biology	BI 110	5
<input type="checkbox"/> College Chemistry I	CH 110	5

Credits Required: 62

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

Program Information

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

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Recommendations

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

Related Programs

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

Recommended Course Sequence

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

First Semester

AG120, AG102, AG111, AG108, AG electives (3 cr hrs)

Second Semester

AG211, AG109, AG220, AG107, AG electives (3 cr hrs)

Third Semester

AG electives (11 cr hrs)

Fourth Semester

AG electives (9 cr hrs)

After Butler

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

Wages

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



LIVESTOCK MANAGEMENT AND MERCHANDISING

CERTIFICATE B

MAJOR CODE: LVMG

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

Required Courses	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 Lab I	AG 136 2
<input type="checkbox"/> Livestock Judging Lab 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 Lab III	AG 236 2
<input type="checkbox"/> Livestock Judging Lab IV	AG 237 2
<input type="checkbox"/> Livestock Rations	AG 240 3
<input type="checkbox"/> 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"/> Dir. Ind. Study in Agriculture	AG 294,295 3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3
<input type="checkbox"/> College Chemistry I	CH 110 5
<input type="checkbox"/> Internship I [□]	IP 193 2
<input type="checkbox"/> Internship II [□]	IP 293 2

[□] Online only

Credits Required: 31

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

Program Information

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

Ag Ambassadors

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

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

First Semester

AG102, AG120, AG215, and AG electives (6-9 cr hrs)

Second Semester

AG211, AG220, and AG electives (9-10 cr hrs)

After Butler

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:
www.butlercc.edu/cert_prgm/cert_index.cfm



FARM AND RANCH MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: FRMG

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

	HOURS
General Education Requirements	19
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> One other course	EG 102, EG112, SP 100, SP102 3
Science, Math and Computer Science	10
<input type="checkbox"/> Microcomputer in Agriculture	AG 107 3
<input type="checkbox"/> Crop Science	AG 220 4
<input type="checkbox"/> Math Requirement	MA 114 or above 3
Social/Behavioral Science	3
<input type="checkbox"/> Agriculture Economics	AG 120 3
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	23
<input type="checkbox"/> Livestock Selection I	AG 133 3
<input type="checkbox"/> Livestock Judging Lab I	AG 136 2
<input type="checkbox"/> Livestock Judging Lab 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"/> Introduction to Food Science	AG 213 3
<input type="checkbox"/> Livestock Health and Disease	AG 216 3
<input type="checkbox"/> Marketing Agriculture Products	AG 217 3
<input type="checkbox"/> Principles of Futures Markets	AG 218 3
<input type="checkbox"/> Swine Management	AG 219 3
<input type="checkbox"/> Beef Management	AG 221 3
<input type="checkbox"/> Livestock Judging Lab III	AG 236 2
<input type="checkbox"/> Livestock Judging Lab IV	AG 237 2
<input type="checkbox"/> Livestock Rations	AG 240 3
<input type="checkbox"/> 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"/> General Biology	BI 110 5

Credits Required: 62

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

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

Program Information

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

Ag Ambassadors

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

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

First Semester

AG102, AG120, AG111, AG215, AG108, and AG electives (3 cr hrs)

Second Semester

AG211, AG 220, AG109, AG107, and AG electives (3 cr hrs)

Third Semester

AG230, AG electives (6 cr hrs)

Fourth Semester

AG electives (11 cr hrs)

After Butler

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

Wages

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

PRE-VETERINARIAN

ASSOCIATE IN SCIENCE

MAJOR CODE: VETR

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Science	10
<input type="checkbox"/> Microcomputers in Agriculture	AG 107 3
<input type="checkbox"/> Lab Science Requirement	CH 110 4-5
<input type="checkbox"/> Math Requirement	MA 135 or above 3
Social/Behavioral Science	6
<input type="checkbox"/> One Behavioral Science course	3
<input type="checkbox"/> One Social Science course (EC 201 Prin. of Macroeconomics recommended)	3
Humanities/Fine Arts	6
<input type="checkbox"/> Fine Arts Requirement	3
<input type="checkbox"/> Humanities Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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

Credits Required: 62

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

Program Information

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

Ag Ambassadors

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

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

First Semester

AG102, AG111, CH110, AG120

Second Semester

AG211, CH115, AG107

Third Semester

BI110

Fourth Semester

PH143, AG220

After Butler

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

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

Wages

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



FOOD SCIENCE AND SAFETY

ASSOCIATE IN SCIENCE

MAJOR CODE: AGFS

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp	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"/> General Biology	BI 110 5
<input type="checkbox"/> College Chemistry I	CH 110 4-5
<input type="checkbox"/> Math Requirement	MA 135 or above 3
Social/Behavioral Science	6
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
<input type="checkbox"/> Behavioral Science Requirement	3
Humanities/Fine Arts	6
<input type="checkbox"/> Fine Arts Requirement	3
<input type="checkbox"/> Humanities Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	30
<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

Credits Required: 62

Contact: Dr. Aaron Cooper, Assistant Professor
Lead Agriculture
acooper1@butlercc.edu or 316.322.3309

Program Information

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

Ag Ambassadors

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

Related Programs

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

Recommended Course Sequence

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

First Semester

MA135, CH 110

Second Semester

CH 115, AG213, BI110

Third Semester

CH 240, BI250, MA210

Fourth Semester

CH 245, PH251, AG212

After Butler

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

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

Wages

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





AUTOMOTIVE COLLISION REPAIR

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: AUBO

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

	HOURS	
General Education Requirements		15
Communication		6
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Public Speaking	SP 100	3
Math and Computer Science		6
<input type="checkbox"/> Math Requirement	MA 114 or above	3
<input type="checkbox"/> Information Processing	BA 104	3
Social/Behavioral Science		3
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	3
Required Courses		47
<input type="checkbox"/> Paint & Refinishing I	AB 104	3
<input type="checkbox"/> Paint & Refinishing II	AB 105	3
<input type="checkbox"/> Non-Structural A & D Repair I	AB 137	4
<input type="checkbox"/> Non-Structural A & D Repair II	AB 138	4
<input type="checkbox"/> Structural A & D Repair I	AB 139	2
<input type="checkbox"/> Structural A & D Repair II	AB 140	2
<input type="checkbox"/> Paint & Refinishing III	AB 204	3
<input type="checkbox"/> Paint & Refinishing IV	AB 205	4
<input type="checkbox"/> Non-Structural A & D Repair III	AB 237	4
<input type="checkbox"/> Non-Structural A & D Repair IV	AB 238	5
<input type="checkbox"/> Structural A & D Repair III	AB 239	3
<input type="checkbox"/> Structural A & D Repair V	AB 240	3
<input type="checkbox"/> Mechanical & Electrical	AB 241	3
<input type="checkbox"/> Auto Estimating	AB 243	3
<input type="checkbox"/> OSHA 10	WE 110	1
Related Electives		3
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Principles of Management	BA 210	3
<input type="checkbox"/> Personal Selling	BA 215	3

Credits Required: 65

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

Contact:

Donnie Smith, Associate Professor
Lead Auto Collision
asmith73@butlercc.edu or 316.323.6890

Prior to Admission

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

Program Information

Classes prepare students for the ASE certification test.

Recommendations

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

Accreditation

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

Recommended Course Sequence

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

- First Semester (Fall)*
AB137, AB104, AB138, WE 110
- Second Semester (Spring)*
AB105, AB204, AB205
- Third Semester (Fall)*
AB237, AB139, AB140, AB239
- Fourth Semester (Spring)*
AB240, AB238, AB241, AB243

After Butler

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

Wages

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



AUTOMOTIVE COLLISION REPAIR

CERTIFICATE C

MAJOR CODE: AUBO

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

Required Courses		HOURS
		44
<input type="checkbox"/> Paint & Refinishing I	AB 104	3
<input type="checkbox"/> Paint & Refinishing II	AB 105	3
<input type="checkbox"/> Non-Structural A & D Repair I	AB 137	4
<input type="checkbox"/> Non-Structural A & D Repair II	AB 138	4
<input type="checkbox"/> Structural A & D Repair I	AB 139	2
<input type="checkbox"/> Structural A & D Repair II	AB 140	2
<input type="checkbox"/> Paint & Refinishing III	AB 204	3
<input type="checkbox"/> Paint & Refinishing IV	AB 205	4
<input type="checkbox"/> Non-Structural A & D Repair III	AB 237	4
<input type="checkbox"/> Non-Structural A & D Repair IV	AB 238	5
<input type="checkbox"/> Structural A & D Repair III	AB 239	3
<input type="checkbox"/> Structural A & D Repair IV	AB 240	3
<input type="checkbox"/> Mechanical & Electrical	AB 241	3
<input type="checkbox"/> OSHA 10	WE 110	1

Credits Required: 44

Contact: Donnie Smith, Associate Professor
Lead Auto Collision
asmith73@butlercc.edu or 316.323.6890

Prior to Admission

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

Program Information

These classes prepare students for the ASE certification test.

Recommendations

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

Accreditation

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

Recommended Course Sequence

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

First Semester (Fall)

AB137, AB104, AB138, WE110

Second Semester (Spring)

AB105, AB204, AB205

Third Semester (Fall)

AB237, AB139, AB140, AB239

Fourth Semester (Spring)

AB240, AB238, AB241

After Butler

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm



AUTOMOTIVE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: AUTE

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

	HOURS	
General Education Requirements		15
Communication		6
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Interpersonal Communication	SP 102	3
Math and Computer Science		6
<input type="checkbox"/> Computer Science Requirement	BA 104	3
<input type="checkbox"/> Math Requirement	MA 114 or above	3
Social/Behavioral Science		3
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	
Required Courses		39
<input type="checkbox"/> Electrical I	AT 115	3
<input type="checkbox"/> Electrical II	AT 116	2
<input type="checkbox"/> Brakes I	AT 117	3
<input type="checkbox"/> Brakes II	AT 118	2
<input type="checkbox"/> Engine Repairs	AT 119	5
<input type="checkbox"/> Engine Performance I	AT 120	3
<input type="checkbox"/> Manual Drive Trains and Axles	AT 207	4
<input type="checkbox"/> Electrical III	AT 216	5
<input type="checkbox"/> Suspension I	AT 217	2
<input type="checkbox"/> Suspension II	AT 218	2
<input type="checkbox"/> Engine Performance II	AT 220	7
<input type="checkbox"/> OSHA 10	WE 110	1
Related Electives		12
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Personal Finance	BA 112	3
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Principle of Management	BA 210	3
<input type="checkbox"/> Personal Selling	BA 215	3

Credits Required: 66

Contact: Mark Jaye , Assistant Professor
Lead Automotive Technology
mjaye1@butlercc.edu or 316.322.3257

Prior to Admission

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

Program Information

These classes prepare students for the ASE certification test.

Recommendations

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

Accreditation

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

Additional Costs/Tool Requirement

Additional lab fees are assessed to each program course and subject to change. Students are required to purchase their own tools by the end of the first week of class.

Recommended Course Sequence

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

First Semester

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

Second Semester

AT207, AT216, AT217, AT218, AT220

After Butler

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

Wages

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



AUTOMOTIVE TECHNOLOGY

CERTIFICATE B MAJOR CODE: AUTE

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

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

Credits Required: 39

Contact: Mark Jaye, Assistant Professor
Lead Automotive Technology
mjaye1@butlercc.edu or 316.322.3257

Prior to Admission

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

Program Information

These classes prepare students for the ASE certification test.

Recommendations

Classes are in high demand and fill quickly. Enrollment is limited.

Accreditation

NATEF was founded with a single mission: "To evaluate technician training programs and recommend qualifying programs for certification accreditation by the National Institute for Automotive Service Excellence."

Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and uniforms. A fee for I-CAR materials will also be assessed.

Recommended Course Sequence

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

First Semester

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

Second Semester

AT207, AT216, AT217, AT218, AT220

After Butler

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm





ACCOUNTING

ASSOCIATE IN SCIENCE

MAJOR CODE: ACCT

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102 3
Science, Math and Computer Science	10
<input type="checkbox"/> Lab Science	BI 110 4
	(suggested)
<input type="checkbox"/> Information Processing Systems	BA 104 3
<input type="checkbox"/> Math Requirement	MA 131 or 3
	above
Social/Behavioral Science	6
<input type="checkbox"/> One Behavioral Science	BS 105 or 3
	BS 160
	(suggested)
<input type="checkbox"/> Principles of Microeconomics	EC 200 3
Humanities/Fine Arts	6
<input type="checkbox"/> One Humanities	3
<input type="checkbox"/> One Fine Arts	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	20
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
<input type="checkbox"/> Calculus with Applications	MA 148 3
<input type="checkbox"/> Statistics for Mgmt, Life and Social Sci	MA 220 5
Related Electives	10
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Personal Finance	BA 112 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> Income Tax Fundamentals	BA 117 3
<input type="checkbox"/> Introduction to Marketing	BA 140 3
<input type="checkbox"/> Introduction to Fraud Examination	BA 148 3
<input type="checkbox"/> Payroll Accounting	BA 178 3
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Computerized Accounting	BA 211 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Cooperative Education I	BA 197 4
<input type="checkbox"/> Business Communications	BE 130 3
<input type="checkbox"/> Technical Writing	EG 112 3

Credits Required: 62

Contact: Janice Akao, Professor
Lead Accounting/Business Administration
jakao@butlercc.edu or 316.322.3186

Program Information

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

Accreditation

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

Recommended Course Sequence

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

First Semester

BA126

Second Semester (Spring)

BA127

Third Semester

MA148, BA204

Fourth Semester

MA220, EC201

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.

Wages

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



ACCOUNTING ASSISTANT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: BAAC

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

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

	HOURS
General Education Requirements	15
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> Public Speaking	SP 100 3
Science, Math and Computer Science	6
<input type="checkbox"/> Math Requirement	MA 131 or above 3
<input type="checkbox"/> Information Processing Systems	BA 104 3
Social/Behavioral Science Requirement	3
<input type="checkbox"/> Sociology or	BS 105 3
<input type="checkbox"/> General Psychology	BS 160 3
Required Courses	33
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Payroll Accounting	BA 178 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Computerized Accounting	BA 211 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Advanced Computer Applications	BA 245 3
<input type="checkbox"/> Business English	BE 120 3
<input type="checkbox"/> Business Math/10 Key	BE 121 3
<input type="checkbox"/> Business Communications	BE 130 3
Related Electives	12
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Personal Finance	BA 112 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3

[□] Online only

Credits Required: 60

Contact: Janice Akao, Professor
Lead Accounting/Business Administration
jakao@butlercc.edu or 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.

Recommended Course Sequence

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

First Semester

BA126, BE121, BA104, EG101, BS105, BS160

Second Semester

BA127, BA245, BE120, Ma131 or above, one related elective

Third Semester

BA110, BA178, BA220, SP100, one related elective

Fourth Semester

BA211, BE130, BA204, two related electives

After Butler

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

Wages

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

ACCOUNTING ASSISTANT

CERTIFICATE B
MAJOR CODE: BAAC

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

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

Credits Required: 30

Contact: Janice Akao, Professor
Lead Accounting/Business Administration
jakao@butlercc.edu or 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.

Recommended Course Sequence

These classes should be taken in the following sequence.

First Semester

BA126, BE121, BA104, BA110, BE130

Second Semester

BA127, BA245, BA178, BA211, BA220

After Butler

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website: www.butlercc.edu/cert_prgm/cert_index.cfm



ADVERTISING

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: ADVR

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

	HOURS
General Education Requirements	23
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> One other course	EG 102, EG112, SP 100, SP102 3
Science, Math and Computer Science	10
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> Lab Science Requirement	4-5
<input type="checkbox"/> Computer Science Requirement	3
Social/Behavioral Science Requirement	3
<input type="checkbox"/> One course from either Social or Behavioral Science	3
Humanities/Fine Arts	3
<input type="checkbox"/> One course from either Humanities or Fine Arts	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	21
<input type="checkbox"/> Two-Dimensional Design	AR 121 3
<input type="checkbox"/> Principles of Advertising	BA 103 3
<input type="checkbox"/> Intro to Marketing	BA 140 3
<input type="checkbox"/> Personal Selling	BA 215 3
<input type="checkbox"/> Computer Advertising Design	BA 225 3
<input type="checkbox"/> 3-D Computer Animation I	IN 158 3
<input type="checkbox"/> 3-D Computer Animation II	IN 239 3
Related Electives	18
<input type="checkbox"/> Computer Graphics I	AR 185 3
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Writing a Business Plan	BA 129 2
<input type="checkbox"/> Retail Management	BA 203 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Intro to Sports Management	BA 231 3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3
<input type="checkbox"/> Dreamweaver	IN 114 3
<input type="checkbox"/> Digital Video Editing	IN 117 3
<input type="checkbox"/> Digital Audio	IN 119 3
<input type="checkbox"/> Digital Photography	IN 122 3
<input type="checkbox"/> Digital Illustration and Layout	IN 123 3
<input type="checkbox"/> Intro to Digital Design	IN 124 3
<input type="checkbox"/> Multimedia Production	IN 125 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"/> Photography I	MC 100 3
<input type="checkbox"/> Television Production I	MC 175 3

[□] Online only

Credits Required: 62

Contact: Jared McGinley, Professor
Lead Management/Marketing
jmcginley@butlercc.edu or 316.322.3240

Program Information

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

Student Organization

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

Accreditation

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, Entrepreneurship

Requirements

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

Recommended Course Sequence

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

First Semester

BA140, AR121

Second Semester

BA103, IN 158

Third Semester

BA215, IN239

Fourth Semester

BA225

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.

Wages

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

BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE

MAJOR CODE: BUAD

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Requirement	10
<input type="checkbox"/> Math Requirement	MA 131 or above 3
<input type="checkbox"/> Lab Science Requirement	4-5
<input type="checkbox"/> Computer Science Requirement	BA 104 (suggested) 3
Social/Behavioral Science Requirement	6
<input type="checkbox"/> One Social Science Course	3
<input type="checkbox"/> One Behavioral Science Course	3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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	7
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Personal Finance	BA 112 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> Writing a Business Plan	BA 129 2
<input type="checkbox"/> Introduction to Marketing	BA 140 3
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Retail Management	BA 203 3
<input type="checkbox"/> Managerial Accounting**	BA 204 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Computerized Accounting	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"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 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

[□] Online only

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

Credits Required: 62

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

Contact: Janice Akao, Professor
Lead Accounting/Business Administration
jakao@butlercc.edu or 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.

Recommended Course Sequence

These classes should be taken in the following sequence.

- First Semester*
BA110, BA126
- Second Semester*
BA127
- Third Semester*
MA148, EC200
- Fourth Semester*
MA220, EC201

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.

Wages

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



ECONOMICS

ASSOCIATE IN ARTS

MAJOR CODE: ECON

	HOURS		
General Education Requirements	35		
Communication	9		
<input type="checkbox"/> English Comp I	EG 101 3		
<input type="checkbox"/> English Comp II	EG 102 3		
<input type="checkbox"/> Public Speaking 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"/> Principles of Microeconomics	EC 200 3		
<input type="checkbox"/> Principles of Macroeconomics	EC 201 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		
Fitness and Wellness	1		
<input type="checkbox"/> One fitness activity or dance course	1		
Required Course	3		
<input type="checkbox"/> Calculus with Applications	MA 148 3		
Related Electives	24		
<input type="checkbox"/> AG 120	<input type="checkbox"/> BA 204	<input type="checkbox"/> CE 296 ^a	<input type="checkbox"/> HS 201
<input type="checkbox"/> BA 110	<input type="checkbox"/> BS 105	<input type="checkbox"/> CE 297 ^a	<input type="checkbox"/> HS 202
<input type="checkbox"/> BA 112	<input type="checkbox"/> CE 195 ^a	<input type="checkbox"/> CE 298 ^a	<input type="checkbox"/> IP193/293 ^a
<input type="checkbox"/> BA 115	<input type="checkbox"/> CE 196 ^a	<input type="checkbox"/> HS 121	<input type="checkbox"/> MA 220
<input type="checkbox"/> BA 116	<input type="checkbox"/> CE 197 ^a	<input type="checkbox"/> HS 122	<input type="checkbox"/> PO 141
<input type="checkbox"/> BA 126	<input type="checkbox"/> CE 198 ^a	<input type="checkbox"/> HS 131	<input type="checkbox"/> PO 142
<input type="checkbox"/> BA 127	<input type="checkbox"/> CE 295 ^a	<input type="checkbox"/> HS 132	<input type="checkbox"/> PO 201
<input type="checkbox"/> BA 140			

^a Online only

ECONOMICS

ASSOCIATE IN SCIENCE

MAJOR CODE: ECON

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking 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"/> Calculus with Applications	MA 148 3
Social/Behavioral Science	6
<input type="checkbox"/> Principles of Microeconomics	EC 200 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Course	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
Related Electives, see Associate in Arts above	27

Credits Required: 62

Contact: Noreen Templin, Associate Professor
Humanities and Social Sciences Division
ntemplin@butlercc.edu or 316.322.3165

Program Information

Economics is about choice and the impact of those choices on individuals and society. The field relates to the decisions made as individuals or families and the structures created by governments and firms. Studying the economic way of thinking can provide the student with the ability to make better choices and become an informed citizen.

Butler Community College's Economics Department offers classes in Microeconomics which focus on the small economy of individuals and businesses and Macroeconomics which focus on the large economy of the government and the Federal Reserve.

Recommended Course Sequence

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

First Semester:

EG 101, SP 100, Fitness and Wellness Activity or Dance Course Requirement, Behavioral Science Requirement, Humanities Requirement, Related Elective

Second Semester:

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

Third Semester:

EC 200, Lab Science Requirement, Related Electives

Fourth Semester:

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 economist, financial manager, loan officer or business analyst.



HOTEL MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: HOMG

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

	HOURS
General Education Requirements	15
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Requirement	6
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> Computer Science Requirement	BA 104 3
Social/Behavioral Science Requirement	3
<input type="checkbox"/> Sociology or	BS 105 3
<input type="checkbox"/> General Psychology	BS 160
Required Hospitality Courses	27
<input type="checkbox"/> Sanitation Management	HM 101 1
<input type="checkbox"/> Hospitality Human Resources	HM 115 3
<input type="checkbox"/> Event Planning I	HM 116 3
<input type="checkbox"/> Intro. to Hospitality and Tourism	HM 180 3
<input type="checkbox"/> Facilities & Design Mgmt	HM 228 3
<input type="checkbox"/> Quality Mgmt/Customer Service	HM 202 3
<input type="checkbox"/> Introduction to Catering	HM 215 3
<input type="checkbox"/> Hospitality Law	HM 255 3
<input type="checkbox"/> Hospitality Marketing	HM 258 3
<input type="checkbox"/> Internship I ^a	IP 193 2
Required Hotel Courses	21
<input type="checkbox"/> Professional Culinary Skills I**	CA 120 3
<input type="checkbox"/> Beverage Control	HM 195 3
<input type="checkbox"/> Rooms Management	HM 203 3
<input type="checkbox"/> Event Planning II	HM 216 3
<input type="checkbox"/> Convention Management	HM 217 3
<input type="checkbox"/> Hotel / Motel Operations	HM 256 3
<input type="checkbox"/> Hospitality Financial Management	HM 260 3

** HM 101 is a corequisite of CA 120

^a Online only

Credits Required: 63

Contact: Tiffani Price, Associate Professor
Lead Hospitality Management
tprice@butlercc.edu or 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.

Recommended Course Sequence

First Semester - HM 101, HM 180, HM116, HM256, EG101, MA114

Second Semester - HM260, CA120, HM203, HM215, BA104

Third Semester - HM195, HM255, HM228, HM217, SP100 or SP102

Fourth Semester - HM115, HM258, IP193, HM202, HM216, BS105 or BS160

Wages

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

HOTEL MANAGEMENT

CERTIFICATE B

MAJOR CODE: HOMG

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

	HOURS
Required Courses	15
<input type="checkbox"/> Sanitation Management	HM 101 1
<input type="checkbox"/> Rooms Management	HM 203 3
<input type="checkbox"/> Convention Management	HM 217 3
<input type="checkbox"/> Hotel Motel Operations	HM 256 3
<input type="checkbox"/> Hospitality Financial Management	HM 260 3
<input type="checkbox"/> Internship I ^a	IP 193 2
Related Electives	15
<input type="checkbox"/> Professional Culinary Skills I**	CA 120 3
<input type="checkbox"/> Event Planning II	HM 116 3
<input type="checkbox"/> Facilities & Design Mgmt	HM 228 3
<input type="checkbox"/> Quality Mgmt /Customer Service	HM 202 3
<input type="checkbox"/> Hospitality Law	HM 255 3
<input type="checkbox"/> Hospitality Marketing	HM 258 3

** HM 101 is a corequisite of CA 120

^a Online only

Credits Required: 30

Contact: Tiffani Price, Associate Professor
Lead Hospitality Management
tprice@butlercc.edu or 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)

Recommended Course Sequence

First Semester - HM 101, CA120, HM116, HM256, HM202

Second Semester - IP193, HM203, HM228, HM255 or HM258

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm



MARKETING AND MANAGEMENT

ASSOCIATE IN SCIENCE

MAJOR CODE: MRMG

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science, Math and Computer Science	10
<input type="checkbox"/> Math Requirement	MA 131 or above 3
<input type="checkbox"/> Lab Science Requirement	4-5
<input type="checkbox"/> Computer Science Requirement	3
(Highly suggest BA 104)	
Social/Behavioral Science Requirement	6
<input type="checkbox"/> One Social Science Course	3
(In addition to EC 200 & 201)	
<input type="checkbox"/> One Behavioral Science Course	3
(Highly suggest BS 160)	
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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 Mgmt, Life and Social Sci	MA 220 5
Related Electives	10
<input type="checkbox"/> Principles of Advertising	BA 103 3
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> Writing a Business Plan	BA 129 2
<input type="checkbox"/> 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"/> Computer Advertising Design	BA 225 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Intro to Sport Management	BA 231 3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3
<input type="checkbox"/> 3D Computer Animation I	IN 158 3
<input type="checkbox"/> 3D Computer Animation II	IN 239 3

<input type="checkbox"/> Internship I [□]	IP 193	2
<input type="checkbox"/> Internship II [□]	IP 293	2
<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

[□] Online only

Credits Required: 62

Contact: Jared McGinley, Professor
Lead Management/Marketing
jmcginley@butlercc.edu or 316.322.3240

Program Information

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

Student Organization

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

Accreditation

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

Requirements

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

Recommended Course Sequence

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

First Semester

MA148

Second Semester

BA126

Third Semester

BA127, EC200

Fourth Semester

EC201, MA220

Related Programs

Management and Marketing, Entrepreneurship, Advertising

After Butler

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

Wages

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

MARKETING AND MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: MRMG

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

	HOURS
General Education Requirements	19
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> One other course	EG 102, EG112, SP 100, SP102 3
Science, Math and Computer Science	10
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> Lab Science Requirement	4-5
<input type="checkbox"/> Computer Science Requirement	BA 104 suggested 3
Social/Behavioral Science Requirement	3
<input type="checkbox"/> One course from either Social or Behavioral Science	3
EC 200 suggested	
Required Courses	30
<input type="checkbox"/> Principles of Advertising	BA 103 3
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Accounting I	BA 126 3
<input type="checkbox"/> Accounting II	BA 127 3
<input type="checkbox"/> Introduction to Marketing	BA 140 3
<input type="checkbox"/> Retail Management	BA 203 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> Personal Selling	BA 215 3
Students are to take 2 of the following Co-Op courses	
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3
Related Electives	11
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Introduction to Business	BA 110 3
<input type="checkbox"/> Business Law II	BA 116 3
<input type="checkbox"/> Writing a Business Plan	BA 129 2
<input type="checkbox"/> Human Resource Management	BA 184 3
<input type="checkbox"/> Managerial Accounting	BA 204 3
<input type="checkbox"/> Internet Marketing	BA 219 3
<input type="checkbox"/> Computer Advertising Design	BA 225 3
<input type="checkbox"/> Business Ethics	BA 220 3
<input type="checkbox"/> Intro to Sport Management	BA 231 3
<input type="checkbox"/> Principles of Microeconomics	EC 200 3
<input type="checkbox"/> Principles of Macroeconomics	EC 201 3
<input type="checkbox"/> Exploring Leadership	LS 150 3
<input type="checkbox"/> The Emerging Leader	LS 160 3
<input type="checkbox"/> 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 Mgmt, Life and Social Sci	MA 220 5

[□] Online only

Credits Required: 60

Contact: Jared McGinley, Professor
Lead Management/Marketing
jmcginley@butlercc.edu or 316.322.3240

Program Information

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

Student Organization

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

Related Programs

Management and Marketing, Entrepreneurship, Advertising

Requirements

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

Recommended Course Sequence

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

First Semester

BA140, BA126

Second Semester

BA103, BA127, BA115

Third Semester

BA215, CE course

Fourth Semester

BA203, BA210, CE course

Accreditation

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

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.

Wages

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



CULINARY ARTS

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: CLAR

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

	HOURS	
General Education Requirements		15
Communication		6
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Public Speaking or	SP 100	3
<input type="checkbox"/> Interpersonal Communication	SP 102	
Science, Math and Computer Requirement		6
<input type="checkbox"/> Math Requirement	MA 114 or above	3
<input type="checkbox"/> Computer Science Requirement	BA 104	3
Social/Behavioral Science Requirement		3
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	
Required Courses		47
<input type="checkbox"/> Culinary Nutrition	CA 109	2
<input type="checkbox"/> Professional Culinary Skills I**	CA 120	3
<input type="checkbox"/> Professional Baking Skills	CA 130	3
<input type="checkbox"/> Kitchen Essentials/Culinary Math*	CA 151	3
<input type="checkbox"/> Menu Development*	CA 152	3
<input type="checkbox"/> Essentials of Purchasing*	CA 153	3
<input type="checkbox"/> Professional Culinary Skills II*	CA 220	3
<input type="checkbox"/> Garde Manager*	CA 231	3
<input type="checkbox"/> Cuisines of Asia*	CA 232	3
<input type="checkbox"/> Cuisines of Northern Europe*	CA 233	3
<input type="checkbox"/> Cuisines of Southern Europe*	CA 234	3
<input type="checkbox"/> Cuisines of America*	CA 235	3
<input type="checkbox"/> Survival Spanish for Rest/Hospitality Staff	FL 130	3
<input type="checkbox"/> Sanitation Management**	HM 101	1
<input type="checkbox"/> Introduction to Hospitality and Tourism [□]	HM 180	3
<input type="checkbox"/> Food and Beverage Management	HM 190	3
<input type="checkbox"/> Internship I [□]	IP193	2

[□] Offered Online

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

Credits Required: 62

Contact:

John Michael, Assistant Professor
Lead Culinary Arts
jmichael4@butlercc.edu or 316.218.6256

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

Program Information

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

Recommended Course Sequence

First Semester

HM101, HM180, CA109, CA120, EG101, MA114

Second Semester

CA130, FL130, CA151, CA220, BA104

Summer

IP193

Third Semester

HM190, CA235, CA232, BS160, SP100

Fourth Semester

CA152, CA153, CA231, CA233, CA234

Additional Cost Requirements

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

After Butler

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

RESTAURANT MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: HORM

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

	HOURS
General Education Requirements	15
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102 3
Science, Math and Computer Science	6
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> Computer Science Requirement	BA 104 3
Social/Behavioral Science Requirement	3
<input type="checkbox"/> Sociology or	BS 105 3
<input type="checkbox"/> General Psychology	BS 160 3
Required Hospitality Courses	27
<input type="checkbox"/> Sanitation Management	HM 101 1
<input type="checkbox"/> Hospitality Human Resources	HM 115 3
<input type="checkbox"/> Event Planning I	HM 116 3
<input type="checkbox"/> Intro to Hospitality Mgmt and Tourism	HM 180 3
<input type="checkbox"/> Facilities & Design Mgmt*	HM 228 3
<input type="checkbox"/> Quality Mgmt/Customer Service	HM 202 3
<input type="checkbox"/> Introduction to Catering	HM 215 3
<input type="checkbox"/> Hospitality Law	HM 255 3
<input type="checkbox"/> Hospitality Marketing	HM 258 3
<input type="checkbox"/> Internship I ^o	IP 193 2
Required Restaurant Courses	21
<input type="checkbox"/> Professional Culinary Skills I**	CA 120 3
<input type="checkbox"/> Menu Development	CA 152 3
<input type="checkbox"/> Essentials of Purchasing	CA 153 3
<input type="checkbox"/> Survival Spanish Rest/Hospitality Staff	FL 130 3
<input type="checkbox"/> Food & Beverage Management	HM 190 3
<input type="checkbox"/> Beverage Control	HM 195 3
<input type="checkbox"/> Hospitality Financial Management	HM 260 3

^o Online only

** HM 101 is a corequisite of CA 120

Credits Required: 63

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

Contact: Tiffani Price, Associate Professor
Lead Hospitality Management
tprice@butlercc.edu or 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.

Recommended Course Sequence

First Semester

HM 101, HM 180, HM190, CA120, EG101, MA114

Second Semester

HM260, FL130, HM116, HM215, BA104

Third Semester

HM195, HM255, HM258, CA152, SP100 or SP102

Fourth Semester

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

After Butler

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

Wages

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



RESTAURANT MANAGEMENT

CERTIFICATE B

MAJOR CODE: HORM

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

Required Courses	HOURS
<input type="checkbox"/> Professional Culinary Skills I**	CA 120 3
<input type="checkbox"/> Professional Baking Skills	CA 130 3
<input type="checkbox"/> Menu Development	CA 152 3
<input type="checkbox"/> Sanitation Management	HM 101 1
<input type="checkbox"/> Food & Beverage Management	HM 190 3
<input type="checkbox"/> Beverage Control	HM 195 3
<input type="checkbox"/> Catering Management	HM 215 3
<input type="checkbox"/> Hospitality Financial Management	HM 260 3
<input type="checkbox"/> Internship I ^a	IP193 2
Related Electives	6
<input type="checkbox"/> Hospitality Human Resources	HM 115 3
<input type="checkbox"/> Intro to Hospitality Mgmt and Tourism	HM 180 3
<input type="checkbox"/> Quality Management/Customer Service	HM 202 3
<input type="checkbox"/> Facilities and Design Management	HM 228 3
<input type="checkbox"/> Hospitality Law	HM 255 3
<input type="checkbox"/> Hospitality Marketing	HM 258 3

** HM 101 is a corequisite of CA 120

^a Online only

Credits Required: 30

Contact: Tiffani Price, Associate Professor
Lead Hospitality Management
tprice@butlercc.edu or 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.

Recommended Course Sequence

First Semester

HM 101, CA120, HM190

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

Second Semester

CA152, IP193, HM195, HM215, CA130, HM260

Gainful Employment

Gainful Employment disclosures are available on Butler's website:
www.butlercc.edu/cert_prgrm/cert_index.cfm

ENTREPRENEURSHIP

CERTIFICATE B

MAJOR CODE: STRB

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

Required Courses	HOURS
<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"/> MicroApp I Spreadsheet or related elective	BE 170 1
Related Electives	
<input type="checkbox"/> Computerized Accounting	BA 211 3
<input type="checkbox"/> MicroApp I Word Pro	BE 165 1
<input type="checkbox"/> MicroApp Presentation Graphics	BE 175 3
<input type="checkbox"/> MicroApp Database	BE 180 1

Credits Required: 30

Contact: Jared McGinley, Professor
Lead Management/Marketing
jmcginley@butlercc.edu or 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.

Student Organization

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

Accreditation

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

Recommended Course Sequence

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

First Semester

BA140, BA109, BA126, BA215, BE170 or elective

Second Semester

BA103, BA129, BA203, BA219, BA115

After Butler

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

Wages

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



BUSINESS ADMINISTRATIVE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: BUOM

Your Butler experience will prepare you for an entry-level position with the career goal of 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
Communication	6
<input type="checkbox"/> Business English BE 120	3
<input type="checkbox"/> English Comp I EG 101	3
Math and Computer Science	6
<input type="checkbox"/> MAP 1: Word Processing BE 165	1
<input type="checkbox"/> MAP 1: Spreadsheet BE 170	1
<input type="checkbox"/> MAP 1: Database BE 180	1
<input type="checkbox"/> Math Requirement MA 114 or above	3
General Education Elective	3
Required Courses	41
<input type="checkbox"/> Accounting I BA 126	3
<input type="checkbox"/> Business Ethics BA 220	3
<input type="checkbox"/> Advanced Computer Apps BA 245	3
<input type="checkbox"/> Inter. Document Processing BE 102	3
<input type="checkbox"/> Keyboard Skillbuilding BE 103	3
<input type="checkbox"/> Advanced Doc. Proc: Executive* BE 105	3
<input type="checkbox"/> Records Management [□] BE 108	3
<input type="checkbox"/> Human Relations [□] BE 109	3
<input type="checkbox"/> Business Math/10-Key BE 121	3
<input type="checkbox"/> Business Communications BE 130	3
<input type="checkbox"/> MAP 1: Presentation Graphics* BE 175	3
<input type="checkbox"/> Business Procedures* BE 202	3
<input type="checkbox"/> Desktop Publishing* BE 275	3
<input type="checkbox"/> Internship I [□] IP 193	2
Related Electives	6
<input type="checkbox"/> Accounting II BA 127	3
<input type="checkbox"/> Principles of Management BA 210	3
<input type="checkbox"/> MAP I: Introduction to Internet BE 176	1
<input type="checkbox"/> Supporting Desktop Systems IN 106	3
<input type="checkbox"/> Internship II [□] IP 293	2

* Spring Only

□ Offered Online

Credits Required: 62

Contact: Karen Waddell, Professor
Lead Business Systems Technology
kwaddell@butlercc.edu or 316.322.3176

Program Information

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

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

Recommended Course Sequence

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

First Semester

BE102, BE120, BE165, BE170, BE180

Second Semester

BA126, BA245, BE105, EG101, MA114 or above

Third Semester

BA220, BE103, BE109, BE108, BE121, IP193

Fourth Semester

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

Wages

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

Refer to <http://www.officeteam.com/Administrative-Salaries> for more information.



BUSINESS ADMINISTRATIVE TECHNOLOGY**CERTIFICATE B**
MAJOR CODE: BUOM

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

Required Courses		HOURS
		35
<input type="checkbox"/> Advanced Computer Apps	BA 245	3
<input type="checkbox"/> Inter. Document Processing	BE 102	3
<input type="checkbox"/> Records Management ^a	BE 108	3
<input type="checkbox"/> Human Relations ^a	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 ^a	BE 130	3
<input type="checkbox"/> MAP 1: Word Processing	BE 165	1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170	1
<input type="checkbox"/> MAP 1: Presentation Graphics*	BE 175	3
<input type="checkbox"/> MAP 1: Database	BE 180	1
<input type="checkbox"/> Business Procedures*	BE 202	3
<input type="checkbox"/> Desktop Publishing*	BE 275	3
<input type="checkbox"/> Internship I ^a	IP 193	2

* Spring Only

^a Offered Online

Credits Required: 35

Contact: Karen Waddell, Professor
Lead Business Systems Technology
kwaddell@butlercc.edu or 316.322.3176

Completion Requirements

To receive this degree or certificate, a student must:

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

Related Programs

Business Medical Specialist

Accreditation

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

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.

Recommended Course Sequence

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

First Semester

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

Second Semester

BA245, BE108, BE175, IP 193, BE202, BE275

After Butler

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

Wages

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

Refer to <http://www.officeteam.com/Administrative-Salaries> for more information.

Gainful Employment

Gainful Employment disclosures are available on Butler's website: www.butlercc.edu/cert_prgram/cert_index.cfm



DATABASE ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: CEDA

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

	HOURS
General Education Requirements	15
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	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	BS 105 or 3
<input type="checkbox"/> General Psychology	BS 160 3
Required Courses	45
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Information Technology Concepts	IN 105 3
<input type="checkbox"/> Supporting Desktop Systems	IN 106 3
<input type="checkbox"/> HTML and CSS	IN 112 3
<input type="checkbox"/> Network Clients	IN 130 3
<input type="checkbox"/> Network Servers*	IN 131 3
<input type="checkbox"/> Supporting Networked Comp.	IN 133 3
<input type="checkbox"/> Information Tech Project Management	IN 159 3
<input type="checkbox"/> C#*	IN 201 3
<input type="checkbox"/> Introduction to SQL Language	IN 228 3
<input type="checkbox"/> Managing and Maint Windows 8	IN 237 3
<input type="checkbox"/> Querying MS SQL Server*	IN 271 3
<input type="checkbox"/> Admin MS SQL Server Database*	IN 272 3
<input type="checkbox"/> Implement a Data Warehouse w/SQL	IN 273 3
<input type="checkbox"/> Principles of Info Assurance	IN 2001 3
Technical Electives	3
<input type="checkbox"/> Any IN courses except for Networking, Cyber Security, and Microsoft IN courses	

Credits Required: 63

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

Contact: Larry Evans, Associate Professor
Lead Cyber Security, Database Administration, Internetworking Mgmt, and Windows Administration
levans@butlercc.edu or 316.218.6142

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN105, IN106, IN133, IN159

Second Semester

IN131, IN271, IN228, IN2001

Third Semester

IN112, IN272, IN130, IN237

Fourth Semester

IN201, IN273, BA109

Wages

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



DIGITAL MEDIA

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: MULT

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

		HOURS
General Education Requirements		15
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	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"/> Art Appreciation or	AR 100	
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	
Required Courses		42
<input type="checkbox"/> Information Technology Concepts	IN 105	3
<input type="checkbox"/> Flash Fundamentals	IN 115	3
<input type="checkbox"/> HTML and 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 Photography	IN 122	3
<input type="checkbox"/> Digital Illustration and Layout*	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3
<input type="checkbox"/> Storyboarding for Digital Media♦	IN 145	3
<input type="checkbox"/> Stop Motion Animation I▫	IN 174	3
<input type="checkbox"/> Digital Media Publishing Tools*▫	IN 208	3
<input type="checkbox"/> 2D Animation I*	IN 217	3
<input type="checkbox"/> Information Technology Ethics*	IN 275	3
<input type="checkbox"/> Digital Design Entrepreneurship▫	IN 299	3
Related Electives		6
<input type="checkbox"/> Web Graphics	IN 135	3
<input type="checkbox"/> 3D Virtual Environments	IN 148	3
<input type="checkbox"/> Game Level Design I	IN 157	3
<input type="checkbox"/> 3D Computer Animation I	IN 158	3
<input type="checkbox"/> Game Storyline and Character Devel	IN 162	3
<input type="checkbox"/> Web Scripting	IN 216	3
<input type="checkbox"/> 2D Animation and Cartooning II	IN 218	3
<input type="checkbox"/> CMS for Web Development	IN 234	3
<input type="checkbox"/> 3D Computer Animation II	IN 239	3

* Spring Only

▫ Offered Online

Credits Required: 63

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

Contact:

Dr. Skyler Lovelace, Professor

Lead Digital Media

slovelace@butlercc.edu or 316.218.6229

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN105, IN112, IN122, IN124

Second Semester

IN115, IN117, IN119, IN174

Third Semester

IN23, IN208, IN217, IN145

Fourth Semester

IN 275, IN 299, Choose from Related Electives

Wages

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



DIGITAL MEDIA SPECIALIST

CERTIFICATE B

MAJOR CODE: MULT

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

Required Courses		HOURS
<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 Photography	IN 122	3
<input type="checkbox"/> Digital Illustration and Layout*	IN 123	3
<input type="checkbox"/> Intro to Digital Design	IN 124	3
<input type="checkbox"/> Storyboarding for Digital Media ♦	IN 145	3
<input type="checkbox"/> Stop Motion Animation □	IN 174	3
<input type="checkbox"/> Digital Media Publishing Tools*□	IN 208	3
<input type="checkbox"/> 2D Animation I*	IN 217	3
<input type="checkbox"/> Digital Design Entrepreneurship*	IN 299	3

* Spring Only

□ Offered Online

Credits Required: 33

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

Contact: Dr. Skyler Lovelace, Professor
Lead Digital Media
slovelace@butlercc.edu or 316.218.6229

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.

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.

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN122, IN12, IN115, IN145

Second Semester

IN123, IN119, IN117, IN174

Third Semester

IN208, IN217, IN299

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler’s website:

www.butlercc.edu/cert_prgm/cert_index.cfm



CYBER SECURITY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: IADF

Your Butler experience will prepare you to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Students completing the curriculum mapped to National Security Administration NSA standards will receive the corresponding CNS 4011 certification that designates federal training standards. Third party certificates: CompTIA's A+, Network+, Security+, Project Management+, Microsoft's MCSA Windows 8, and Testout Certificates in A+, Security+, and Network+.

	HOURS
General Education Requirements	15
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	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 3
<input type="checkbox"/> General Psychology	BS 160 3
Required Courses	45
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Information Technology Concepts	IN 105 3
<input type="checkbox"/> Supporting Desktop Systems	IN 106 3
<input type="checkbox"/> HTML and CSS	IN 112 3
<input type="checkbox"/> Network Clients	IN 130 3
<input type="checkbox"/> Network Servers*	IN 131 3
<input type="checkbox"/> Supporting Networked Comp	IN 133 3
<input type="checkbox"/> Information Tech Project Mgmt	IN 159 3
<input type="checkbox"/> C#*	IN 201 3
<input type="checkbox"/> Managing and Maint Windows 8*	IN 237 3
<input type="checkbox"/> Principles of Info Assurance	IN 2001 3
<input type="checkbox"/> Network Security*	IN 2002 3
<input type="checkbox"/> Enterprise Security Mgmt*	IN 2003 3
<input type="checkbox"/> Advanced Digital Forensics	IN 2007 3
<input type="checkbox"/> Digital Forensics *	IN 2005 3

Credits Required: 60

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

Contact: Larry Evans, Associate Professor
Lead Cyber Security, Database Administration,
Networking Mgmt, and Windows
Administration
levans@butlercc.edu or 316.218.6142

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN105, IN106, IN133, IN159

Second Semester

IN131, IN130, IN112, IN2001

Third Semester

IN237, IN201, IN2002, IN2005

Fourth Semester

IN2003, IN2007, BA109

Wages

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

CYBER SECURITY

CERTIFICATE B

MAJOR CODE: IADF

Your Butler experience will prepare students with information technology experience for careers as Systems Assurance Auditor, Information Security Officer, IT Security Analyst, Network Security Architect, or Computer Forensics Analyst. Because the curriculum has been mapped to the National Security Administration (NSA) standards, students satisfactorily completing the following coursework will receive the corresponding CNS 4011 certification. Third party certificates: CompTIAs A+ and Security+.

	HOURS
Required Courses	30
<input type="checkbox"/> Supporting Desktop Systems	IN 106 3
<input type="checkbox"/> Network Clients	IN 130 3
<input type="checkbox"/> Network Servers*	IN 131 3
<input type="checkbox"/> Supporting Networked Computers	IN 133 3
<input type="checkbox"/> C#*	IN 201 3
<input type="checkbox"/> Principles of Info Assurance	IN 2001 3
<input type="checkbox"/> Network Security*	IN 2002 3
<input type="checkbox"/> Enterprise Security Mgmt*	IN 2003 3
<input type="checkbox"/> Digital Forensics*	IN 2005 3
<input type="checkbox"/> Advanced Digital Forensics	IN 2007 3

Credits 30

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

Contact: Larry Evans, Associate Professor
Lead Cyber Security, Database Administration,
Internetworking Mgmt, and Windows
Administration
levans@butlercc.edu or 316.218.6142

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

First Semester – IN133, IN106, IN130, IN2001

Second Semester – IN131, IN2002, IN201, IN2005

Third Semester – IN2003, IN2007

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prm/cert_index.cfm

INTERACTIVE 3D TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: IN3D

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

	HOURS	
General Education Requirements		15
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	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	3
<input type="checkbox"/> General Psychology	BS 160	
Required Courses		45
<input type="checkbox"/> Engineering Graphics I*	EN 101	3
<input type="checkbox"/> AutoCAD Basics	EN 107	3
<input type="checkbox"/> 3-D Modeling and CAD*	EN 214	3
<input type="checkbox"/> Digital Video Editing	IN 117	3
<input type="checkbox"/> Digital Audio	IN 119	3
<input type="checkbox"/> Game Graphics and Interface Design	IN 147	3
<input type="checkbox"/> 3D Virtual Environments	IN 148	3
<input type="checkbox"/> Interactive Scripting*	IN 149	3
<input type="checkbox"/> 3D Computer Animation I	IN 158	3
<input type="checkbox"/> Beginning C++ with Game Program'g	IN 200	3
<input type="checkbox"/> Introduction to DirectX*	IN 210	3
<input type="checkbox"/> 3-D World Building*	IN 221	3
<input type="checkbox"/> 3D Computer Animation II*	IN 239	3
<input type="checkbox"/> Principles of Virtual Reality*	IN 291	3
<input type="checkbox"/> Game and Simulation Development*	IN 296	3
Related Electives		3

IN classes can be used as an elective. See Lead Instructor for approved classes.

Credits Required: 63

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

Contact: Darryl Runyan, Assistant Professor
Lead Interactive 3D/Web Development
drunyan@butlercc.edu or 316.218.6132

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN158, IN117, IN148, EN101

Second Semester

IN239, IN119, IN149, EN107

Third Semester

IN291, IN147, IN200

Fourth Semester

IN296, IN221, IN210, EN214

Wages

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



INTERACTIVE 3D TECHNOLOGY

CERTIFICATE B

MAJOR CODE: IN3D

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

Required Courses		HOURS
		30
<input type="checkbox"/>	Game Graphics and Interface Design IN 147	3
<input type="checkbox"/>	3D Virtual Environments IN 148	3
<input type="checkbox"/>	Interactive Scripting* IN 149	3
<input type="checkbox"/>	3D Computer Animation I IN 158	3
<input type="checkbox"/>	Beginning C++ with Game Programming IN 200	3
<input type="checkbox"/>	Introduction to DirectX* IN 210	3
<input type="checkbox"/>	3-D World Building* IN 221	3
<input type="checkbox"/>	3D Computer Animation II* IN 239	3
<input type="checkbox"/>	Principles of Virtual Reality* IN 291	3
<input type="checkbox"/>	Game and Simulation Development* IN 296	3

Credits Required: 30

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

Contact:

Darryl Runyan, Assistant Professor
Lead Interactive 3D/Web Development
drunyan@butlercc.edu or 316.218.6132

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.

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.

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN148, IN158

Second Semester

IN149, IN239

Third Semester

IN147, IN200, IN291

Fourth Semester

IN210, IN221, IN296

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm



INTERNETWORKING MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: INTW

Your Butler experience will prepare you to oversee and regulate the computer system and performance requirements of an entire organization or network of satellite users. Instruction includes performing balancing; redundancy; CISCO router configuration; Local and Wide Area Networking. Third party certificates: CompTIA's A+, Network+, Security+, Project Management+, Microsoft's MCSA Windows 8, MCSA Windows Server 2012, CISCO's CCNA and Testout Certificates in A+, Security+, and Network+.

	HOURS	
General Education Requirements		15
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	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	BS 105	3
<input type="checkbox"/> General Psychology	or BS 160	
Required Courses		45
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Information Technology Concepts	IN 105	3
<input type="checkbox"/> Supporting Desktop Systems	IN 106	3
<input type="checkbox"/> HTML and CSS	IN 112	3
<input type="checkbox"/> Network Clients	IN 130	3
<input type="checkbox"/> Network Servers*	IN 131	3
<input type="checkbox"/> Supporting Networked Comp	IN 133	3
<input type="checkbox"/> Administering Windows Server*	IN 155	3
<input type="checkbox"/> Configuring Adv Windows Server Services*	IN 156	3
<input type="checkbox"/> Information Tech Project Management	IN 159	3
<input type="checkbox"/> C#*	IN 201	3
<input type="checkbox"/> Managing and Maint Windows 8*	IN 237	3
<input type="checkbox"/> Internetworking Fund*	IN 245	3
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3
<input type="checkbox"/> Network Security*	IN 2002	3
Technical Elective		3
<input type="checkbox"/> Any IN course except for Networking, Cyber Security, and Microsoft IN courses		

Credits Required: 63

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

Contact: Larry Evans, Associate Professor
Lead Cyber Security, Database Administration,
Internetworking Mgmt, and Windows
Administration
levans@butlercc.edu or 316.218.6142

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN105, IN106, IN133, IN159

Second Semester

IN131, IN130, IN112, IN2001

Third Semester

IN245, IN237, IN201, IN155

Fourth Semester

IN156, BA109, IN2002

Internetworking Essential Certificate of Completion

The Internetworking Essential Certificate of Completion provides the student with verification of an entry level competency in the field of System Networking. This certificate also provides a solid foundation for continued education in the field of Internetworking Management.

Required Courses		15
<input type="checkbox"/> Supporting Desktop Systems	IN 106	3
<input type="checkbox"/> Supporting Networked Comp	IN 133	3
<input type="checkbox"/> Information Tech Project Management	IN 159	3
<input type="checkbox"/> Principles of Info Assurance	IN 2001	3
<input type="checkbox"/> Network Security*	IN 2002	3

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

MAJOR CODE: CPRG

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

		HOURS
General Education Requirements		15
Communication		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 Requirement		3
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	3
Required Courses		36
<input type="checkbox"/> Information Technology Concepts	IN 105	3
<input type="checkbox"/> Introduction to Visual Basic.NET	IN 108	3
<input type="checkbox"/> HTML and CSS	IN 112	3
<input type="checkbox"/> XML Programming*	IN 116	3
<input type="checkbox"/> PHP & Databases*	IN 118	3
<input type="checkbox"/> Interactive Scripting	IN 149	3
<input type="checkbox"/> Beginning C++/Game Programming	IN 200	3
<input type="checkbox"/> C#*	IN 201	3
<input type="checkbox"/> Java Programming*	IN 211	3
<input type="checkbox"/> Web Scripting	IN 216	3
<input type="checkbox"/> Intro to SQL Language	IN 228	3
<input type="checkbox"/> Programming for Wireless & Handheld Devices*	IN 261	3
Related Electives		12
<input type="checkbox"/> Flash Fundamentals	IN 115	3
<input type="checkbox"/> Web Graphics	IN 135	3
<input type="checkbox"/> 3D Virtual Fundamentals	IN 148	3
<input type="checkbox"/> 3D World Building	IN 221	3
<input type="checkbox"/> CMS for Web Development	IN 234	3
<input type="checkbox"/> Information Technology Ethics	IN 275	3

Credits Required: 63

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

Contact:

Dr. Skyler Lovelace, Professor
Lead Software Development
slovelace@butlercc.edu or 316.218.6229

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 are subject to change.

Recommended Course Sequence

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

First Semester

IN105, IN108, IN112

Second Semester

IN116, IN200, IN228

Third Semester

IN201, IN2024, IN261

Fourth Semester

IN118, IN211, choose from related electives

Wages

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



WEB DEVELOPMENT

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: WEDV

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

	HOURS
General Education Requirements	15
Communication	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
Behavioral Science/Fine Arts Requirement	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	36
<input type="checkbox"/> Information Technology Concepts	IN 105 3
<input type="checkbox"/> HTML and CSS	IN 112 3
<input type="checkbox"/> Introduction to Digital Design	IN 124 3
<input type="checkbox"/> Flash Fundamentals	IN 115 3
<input type="checkbox"/> Digital Illustration and Layout*	IN 123 3
<input type="checkbox"/> Web Graphics	IN 135 3
<input type="checkbox"/> Digital Media Publishing Tools	IN 208 3
<input type="checkbox"/> Web Scripting*	IN 216 3
<input type="checkbox"/> 2D Animation I*	IN 217 3
<input type="checkbox"/> Prog for Wireless/Handheld Devices	IN 261 3
<input type="checkbox"/> Information Technology Ethics	IN 275 3
<input type="checkbox"/> Princ. of Information Assurance	IN 2001 3
Related Electives	12
Please contact the Lead instructor for Web Development for a list of new courses that qualify as Related Electives. In addition	
<input type="checkbox"/> Internet Marketing	BA 219 3
<input type="checkbox"/> Dreamweaver	IN 114 3
<input type="checkbox"/> Digital Photography	IN 122 3
<input type="checkbox"/> 3D Virtual Environments	IN 148 3
<input type="checkbox"/> Interactive Scripting	IN 149 3
<input type="checkbox"/> 3D Computer Animation I	IN 158 3
<input type="checkbox"/> 3D World Building	IN 221 3
<input type="checkbox"/> Intro to SQL Language	IN 228 3
<input type="checkbox"/> 3D Computer Animation II*	IN 239 3

Credits Required: 63

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

Contact: Darryl Runyan, Assistant Professor
Lead Interactive 3D/Web Development
drunyan@butlercc.edu or 316.218.6132

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

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

First Semester

IN105, IN112, IN124, IN135

Second Semester

IN115, IN123, IN217

Third Semester

IN216, IN275, IN208, IN261, in 2001

Fourth Semester

Related Electives

Wages

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

WEB DEVELOPMENT

CERTIFICATE B

MAJOR CODE: WEDV

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

	HOURS
Required Courses	33
<input type="checkbox"/> Information Technology Concepts	IN 105 3
<input type="checkbox"/> HTML and CSS	IN 112 3
<input type="checkbox"/> Flash Fundamentals	IN 115 3
<input type="checkbox"/> Digital Illustration and Layout*	IN 123 3
<input type="checkbox"/> Intro to Digital Design	IN 124 3
<input type="checkbox"/> Web Graphics	IN 135 3
<input type="checkbox"/> Web Scripting*	IN 216 3
<input type="checkbox"/> 2D Animation I*	IN 217 3
<input type="checkbox"/> Intro. to SQL Language	IN 228 3
<input type="checkbox"/> Prog for Wireless/Handheld Devices	IN 261 3
<input type="checkbox"/> Principles of Info Assurance	IN 2001 3

Credits Required: 33

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

Contact: Darryl Runyan, Assistant Professor
Lead Interactive 3D/Web Development
drunyan@butlercc.edu or 316.218.6132

Recommended Course Sequence

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

First Semester (Fall)

IN105, IN112, IN124, IN135, IN2001

Second Semester (Spring)

IN115, IN123, IN216, IN217

Third Semester (Summer or Fall)

IN228, IN261

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm



WINDOWS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: COIS

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

	HOURS
General Education Requirements	15
Communication	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 114 or above 3
Social/Behavioral Science	3
<input type="checkbox"/> Sociology	BS 105 or 3
<input type="checkbox"/> General Psychology	BS 160 3
Required Courses	48
<input type="checkbox"/> Entrepreneurship	BA 109 3
<input type="checkbox"/> Information Technology Concepts	IN 105 3
<input type="checkbox"/> Supporting Desktop Systems	IN 106 3
<input type="checkbox"/> HTML and CSS	IN 112 3
<input type="checkbox"/> Network Clients	IN 130 3
<input type="checkbox"/> Network Servers*	IN 131 3
<input type="checkbox"/> Supporting Networked Comp.	IN 133 3
<input type="checkbox"/> Administering Windows Server	IN 155 3
<input type="checkbox"/> Config Adv Windows Server Services	IN 156 3
<input type="checkbox"/> Information Tech Project Mgmt	IN 159 3
<input type="checkbox"/> C#*	IN 201 3
<input type="checkbox"/> Introduction to SQL Language	IN 228 3
<input type="checkbox"/> Managing and Maint Windows 8	IN 237 3
<input type="checkbox"/> Design/Impl a Server Infrastructure*	IN 277 3
<input type="checkbox"/> Implement an Adv Server Infrastructure*	IN 278 3
<input type="checkbox"/> Principles of Information Assurance	IN 2001 3

Credits Required: 63

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

Contact:

Larry Evans, Associate Professor

Lead Cyber Security, Database Administration,
Internetworking Mgmt, and Windows
Administration

levans@butlercc.edu or 316.218.6142

Prior to Admission

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

Additional Costs

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

Recommended Course Sequence

First Semester

IN105, IN106, IN133, IN159

Second Semester

IN130, IN131, IN155, IN228

Third Semester

IN112, IN156, IN237, IN277

Fourth Semester

IN201, BA109, IN278, IN2001

Wages

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





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

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

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

ELECTRICAL WORKERS APPRENTICESHIP

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: CORP

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

	HOURS
General Education Requirements	15
Communication	3
<input type="checkbox"/> Communication Requirement EG 100 or above	3
Science, Math and Computer Science	12
<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

Credits Required: 62
15 hours BCC Residency

SHEET METAL WORKERS APPRENTICESHIP

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: SHMT

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

	HOURS
General Education Requirements	9
Communication	6
<input type="checkbox"/> Business English BE 120	3
<input type="checkbox"/> Business Communications BE 130	3
Science, Math and Computer Science	3
<input type="checkbox"/> Computer Requirement BA 104	3
<input type="checkbox"/> Other 6 hours articulated within JATC Articulation	
Required Courses	53
Other 6 hours (Cooperative Ed) articulated with JATC Articulation	
<input type="checkbox"/> Cooperative Education I IT 197	2
<input type="checkbox"/> Cooperative Education II* IT 198	2
<input type="checkbox"/> Cooperative Education III* IT 297	2
<input type="checkbox"/> Sheet Metal Apprenticeship Transcript	47

Credits Required: 62
15 hours BCC Residency.

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

The Cooperative Education courses listed above are specific to this program allowing the student progressive integrated education with on-the-job training. Each course will enable the student to gain practical work experience. A minimum of 100 hours through the semester are required for each class. The student will complete an individualized training plan of study. For more information, contact Dena Smoot at 316.218.6211.



MARKETING AND MANAGEMENT**Radio Shack Partnership****ASSOCIATE IN APPLIED SCIENCE****MAJOR: MMRS**

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		19
Communication		6
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> One other course	EG 102, SP 100, SP 102, EG 112	3
Science, Math and Computer Science		10
<input type="checkbox"/> Math Requirement	MA 114 or above	3
<input type="checkbox"/> Lab Science Requirement (available on-line)	CH 105	4-5
<input type="checkbox"/> Computer Science Requirement	BA 104 (suggested)	3
Social/Behavioral Science Requirement		3
<input type="checkbox"/> One course from either Social or Behavioral Science	EC 200 (suggested)	3
Required Courses		30
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Accounting I	BA 126	3
<input type="checkbox"/> Accounting II	BA 127	3
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Retail Management*	BA 203	3
<input type="checkbox"/> Principles of Management*	BA 210	3
<input type="checkbox"/> Personal Selling*	BA 215	3
Students are to take 2 of the following Cooperative Ed courses		
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195	3
<input type="checkbox"/> Career Development [□]	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197	3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198	3
<input type="checkbox"/> The Changing Workplace [□]	CE 295	3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297	3
<input type="checkbox"/> Leadership at Work [□]	CE 298	3
Related Electives		11
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Introduction to Business	BA 110	3
<input type="checkbox"/> Business Law II	BA 116	3
<input type="checkbox"/> Managerial Accounting	BA 204	3
<input type="checkbox"/> Internet Marketing	BA 219	3
<input type="checkbox"/> Business Ethics	BA 220	3
<input type="checkbox"/> Computer Advertising Design	BA 225	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"/> 3D Computer Animation I	IN 158	3
<input type="checkbox"/> 3D Computer Animation II	IN 239	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 Mgmt, Life and Social Sci	MA 220	5

[□] Online only

Credits Required: 60

Contact: Jared McGinley, Professor
Lead Management/Marketing
jmcginley@butlercc.edu or 316.322.3240

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.

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 Education and Training Analysis division.

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.

REAL POWER 

education

EARLY CHILDHOOD EDUCATION

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: EACH

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

	HOURS
General Education Requirements	22
Communication	6
<input type="checkbox"/> English Composition I (Electives - one of the following)	EG 101 3
<input type="checkbox"/> Business Communications	BE 130 3
<input type="checkbox"/> English Composition II	EG 102
<input type="checkbox"/> Technical Writing	EG 112
<input type="checkbox"/> Public Speaking	SP 100
<input type="checkbox"/> Interpersonal Communication	SP 102
Science and Math	10
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> Laboratory Science Requirement	4
<input type="checkbox"/> Computer Science Requirement	3
Social/Behavioral Science	3
<input type="checkbox"/> General Psychology	BS 160 3
Humanities/Fine Arts	3
<input type="checkbox"/> One course from either Humanities or Fine Arts	3
Required Courses	39
<input type="checkbox"/> Developmental Psych or	BS 260 3
<input type="checkbox"/> Child Psychology	BS 270 3
<input type="checkbox"/> Prin. of Early Childhood Ed. I	CD 122 3
<input type="checkbox"/> Prin. of Early Childhood Ed. II	CD 123 3
<input type="checkbox"/> Infant and Toddler Development	CD 124 3
<input type="checkbox"/> Child Nutrition, Health & Safety	CD 125 3
<input type="checkbox"/> First Start: Care of Infant and Toddlers with Disabilities	CD 135 3
<input type="checkbox"/> Early Childhood Program Curriculum Planning	CD 220 3
<input type="checkbox"/> Child Care Administration	CD 222 3
<input type="checkbox"/> Child Care Practicum I or	CD 223 3
<input type="checkbox"/> Licensed Home Daycare Practicum I	CD 213
<input type="checkbox"/> Child Care Practicum II or	CD 224 3
<input type="checkbox"/> Licensed Home Daycare Practicum II	CD 214
<input type="checkbox"/> Interaction Techniques with Young Children	CD 225 3
<input type="checkbox"/> Leadership in Early Childhood	CD 295 3

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

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

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

[□] Online only

Credits Required: 64

Contact:

Teresa Thompson, Professor
Lead Early Childhood

tthompson@butlercc.edu or 316.323.6883 or
Sue Barrientos, Professor

Coordinator Early Childhood
ssommers@butlercc.edu or 316.323.6845 or

Shannon Herbert, Academic Advising
sherbert@butlercc.edu or 316.322.3258 or

Carmen Bunck, Academic Advising
cbunck@butlercc.edu or 316.218.6405

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 (KDHE) form before participating in the required program practicums CD 223 and CD 224. Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum and/or at the time of employment in a licensed childcare center. All students are required to have taken Pediatric First Aid and Pediatric CPR; 2 clock hours of training in recognizing the signs of child abuse or neglect that includes prevention of abusive head trauma, and the reporting of suspected child abuse and neglect; and 2 clock hours of training on safe sleep practices and sudden infant death syndrome to graduate. Students may find these trainings on the following sites: www.kccto.org, www.kcsl.orge, and www.ks.train.org. All students must achieve grades of C or better in all subjects courses with a CD indicator.

Recommended Course Sequence

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

After Butler

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



EARLY CHILDHOOD ASSOCIATE

APPRENTICESHIP PROGRAM CERTIFICATE

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 771.6848 for more information.

	HOURS
Program Requirements	10
First Year - Required Courses	4
<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	3
<input type="checkbox"/> Prin. of Early Childhood Ed. I or	CD 122 3
<input type="checkbox"/> Prin. of Early Childhood Ed. II	CD 123 3
One of the Following	3
<input type="checkbox"/> Parenting or	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.

	HOURS
Program Requirements	10
Second Year - Required Courses	3
<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.	7
<input type="checkbox"/> Developmental Psychology	BS 260 3
<input type="checkbox"/> Child Psychology	BS 270 3
<input type="checkbox"/> Creative Experiences For Children I	CD 115 3
<input type="checkbox"/> Infant and Toddler Development	CD 124 3
<input type="checkbox"/> Child Nutrition, Health & Safety	CD 125 3
<input type="checkbox"/> First Start: Care of Handicapped Infants and Toddlers	CD 135 3
<input type="checkbox"/> Child Care Administration	CD 222 3
<input type="checkbox"/> Children's Literature	LT 260 3

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm

Program Information

The apprenticeship program is supported by a grant from the Kansas Development 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, 316.771.6848.

Credits Required: 20

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

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.

CHILD DEVELOPMENT ASSOCIATE (CDA)

COURSEWORK

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

	HOURS
Program Courses	10
Required Courses	4
<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	3
<input type="checkbox"/> Prin. of Early Childhood Ed. I or	CD 122 3
<input type="checkbox"/> Prin. of Early Childhood Ed. II	CD 123 3
One of the Following	3
<input type="checkbox"/> Parenting or	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 B
MAJOR CODE: EACH

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

	HOURS
Program Requirements	
Minimum of 1 credit hour from the following	1
<input type="checkbox"/> Basic Arithmetic MA 010	1
<input type="checkbox"/> Basic Algebra Concepts MA 040	1
<input type="checkbox"/> Fractions, Decimals, & Percents MA 020	1
Minimum of 3 credit hours from the following	3
<input type="checkbox"/> Sentence & Paragraph Writing EG 052	3
<input type="checkbox"/> Fundamentals of English EG 060	3
<input type="checkbox"/> English Comp I EG 101	3
Required Courses	27
<input type="checkbox"/> Princ. of Early Childhood I CD 122	3
<input type="checkbox"/> Princ. of Early Childhood II CD 123	3
<input type="checkbox"/> Infant & Toddler Dev. CD 124	3
<input type="checkbox"/> 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"/> Child Care Administration CD 222	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

Gainful Employment

Gainful Employment disclosures are available on Butler’s website:

www.butlercc.edu/cert_prgm/cert_index.cfm

Credits Required: 31

Contact: Teresa Thompson, Professor
Lead Early Childhood
tthompson@butlercc.edu or 316.323.6883
or
Sue Barrientos, Professor
Coordinator Early Childhood
ssommers@butlercc.edu or 316.323.6845
or
Shannon Herbert, Academic Advising
sherbert@butlercc.edu or 316.322.3258
or
Carmen Bunck, Academic Advising
cbunck@butlercc.edu or 316.218.6405

Program Information

This is a vocationally oriented program and includes 27 hours of Early Childhood Education courses as well as basic skill areas in spelling, vocabulary, math, writing and interpersonal communications. Students may add general education requirements to this certificate and additional early childhood hours to complete an associate’s degree. Any exceptions to the list of required courses for this certificate must be approved by the Lead faculty of Early Childhood Education.

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 (KDHE) form before participating in the required program practicums CD 223 and CD 224. Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum and/or at the time of employment in a licensed childcare center. All students are required to have taken Pediatric First Aid and Pediatric CPR; 2 clock hours of training in recognizing the signs of child abuse or neglect that includes prevention of abusive head trauma, and the reporting of suspected child abuse and neglect; and 2 clock hours of training on safe sleep practices and sudden infant death syndrome to graduate. Students may find these trainings on the following sites: www.kccto.org, www.kcsl.orge, and www.ks.train.org. All students must achieve grades of C or better in all subjects courses with a CD indicator.

After Butler

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



ELEMENTARY EDUCATION

ASSOCIATE IN SCIENCE

MAJOR CODE: ELED

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	9
<input type="checkbox"/> Intro to Teaching	ED 206 3
<input type="checkbox"/> Intro to Special Education	ED 220 3
<input type="checkbox"/> Technology in the Classroom	ED 222 3
Related Electives (see an advisor for transfer information)	21
<input type="checkbox"/> Children's Literature	LT 260 3

ELEMENTARY EDUCATION

ASSOCIATE IN ARTS

MAJOR CODE: ELED

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

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1

Required Courses		9
<input type="checkbox"/> Intro to Teaching	ED 206	3
<input type="checkbox"/> Intro to Special Education	ED 220	3
<input type="checkbox"/> Technology in the Classroom	ED 222	3
Related Electives (see an advisor for transfer information)		18
<input type="checkbox"/> Children's Literature	LT 260	3

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

Contact: Dr. Shellie Gutierrez, Professor
Lead Education
sgutier@butlercc.edu or 316.322.3291 or
Shannon Herbert, Academic Advising
sherbert@butlercc.edu or 316.322.3258 or
Carmen Bunck, Academic Advising
cbunck@butlercc.edu or 316.218.6405

Program Information

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

Recommended Course Sequence

First Semester:

EG 101, BS 160, LT 260, MA 131 or MA 135, Social Science Requirement, Fitness and Wellness Activity or Dance Course Requirement

Second Semester:

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

Third Semester:

Lab Science Requirement, Fine Arts Requirement, Related Electives

Fourth Semester:

ED 206, ED 220, ED 222, 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.

- **BEST - 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

MAJOR CODE: SEED

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

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	3
<input type="checkbox"/> Intro to Teaching	ED 206 3
Related Electives – see an Advisor for transfer information 27	
<input type="checkbox"/> Intro to Special Education	ED 220 3
<input type="checkbox"/> Technology in the Classroom	ED 222 3

SECONDARY EDUCATION

ASSOCIATE IN ARTS

MAJOR CODE: SEED

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

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	3
<input type="checkbox"/> Intro to Teaching	ED 206 3

Related Electives	24
see an Advisor for transfer information	
<input type="checkbox"/> Intro to Special Education	ED 220 3
<input type="checkbox"/> Technology in the Classroom	ED 222 3

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

Contact: Dr. Shellie Gutierrez, Professor
Lead Education
sgutier@butlercc.edu or 316.322.3291 or
Shannon Herbert, Academic Advising
sherbert@butlercc.edu or 316.322.3258 or
Carmen Bunck, Academic Advising
cbunck@butlercc.edu or 316.218.6405

Program Information

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

Recommended Course Sequence

First Semester:
EG 101, BS 160, LT 260, MA 131 or MA 135, Social Science Requirement, Fitness and Wellness Activity or Dance Course Requirement
Second Semester:
EG 102, SP 100, Behavioral Science Requirement, Humanities Requirement
Third Semester:
Lab Science Requirement, Fine Arts Requirement, Related Electives
Fourth Semester:
ED 206, ED 220, ED 222, 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-** This program allows students to complete WSU Education courses in Elementary & Secondary Education at the Butler of Andover Campus.
- **Butler/Southwestern Innovative Math Secondary Program –** This program offers students 81 credit hours of transfer credit from Butler to Southwestern College in the secondary mathematics area. The Remaining 44 credits are taken at Southwestern College.



FITNESS AND WELLNESS
TEACHER EDUCATION K-12

ASSOCIATE IN SCIENCE
MAJOR CODE: FWTE

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

		HOURS
General Education Requirements		32
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
<input type="checkbox"/> Fitness for Life	FW 190 (Recommended)	2
Required Courses		11
<input type="checkbox"/> Intro to Teaching	ED 206	3
<input type="checkbox"/> Healthy Living	FW 220	3
<input type="checkbox"/> First Aid/CPR/AED	FW221	2
<input type="checkbox"/> Found. to Fitness Education and Sport	FW 222	3
Related Electives		19
<input type="checkbox"/> Any Fitness Activity Course		
<input type="checkbox"/> Principles of Personal Training	FW 225	3
<input type="checkbox"/> Principles of Strength and Conditioning	FW 226	3
<input type="checkbox"/> Theory of Coaching Football	FW 260	2
<input type="checkbox"/> Theory of Coaching Basketball	FW 261	2
<input type="checkbox"/> Theory of Coaching Baseball	FW 262	2
<input type="checkbox"/> Theory of Coaching Soccer	FW 263	2
<input type="checkbox"/> Theory of Coaching Track and Field	FW 264	2
<input type="checkbox"/> Sport Nutrition	FW 278	3
<input type="checkbox"/> Prevention and Care of Athletic Injuries	FW 280	3

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

Contact: Fred Torneden, Professor
Lead Fitness and Wellness
ftorneden@butlercc.edu or 316.218.6375

FITNESS AND WELLNESS
TEACHER EDUCATION K-12

ASSOCIATE IN ARTS
MAJOR CODE: FWTE

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

		HOURS
General Education Requirements		35
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
<input type="checkbox"/> Fitness for Life	FW 190 (Recommended)	2
Required Courses		11
<input type="checkbox"/> Intro to Teaching	ED 206	3
<input type="checkbox"/> Healthy Living	FW 220	3
<input type="checkbox"/> First Aid/CPR/AED	FW221	2
<input type="checkbox"/> Found. to Fitness Education and Sport	FW 222	3
Related Electives		16
<input type="checkbox"/> Any Fitness Activity Course		
<input type="checkbox"/> Principles of Personal Training	FW 225	3
<input type="checkbox"/> Principles of Strength and Conditioning	FW 226	3
<input type="checkbox"/> Theory of Coaching Football	FW 260	2
<input type="checkbox"/> Theory of Coaching Basketball	FW 261	2
<input type="checkbox"/> Theory of Coaching Baseball	FW 262	2
<input type="checkbox"/> Theory of Coaching Soccer	FW 263	2
<input type="checkbox"/> Theory of Coaching Track and Field	FW 264	2
<input type="checkbox"/> Sport Nutrition	FW 278	3
<input type="checkbox"/> Prevention and Care of Athletic Injuries	FW 280	3

Program Information

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

Recommended Course Sequence

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



ENGINEERING GRAPHICS TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: ENGT

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

	HOURS	
General Education Requirements		20
Communication		9
<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp II*	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100	3
Math and Science		8
<input type="checkbox"/> Trigonometry	MA 140	3
<input type="checkbox"/> General Physics I*	PH 143	5
Humanities		3
<input type="checkbox"/> Ethics	PL 291	3
Required Courses		28
<input type="checkbox"/> Engineering Graphics I*	EN 101	3
<input type="checkbox"/> Engineering Graphics II*	EN 102	3
<input type="checkbox"/> Residential Design & CAD*2	EN 103	3
<input type="checkbox"/> Auto CAD Basics	EN 107	3
<input type="checkbox"/> Engineering Concepts	EN 115	2
<input type="checkbox"/> Eng Graphics Tech Capstone*	EN 206	3
<input type="checkbox"/> AutoCAD Advanced*2	EN 207	3
<input type="checkbox"/> 3D Modeling & CAD*2	EN 214	3
<input type="checkbox"/> Intro to Visual Basic.NET	IN 108	3
<input type="checkbox"/> Internship I ^a	IP 193	2
Related Electives		15
<input type="checkbox"/> Intro to Sustainable Design & Lvg	EN 105	3
<input type="checkbox"/> Commercial Building Design & CAD*1	EN 211	3
<input type="checkbox"/> Structural, Civil and Pipe Design & CAD*1	EN 217	3
<input type="checkbox"/> Statics*	EN 260	3
<input type="checkbox"/> Introduction to Quality Assurance	IT 260	3
<input type="checkbox"/> Introduction to Surveying ¹	SR 104	3
<input type="checkbox"/> Surveying II*	SR 204	3

Any Engineering course *not listed* under Required or any Manufacturing Technology course.

Credits Required: 63

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.
 - Online only

Contact: Buford Pringle, Professor
 Lead Manufacturing Engineering
 Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior To Admission
 Appropriate Placement Scores, See An Advisor For Details.

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

American Design & Drafting Association (ADDA)

Recommended Course Sequence

- First Semester (Fall)*
 EN107, EN115, Math requirement
- Second Semester (Spring)*
 EN101, EN207, EN214, EN103
- Third Semester (Fall)*
 EN102, Related Elective (6) hours
- Fourth Semester (Spring)*
 EN Related Elective (9) hours

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

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



ENGINEERING GRAPHICS TECHNOLOGY

CERTIFICATE B
MAJOR CODE: ENGT

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

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

Credits Required: 32

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior To Admission

Appropriate Placement Scores, See An Advisor For Details.

Recommended Course Sequence

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

Recommended Course Sequence

First Semester (Fall)

ET107, Math requirement, EN115

Second Semester (Spring)

EN101, EN207, EN214, EN103

Third Semester (Fall)

EN102, EN211, EN217, EN206

Additional Costs

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm

COMPOSITE ENGINEERING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE
MAJOR CODE: ENTC

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.

General Education Requirements		HOURS
Communication		22
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Public Speaking	SP 100	3
<input type="checkbox"/> One additional course in Communication		3
Science and Math		13
<input type="checkbox"/> Basic Chemistry	CH 105	5
<input type="checkbox"/> College Algebra	MA 131 or above	3
<input type="checkbox"/> Basic Physics 1	PH 130	5
Required Courses		44
<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"/> Intro to Composites	IT 135	4
<input type="checkbox"/> Composites Manufacturing Practices	IT 136	4
<input type="checkbox"/> Industrial Safety*	IT 205	3
<input type="checkbox"/> Basic Catia*	IT 218	3
<input type="checkbox"/> Intro Manufacturing and Material Science*	IT 226	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"/> Closed Molding-Composites*	IT 265	3
<input type="checkbox"/> Any IT elective course or department consent		4

Credits Required: 66

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior to admission

Appropriate placement scores, see an advisor for details.

Recommended Course Sequence

First Semester (Fall)

IT135, IT100, IT120, IT205

Second Semester (Spring)

IT136, IT102, IT218, IT226

Third Semester (Fall)

IT265, IT elective

COMPOSITE ENGINEERING TECHNOLOGY

CERTIFICATE A
MAJOR CODE: ENTC

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.

Required Courses			HOURS
<input type="checkbox"/> Intro to Composites	IT 135	4	16
<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	

Credits Required: 16

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior to admission
Appropriate placement scores, see an advisor for details.

Gainful Employment
Gainful Employment disclosures are available on Butler’s website:
www.butlercc.edu/cert_prqm/cert_index.cfm

COMPOSITE ENGINEERING TECHNOLOGY

CERTIFICATE B
MAJOR CODE: ENTC

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.

Required Courses			HOURS
<input type="checkbox"/> Machine Processes I*	IT 100	3	37
<input type="checkbox"/> Machine Processes II*	IT 102	3	
<input type="checkbox"/> Beginning Concepts of CNC*	IT 120	3	
<input type="checkbox"/> Intro to Composites	IT 135	4	
<input type="checkbox"/> Composites Manufacturing Practices	IT 136	4	
<input type="checkbox"/> Industrial Safety*	IT 205	3	
<input type="checkbox"/> Basic Catia*	IT 218	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"/> Closed Molding-Composites*	IT 265	3	

Credits Required: 37

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior to admission
Appropriate placement scores, see an advisor for details.



MANUFACTURING ENGINEERING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: INTE

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

		HOURS
General Education Requirements		20
Communication		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		8
<input type="checkbox"/> Math Requirement	MA 131 or above	3
<input type="checkbox"/> Science Requirement (CH 105 strongly advised)	CH 105 or PH 130	5
Social/Behavioral Science Requirement		3
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	3
Required Courses		39
<input type="checkbox"/> Machine Processes I*	IT 100	3
<input type="checkbox"/> Machine Processes II*	IT 102	3
<input type="checkbox"/> Beginning Concepts of CNC*	IT 120	3
<input type="checkbox"/> Machine Trades Print Reading*	IT 150	3
<input type="checkbox"/> Manufacturing Processes*	IT 204	3
<input type="checkbox"/> Industrial Safety*	IT 205	3
<input type="checkbox"/> Basic CATIA*	IT 218	3
<input type="checkbox"/> Advanced CATIA*	IT 219	3
<input type="checkbox"/> Adv. Automated Manufacturing w/ CNC*	IT 220	3
<input type="checkbox"/> Introduction to Material Science*	IT 226	3
<input type="checkbox"/> Manufacturing Part Design	IT 230	3
<input type="checkbox"/> Introduction to Quality Assurance	IT 260	3
<input type="checkbox"/> Introduction to Metrology	IT 263	3
Related Electives		9
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195	3
<input type="checkbox"/> Career Development [□]	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197	3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198	3
<input type="checkbox"/> The Changing Workplace [□]	CE 295	3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297	3
<input type="checkbox"/> Leadership at Work [□]	CE 298	3
<input type="checkbox"/> Engineering Graphics I*	EN 101	3
<input type="checkbox"/> Engineering Graphics II*	EN 102	3
<input type="checkbox"/> Electrical Code – Journeyman	ET 112	3
<input type="checkbox"/> Electrical Code – Masters	ET 113	3
<input type="checkbox"/> Engineering Concepts*	EN 115	2
<input type="checkbox"/> Mechanical Devices and Sys*	IT 116	3
<input type="checkbox"/> Fluid Power*	IT 117	3
<input type="checkbox"/> Industrial Supervision*	IT 141	3

[□] Online only

Credits Required: 68

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior to Admission

Appropriate placement scores, see an advisor for details.

Accreditation

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

University Articulations

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

Additional Costs

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

Recommended Course Sequence

First Semester (Fall)

IT100, IT120, IT150, IT260,

Second Semester (Spring)

IT102, IT204, IT220, IT218

Third Semester (Fall)

IT219, IT230, IT226

Fourth Semester

IT205, IT263

Wages

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

**MANUFACTURING ENGINEERING
TECHNOLOGY**

CERTIFICATE B
MAJOR CODE: INTE

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

	HOURS
Required Courses	36
<input type="checkbox"/> Machine Processes I*	IT 100 3
<input type="checkbox"/> Machine Processes II*	IT 102 3
<input type="checkbox"/> Beginning Concepts of CNC*	IT 120 3
<input type="checkbox"/> Machine Trades Print Reading*	IT 150 3
<input type="checkbox"/> Manufacturing Processes*	IT 204 3
<input type="checkbox"/> Industrial Safety*	IT 205 3
<input type="checkbox"/> Basic CATIA*	IT 218 3
<input type="checkbox"/> Advanced CATIA*	IT 219 3
<input type="checkbox"/> Adv. Automated Manufacturing with CNC*	IT 220 3
<input type="checkbox"/> Intro to Material and Manufacturing Science*	IT 226 3
<input type="checkbox"/> Manufacturing Part Design	IT 230 3
<input type="checkbox"/> Introduction to Quality Assurance	IT 260 3
Related Electives	3
(Students must have 3 hours from the following)	
<input type="checkbox"/> Engineering Graphics I*	EN 101 3
<input type="checkbox"/> Engineering Graphics II*	EN 102 3
<input type="checkbox"/> Electrical Code – Journeyman	ET 112 3
<input type="checkbox"/> Electrical Code – Masters	ET 113 3
<input type="checkbox"/> Mechanical Devices and Systems*	IT 116 3
<input type="checkbox"/> Fluid Power*	IT 117 3
<input type="checkbox"/> Industrial Supervision	IT 141 3

Credits Required: 39

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

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 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.

Recommended Course Sequence
First Semester (Fall)
IT100, IT120, IT150, IT260, IT205
Second Semester (Spring)
IT102, IT204, IT220, IT218
Third Semester (Fall)
IT219, IT230, IT226, Related elective

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

Gainful Employment
Gainful Employment disclosures are available on Butler’s website:
www.butlercc.edu/cert_prgm/cert_index.cfm



SURVEYING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

MAJOR CODE: SRTC

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	26
Communication	12
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Technical Writing	EG 112 3
<input type="checkbox"/> Public Speaking	SP 100 3
Science and Math	11
<input type="checkbox"/> College Algebra w/Review or	MA 131 or above 3
<input type="checkbox"/> Trigonometry	MA 140 3
<input type="checkbox"/> Basic Physics I	PH 130 5
Social/Behavioral Science	3
<input type="checkbox"/> US History I or	HS 131 3
<input type="checkbox"/> US History II	HS 132
Required Courses	40
<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"/> AutoCAD Basics*	EN 107 3
<input type="checkbox"/> Internship I [□]	IP 193 2
<input type="checkbox"/> Introduction to Surveying	SR 104 3
<input type="checkbox"/> Introduction to GIS/GPS*	SR 110 3
<input type="checkbox"/> Subdivision Planning and Design*	SR 112 3
<input type="checkbox"/> Surveying II*	SR 204 3
<input type="checkbox"/> Advanced GIS/GPS*	SR 210 3
<input type="checkbox"/> Boundary Control	SR 220 3
<input type="checkbox"/> Survey Law*	SR 222 3
<input type="checkbox"/> Legal Descriptions*	SR 224 2
<input type="checkbox"/> Route Surveying*	SR 226 3

□ Online only

Credits Required: 66

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 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 B

MAJOR CODE: SRTC

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

	HOURS
Required Courses	40
<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"/> AutoCAD Basics*	EN 107 3
<input type="checkbox"/> Internship I [□]	IP 193 2
<input type="checkbox"/> Introduction to Surveying	SR 104 3
<input type="checkbox"/> Introduction to GIS/GPS*	SR 110 3
<input type="checkbox"/> Subdivision Planning and Design*	SR 112 3
<input type="checkbox"/> Surveying II*	SR 204 3
<input type="checkbox"/> Advanced GIS/GPS*	SR 210 3
<input type="checkbox"/> Boundary Control	SR 220 3
<input type="checkbox"/> Survey Law*	SR 222 3
<input type="checkbox"/> Legal Descriptions*	SR 224 2
<input type="checkbox"/> Route Surveying*	SR 226 3

□ Online only

Credits Required: 40

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

Contact: Buford Pringle, Professor
Lead Manufacturing Engineering
Technology/Surveying Technology
bpringle@butlercc.edu or 316.218.6136

Prior to Admission

Appropriate placement scores, see an advisor for details.

Gainful Employment

Gainful Employment disclosures are available on Butler's website:
www.butlercc.edu/cert_prgm/cert_index.cfm

Recommended Course Sequence for AAS and Certificate*First Semester (Fall)*

SR104, SR110

Second Semester (Spring)

SR204, SR210, SR112

Third Semester (Fall)

SR222, SR220, IP193

Fourth Semester

SR226, SR224

PRE-ENGINEERING

ASSOCIATE IN SCIENCE

MAJOR CODE: ENGI

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP102
Science and Math*	10
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151 5
<input type="checkbox"/> College Chemistry I	CH 110 5
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	29
<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
<input type="checkbox"/> Calculus II w/Analytic Geometry	MA 152 5
<input type="checkbox"/> Calculus III with Analytic Geometry	MA 253 3
<input type="checkbox"/> Differential Equations	MA 260 3
<input type="checkbox"/> Physics I	PH 251 5
<input type="checkbox"/> Physics II	PH 252 5
Related Electives*	1

Credits Required: 62

Contact: Larry Friesen, Professor
Lead Mathematics/Engineering
lfriesen@butlercc.edu or 316.322.3138

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.

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

**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."

Recommended Course Sequence

First Semester:

EG 101, MA 151, CH 110, EN 115, Fitness and Wellness Activity or Dance Course Requirement

Second Semester:

EG 102, MA 152, EN 101 or CH 115

Third Semester:

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

Fourth Semester:

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



WELDING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: WELD

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

	HOURS	
General Education Requirements		15
Communication		6
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> Public Speaking	SP 100	3
Math and Computer Science		6
<input type="checkbox"/> Computer Science Requirement	BA 104	3
<input type="checkbox"/> Math Requirement	MA 114 or above	3
Social/Behavioral Science		3
<input type="checkbox"/> Sociology or	BS 105	3
<input type="checkbox"/> General Psychology	BS 160	
Required Courses		36
<input type="checkbox"/> OSHA 10	WE 110	1
<input type="checkbox"/> Welding Methods	WE 114	2
<input type="checkbox"/> Blueprint Reading (Welding)	WE 125	3
<input type="checkbox"/> Cutting Processes	WE 126	3
<input type="checkbox"/> Gas Metal Arc Welding (GMAW I)	WE 127	3
<input type="checkbox"/> Gas Tungsten Arc Welding (GTAW I)	WE 128	3
<input type="checkbox"/> Shielded Metal Arc Welding (SMAW I)	WE 129	3
<input type="checkbox"/> Oxy-Fuel Gas Welding	WE 130	1
<input type="checkbox"/> Welding and Pipe Fitting	WE 213	2
<input type="checkbox"/> Metallurgy	WE 220	3
<input type="checkbox"/> Gas Metal Arc Welding II (GMAW II)	WE 227	4
<input type="checkbox"/> Gas Tungsten Arc Welding II (GTAW II)	WE 228	4
<input type="checkbox"/> Shielded Metal Arc Welding II (SMAW II)	WE 229	4
Related Electives		9
<input type="checkbox"/> Principles of Advertising	BA 103	3
<input type="checkbox"/> Entrepreneurship	BA 109	3
<input type="checkbox"/> Personal Finance	BA 112	2
<input type="checkbox"/> Writing a Business Plan	BA 129	2
<input type="checkbox"/> Introduction to Marketing	BA 140	3
<input type="checkbox"/> Merchandising	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 ^a	IP 193	2
<input type="checkbox"/> Internship II ^a	IP 293	2

^a Online only

Credits Required: 60

Contact: Matt Galbraith, Associate Professor
Lead Welding Technology
msgalbraith@butlercc.edu or 316.323.6824

Prior to Admission

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

Recommendations

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

Accreditation

All Instructors are AWS Certified Welding educators. The Welding Department is a certified participating organization in the AWS SENCE Program.

Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

Recommended Course Sequence

Welding classes must be taken in the following sequence

First Semester

WE 110, WE 125, WE 126, WE 127, WE 128, WE 129, WE 114, WE 130

Second Semester

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

Third Semester

General Education and/or Related Elective Classes

Fourth Semester

General Education and/or Related Elective Classes

After Butler

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

Wages

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

WELDING TECHNOLOGY

CERTIFICATE B

MAJOR CODE: WELD

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

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

Credits Required: 36

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

Contact: Matt Galbraith, Associate Professor
Lead Welding Technology
msgalbraith@butlercc.edu or 316.323.6824

Prior to Admission

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

Recommendations

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

Accreditation

All Instructors are AWS Certified Welding educators.

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

Additional Costs/Tool Requirement

Additional lab fees will be assessed to each program course and subject to change. Students are required to purchase their own tools and personal protective equipment (PPE).

Recommended Course Sequence

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

First Semester (Fall)

WE 110, WE 125, WE 126, WE 127, WE 128, WE 129, WE 114, WE 130

Second Semester (Spring)

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

After Butler

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:
www.butlercc.edu/cert_prm/cert_index.cfm



REAL POWER 

fine arts & communications

ART

ASSOCIATE IN ARTS

MAJOR CODE: ART

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Art Courses	15
<input type="checkbox"/> Art Appreciation	AR 100 3
<input type="checkbox"/> Two-Dimensional Design	AR 121 3
<input type="checkbox"/> Fundamental of 3D Design	AR 122 3
<input type="checkbox"/> Drawing and Comp. I	AR 141 3
<input type="checkbox"/> Drawing and Comp. II or	AR 142 3
<input type="checkbox"/> Life Drawing	AR 241 3
Related Electives	12
<input type="checkbox"/> Any Art course	
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3

[□] Online only

Credits Required: 62

Contact: Valerie Haring, Professor
Lead Art
vharing@butlercc.edu or 316.322.3173

Helen Barnes, Professor
Lead Art/Humanities
hbarnes@butlercc.edu or 316-218-6285

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

Dr. Jay Moorman, Dean
Fine Arts and Communication Division
jmoorman1@butlercc.edu or 316.322.3328

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

Program Information

Painting, Ceramics, Drawing, 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

First Semester

AR141, AR121, AR100

Second Semester

AR142 or AR241, AR122

After Butler

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

DANCE

ASSOCIATE IN ARTS

MAJOR CODE: DANC

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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"/> Any Dance course	3
<input type="checkbox"/> Any Music course	3
<input type="checkbox"/> Any Theatre course	3
<input type="checkbox"/> Any Fitness Activity course	3
<input type="checkbox"/> Any Health course	3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3

[□] Online only

Credits Required: 62

Contact: Kris Anderson, Associate Professor
Lead Dance
kanderson2@butlercc.edu or 316.322.3260

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

Dr. Jay Moorman, Dean
Fine Arts and Communication Division
jmoorman1@butlercc.edu or 316.322.3328

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

Program Information

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

First Semester
DN130, DN133, DN135
Second Semester
DN131, DN136, DN134, TA 127
Third Semester
AR100, DN 137, DN233, DN235
Fourth Semester
DN 138, DN234, DN236

After Butler

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



MASS COMMUNICATIONS

Radio, Television, Film and Print Journalism

ASSOCIATE IN ARTS

MAJOR CODE: RTVF

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Mass Communications Courses	15
<input type="checkbox"/> Intro to Mass Communication	MC 161 3
<input type="checkbox"/> Reporting I	MC 162 3
<input type="checkbox"/> Radio Production I	MC 170 3
<input type="checkbox"/> Television Production I	MC 175 3
<input type="checkbox"/> Convergence Media	MC290 3
Related Electives	12
<input type="checkbox"/> Any Mass Communications Course	
<input type="checkbox"/> Any Cooperative Education related course ^a	

^a Online only

Credits Required: 62

Contact: Mike Swan, Professor
Lead Mass Communications
mswan@butlercc.edu or 316.322.3280

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

Dr. Jay Moorman, Dean
Fine Arts and Communication Division
jmoorman1@butlercc.edu or 316.322.3328

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

Program Information

Butler's Mass Communications program provides students with valuable hands-on experience in three different areas of emphasis: Radio-Television sequence, Print Journalism sequence and Sport Media sequence. Radio-Television students work as on-air personalities, production personnel and writers. Print Journalism students gain reporting and design experience producing for the campus newspaper, magazine and online outlets. Sports media students cover Butler sporting events as well as provide play-by-play coverage of games. All Butler students have the opportunity to join the staffs of our award-winning newspaper, magazine, radio, television and online media, whether they are Mass Communications majors or not. Students interested in applying for Mass Communication activity scholarships should contact the Mass Communications department.

Recommended Course Sequence

Print Journalism/Sports Media

First Semester:

MC 161, MC 162

Second Semester:

MC 170, MC 171

Third Semester: N/A

Fourth Semester:

MC 290

Radio/Television

First Semester:

MC 170, MC 171

Second Semester:

MC 161, MC 162

Third Semester: N/A

Fourth Semester:

MC 290

Sports Media Scholarship

First Semester:

MC 126, MC 161, MC 162

Second Semester:

MC 127, MC 170, MC 171

Third Semester:

MC 163 or MC 165, MC 226

Fourth Semester:

MC 227, MC 290

Radio/Television Scholarship

First Semester:

MC 163, MC 165, MC 170, MC 171,

MC 283

Second Semester:

MC 161, MC 162, MC 164, MC 166,

MC 176 or MC 210*

Third Semester:

MC 171*, MC 263, MC 265

Fourth Semester:

MC 264, MC 266, MC 290

Print Journalism Scholarship

First Semester:

MC 145 or MC 147, MC 161, MC 162

Second Semester:

MC 146 or MC 148, MC 170, MC 171

Third Semester:

MC 245 or MC 247

Fourth Semester:

MC 246 or MC 248, MC 290

*Must take one of MC 171, MC 176 or MC 210

After Butler

Many students transfer to Kansas or out-of-state universities. Graduates of Butler hold positions as newspaper reporters and photographers, graphic designers, radio personalities, broadcast reporters/correspondents, public relations practitioners, film producers and audio-video technicians.

MUSIC
Instrumental/Vocal

ASSOCIATE IN ARTS
MAJOR CODE: MUSI

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> Behavioral or Social Science Req.	3
Humanities/Fine Arts	9
<input type="checkbox"/> Music Appreciations	MU 100 3
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts or Humanities Req.	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Music Courses	28
<input type="checkbox"/> Theory of Music I	MU 111 3
<input type="checkbox"/> Theory of Music II	MU 112 3
<input type="checkbox"/> Theory of Music III	MU 213 3
<input type="checkbox"/> Theory of Music IV	MU 214 3
<input type="checkbox"/> Aural Skills I	MU 156 2
<input type="checkbox"/> Aural Skills II	MU 157 2
<input type="checkbox"/> Aural Skills III	MU 256 2
<input type="checkbox"/> Aural Skills IV	MU 257 2
<input type="checkbox"/> Applied Music I-IV	4
<input type="checkbox"/> Piano Proficiency I	MU 106 1
<input type="checkbox"/> Piano Proficiency II	MU 107 1
<input type="checkbox"/> Piano Proficiency III	MU 255 1
<input type="checkbox"/> Piano Proficiency IV	MU 260 1

Credits Required: 63

Contact: Valerie Mack, Professor
Lead Vocal Music
vmack@butlercc.edu or 316.322.3224

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:

- A Capella Group
- Chamber Singers
- Concert Choir
- Headliner’s Showchoir
- Other Small Ensembles
- Butler Ladies-Women’s Ensemble
- Pep Band
- Concert Band
- Jazz Band
- Show Band
- 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.

Related Programs

Many music students also take classes in dance and theatre.

Recommended Course Sequence

First Semester

MU111, MU106, MU100, MU156, Applied Music

Second Semester

MU112, MU107, MU157, Applied Music

Third Semester

MU213, MU256, MU255, Applied Music

Fourth Semester

MU214, MU259, MU260, Applied Music

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.



SPEECH COMMUNICATION

ASSOCIATE IN ARTS

MAJOR CODE: SPCH

		HOURS
General Education Requirements		35
Communication		9
<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement		3
<input type="checkbox"/> Social Science Requirement		3
<input type="checkbox"/> One additional course		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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
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"/> Any Speech course		
<input type="checkbox"/> Any Mass Communication course		
<input type="checkbox"/> Any Theatre course		
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195	3
<input type="checkbox"/> Career Development [□]	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197	3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198	3
<input type="checkbox"/> The Changing Workplace [□]	CE 295	3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297	3
<input type="checkbox"/> Leadership at Work [□]	CE 298	3

[□] Online only

Credits Required: 62

Contact: Greg May, Professor
Lead Speech
gmay@butlercc.edu or 316.322.3112 or
Alexis Hopkins, Professor
Lead Speech
ahopkins@butlercc.edu or 316.218.6267

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

Dr. Jay Moorman, Dean
Fine Arts and Communication Division
jmoorman1@butlercc.edu or 316.322.3328

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

Program Information

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

Related Programs

Theatre and English

After Butler

Students transfer to four-year universities. After receiving a bachelor's degree, graduates hold positions as teachers, sales people, business managers, interpreters and radio/television announcers.



THEATRE

ASSOCIATE IN ARTS

MAJOR CODE: THEA

		HOURS
General Education Requirements		35
Communication		9
<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement		3
<input type="checkbox"/> Social Science Requirement		3
<input type="checkbox"/> One additional course		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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
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"/> Any Theatre course		
<input type="checkbox"/> Any Art course		
<input type="checkbox"/> Any Dance course		
<input type="checkbox"/> Any Engineering Graphics Technology course		
<input type="checkbox"/> Any Electronics course		
<input type="checkbox"/> Any Manufacturing Engineering Technology course		
<input type="checkbox"/> Any Mass Communication course		
<input type="checkbox"/> Any Music course		
<input type="checkbox"/> Any Speech course		
<input type="checkbox"/> Any Welding course		
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195	3
<input type="checkbox"/> Career Development [□]	CE 196	3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197	3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198	3
<input type="checkbox"/> The Changing Workplace [□]	CE 295	3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296	3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297	3
<input type="checkbox"/> Leadership at Work [□]	CE 298	3

[□] Online only

Credits Required: 62

Contact: Bob Peterson, Professor
Lead Theatre
bpeterson@butlercc.edu or 316.322.3261

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

Dr. Jay Moorman, Dean
Fine Arts and Communication Division
jmoorman1@butlercc.edu or 316.322.3328

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

Program Information

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

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

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

Related Programs

Many theatre students also take classes in dance and voice

Recommended Course Sequence

- First Semester*
TA110, TA125, TA151, TA120
- Second Semester*
TA152, TA 127
- Third Semester*
TA250
- Fourth Semester*
SP110, TA251

After Butler

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



REAL POWER 

humanities & social sciences

ENGLISH/LITERATURE

ASSOCIATE IN ARTS

MAJOR CODE: ENGL

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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"/> Introduction to Theatre	TA 206 3
<input type="checkbox"/> Any English course	3
<input type="checkbox"/> Any History course	3
<input type="checkbox"/> Any Humanities course	3
<input type="checkbox"/> Any Literature course except Children's Literature	3
<input type="checkbox"/> Any Speech course	3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3
<input type="checkbox"/> Leadership at Work [□]	CE 298 3

[□] Online only

Credits Required: 62

Contact: Jim Buchhorn, Associate Professor
Lead English/Literature
wbuchhorn@butlercc.edu or 316.322.3327 or
Katherine Barrier, Professor
Lead English/Literature
kbarrier@butlercc.edu or 316.218.6209
Katheryn McCoskey, Professor
Lead, Developmental English
kmccoske@butlercc.edu or 316.322.3331

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

Dr. Susan Bradley, Interim Dean
Humanities and Social Sciences Division
sbradley@butlercc.edu or 316.323.6725

The Associate in Arts degree is designed for students planning to transfer to a four-year college and requires a minimum of 12 credit hours of Required English/Literature Courses in addition to general education requirements.

Program Information

Butler's composition and literature classes will help you further develop your skills as a writer by teaching you how to compose, proofread, and edit your own work. You will also learn how to analyze and evaluate other texts in your writing. Literature classes offer you a broad literary selection and also provide an opportunity to discuss the events and conflicts of life. Whatever your major, Butler's English and literature courses will help you build a solid communications foundation.

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

The Quill

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

Scan

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

Recommended Course Sequence

First Semester

EG101

Second Semester

EG102, 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

MAJOR CODE: FLNG

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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 numbered 100 or above (Command Spanish®, Inc. courses will not fulfill this requirement except for the A.A.S. Nursing Degree.)	
<input type="checkbox"/> Any History course	

Credits Required: 62

Contact: Calisa Marlar, Professor
Lead Foreign Language
cmarlar@butlercc.edu or 316.218.6280

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

Dr. Susan Bradley, Interim Dean
Humanities and Social Sciences Division
sbradley@butlercc.edu or 316.323.6725

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.

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

Program Information

Whether you're taking foreign language course in an effort to work toward graduation or to assist you in the workplace, Butler is the place to be. Our professors can help you reach your goals with various levels of foreign language courses. Classes are taught with an emphasis on target-language proficiencies in reading, writing, listening and speaking, as well as cultural understanding. Butler's Foreign Language Department also offers courses to support education and business curriculum.

Related Programs

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

Recommended Course Sequence

- First Semester*
EG101, FL107
- Second Semester*
EG102, FL108
- Third Semester*
FL201

After Butler

Most students transfer to Kansas and out-of-state universities. After earning a bachelor's degree, graduates hold positions in various career fields. Some examples include foreign language/bilingual educator, interpreter/translator, social service worker, domestic/foreign government worker, military member, technology worker, medical work, domestic/international business person and writer/editor. Evidence shows that bilinguals sometimes earn 8–10 percent more than monolinguals because of their ability to communicate in two or more languages.



HISTORY

ASSOCIATE IN SCIENCE

MAJOR CODE: HIST

	HOURS	
General Education Requirements		32
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking 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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		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"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Humanities: Ancient to Medieval	HU 100	3
<input type="checkbox"/> Humanities: Renaissance to Mod.	HU 101	3
<input type="checkbox"/> Humanities through the Arts	HU 110	3
<input type="checkbox"/> Music Appreciation	MU 100	3
<input type="checkbox"/> American Federal Government	PO 141	3
<input type="checkbox"/> State and Local Government	PO 142	3
<input type="checkbox"/> International Relations	PO 201	3
<input type="checkbox"/> Principles of Geography	SC 120	3

HISTORY

ASSOCIATE IN ARTS

MAJOR CODE: HIST

	HOURS	
General Education Requirements		35
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking 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

Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
Required Courses		12
<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"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> Humanities: Ancient to Medieval	HU 100	3
<input type="checkbox"/> Humanities: Renaissance to Mod.	HU 101	3
<input type="checkbox"/> Humanities through the Arts	HU 110	3
<input type="checkbox"/> Music Appreciation	MU100	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

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

Contact: Tim Myers, Professor
Lead Social Science
tmyers@butlercc.edu or 316.218.6228

Program Information

History is the gateway subject to many careers including journalism, law, and education. More importantly, a knowledge of history is crucial to becoming a well-prepared and active citizen of the United States and the world. Butler Community College's history program offers courses in U.S. History as well as Western and World Civilization.

Recommended Course Sequence

First Semester

EG 101, HS 131, 132 or SP 100, Fitness and Wellness Activity or Dance Course Requirement, Behavioral Science Requirement, Related Electives

Second Semester

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

Third Semester

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

Fourth Semester

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

Related Electives

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

After Butler

Career opportunities include archeologist, archivist, history instructor, museum or park curator, journalist, and lawyer.



LIBERAL ARTS

ASSOCIATE IN ARTS

MAJOR CODE: LART

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP102
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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Related Electives	27
<input type="checkbox"/> Any course, not to include zero level courses.	

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

LIBERAL ARTS

ASSOCIATE IN SCIENCE

MAJOR CODE: LART

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP102
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	3
Social/Behavioral Science	6
<input type="checkbox"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Related Electives	30
<input type="checkbox"/> Any course, not to include zero level courses.	

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

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

Contact: Dr. Susan Bradley, Interim Dean
Humanities and Social Sciences Division
sbradley@butlercc.edu or 316.218.6725

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

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

Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college or university. This degree allows students to choose elective courses to customize a program of study.

Many students begin at Butler as a cost-effective way to complete the first two years of a bachelor's degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for a 2 year and 4 year degree.



LIBERAL ARTS

ASSOCIATE IN GENERAL STUDIES

MAJOR CODE: LART

	HOURS
General Education Requirements	25
Communication	6
All grades MUST be a C or better	
<input type="checkbox"/> English Comp. I	3
and one of the following:	
<input type="checkbox"/> English Comp. II or	3
<input type="checkbox"/> Public Speaking or	3
<input type="checkbox"/> Interpersonal Communication	3
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	3
<input type="checkbox"/> Science 100 and above will satisfy this requirement.	3
Social/Behavioral Science	6
<input type="checkbox"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Relative Electives	37

Any course, not to include zero level courses.

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

Credits Required: 62

Contact: Dr. Susan Bradley, Interim Dean
Humanities and Social Sciences Division
sbradley@butlercc.edu or 316.218.6725

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

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

Students receive a solid introduction to Liberal Arts and Sciences to prepare for transfer to a four-year college or university. This degree allows students to choose elective courses to customize a program of study.

Many students find Butler a cost-effective way to complete the first two years of a Bachelor's Degree. Academic advisors assist students in selecting courses which allow them to explore possible major courses of study in addition to completing the general education requirements for 2-year and 4-year degrees.



PHILOSOPHY AND RELIGION

ASSOCIATE IN ARTS

MAJOR CODE: REPH

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp. I	EG 101 3
<input type="checkbox"/> English Comp. II	EG 102 3
<input type="checkbox"/> Public Speaking	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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> One additional course	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Philosophy/Religion Courses	12
<input type="checkbox"/> Philosophy	PL 290 3
<input type="checkbox"/> Ethics	PL 291 3
<input type="checkbox"/> Comparative Religions	RG 210 3
<input type="checkbox"/> New Testament	RG 190 3
Related Electives	15
<input type="checkbox"/> Any Religion Course	3
<input type="checkbox"/> Any Behavioral Science Course	3
<input type="checkbox"/> History of Western Civ I	HS 121 3
<input type="checkbox"/> History of Western Civ II	HS 122 3
<input type="checkbox"/> Any Humanities Course	3
<input type="checkbox"/> Principles of Geography	SC 120 3
<input type="checkbox"/> Keys to Success in the Workplace [□]	CE 195 3
<input type="checkbox"/> Career Development [□]	CE 196 3
<input type="checkbox"/> Bus Communication Working Adult [□]	CE 197 3
<input type="checkbox"/> Critical Thinking Skills [□]	CE 198 3
<input type="checkbox"/> The Changing Workplace [□]	CE 295 3
<input type="checkbox"/> Emotional Intelligence [□]	CE 296 3
<input type="checkbox"/> Bus Ethics for the Working Adult [□]	CE 297 3

[□] Online only

Credits Required: 62

Contact: Dr. Regina Turner, Professor
Lead Religion/Philosophy
rturner@butlercc.edu or 316.322.3153

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

Dr. Susan Bradley, Interim Dean
Humanities and Social Sciences Division
sbradley@butlercc.edu or 316.323.6725

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

Program Information

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

Recommended Course Sequence

First Semester:
PL290, BS160

After Butler

The ability to think and understand underpins many careers, including those in education and law. Most students transfer to four-year universities. After receiving a bachelor’s degree, graduates may also hold positions as teachers, ministers/priests, pastoral assistants, and missionaries.



POLITICAL SCIENCE

ASSOCIATE IN SCIENCE

MAJOR CODE: POLS

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP 102 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
Social/Behavioral Science	6
<input type="checkbox"/> American Federal Government	PO 141 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	6
<input type="checkbox"/> State and Local Government	PO 142 3
<input type="checkbox"/> International Relations	PO 201 3
Related Electives	24
See related electives under A.A. degree.	

POLITICAL SCIENCE

ASSOCIATE IN ARTS

MAJOR CODE: POLS

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communications	SP 102 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"/> State and Local Government	PO 142 3
<input type="checkbox"/> American Federal Government	PO 141 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	3
<input type="checkbox"/> International Relations	PO 201 3

Related Electives

24

<input type="checkbox"/> Information Processing Systems	BA 104	3
<input type="checkbox"/> Business Law I	BA 115	3
<input type="checkbox"/> Business Law II	BA 116	3
<input type="checkbox"/> Sociology	BS 105	3
<input type="checkbox"/> Principles of Microeconomics	EC 200	3
<input type="checkbox"/> Principles of Macroeconomics	EC 201	3
<input type="checkbox"/> History of Western Civilization I	HS 121	3
<input type="checkbox"/> History of Western Civilization II	HS 122	3
<input type="checkbox"/> U.S. History I	HS 131	3
<input type="checkbox"/> U.S. History II	HS 132	3
<input type="checkbox"/> History of World Civilization I	HS 201	3
<input type="checkbox"/> History of World Civilization II	HS 202	3
<input type="checkbox"/> Statistics for Mgmt, Life and Social Sci	MA 220	3
<input type="checkbox"/> Principles of Geography	SC 120	3

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

Contact: Tim Myers, Professor
Lead Social Science
lm Myers@butlercc.edu or 316.218.6228

Program Information

Do you have concerns about what motivates our public officials and how their decisions affect the average citizen? Do you have questions regarding the nature of "who gets what" as national, local and state governments decide issues of taxation, spending and constitutional matters? If so, you probably have at least a moderate interest in political science. Butler offers a variety of courses that probe the workings of the public realm. If you are concerned about what happens "inside the beltway" in Washington, D.C. and its impact on U.S. citizens, Butler offers a course in American Federal Government. If you have questions regarding decisions made in Topeka and other levels of government closer to your home, the course in State and Local Government may best suit your interests. If you have questions about politics in the global environment, consider the course in International Relations.

Recommended Course Sequence

First Semester:

EG 101, SP 100, PO 141, Fitness and Wellness Activity or Dance Course Requirement, Behavioral Science Requirement

Second Semester:

EG 102, Humanities Requirement, Related Electives

Third Semester:

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

Fourth Semester:

PO 142, Humanities or Fine Arts Requirement, Related Electives

After Butler

Associate degrees are designed for students planning to transfer to a four-year college. After finishing a bachelor's degree, career opportunities include high school social studies teacher, higher education political science professor, elected official, political consultant/advisor, government employee, or legal assistant. Political Science degrees also prepare students for careers in law.



PRE-LAW

ASSOCIATE IN SCIENCE

MAJOR CODE: LAW

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP102 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
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	PO 141-Recommended 3
<input type="checkbox"/> Behavioral Science Requirement	BS 105-Recommended 3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Related Electives	30
See related electives in the A.A. degree below	

PRE-LAW

ASSOCIATE IN ARTS

MAJOR CODE: LAW

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP102 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	PO 141-Recommended 3
<input type="checkbox"/> Behavioral Science Requirement	BS 105 -Recommended 3
<input type="checkbox"/> Social or Behavioral Science Req.	PO 142-Recommended 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1

Related Electives

27

Business/Economics/Accounting

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

Criminal Law

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

Environmental/Science

- | | | |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> BE 204 | <input type="checkbox"/> BI 240 | <input type="checkbox"/> EV 150 |
| <input type="checkbox"/> BI 110 | <input type="checkbox"/> BI 250 | <input type="checkbox"/> FS 207 |
| <input type="checkbox"/> BI 120 | <input type="checkbox"/> CH 110 | <input type="checkbox"/> FW 220 |
| <input type="checkbox"/> BI 130 | <input type="checkbox"/> CH 115 | <input type="checkbox"/> IT 205 |

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

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

Contact: Miles Erpelding, Professor
Lead Criminal Justice
merpeldi@butlercc.edu or 316.322.3241

In addition to the general education requirements, you may choose related electives listed under the A.A. degree. The courses a student selects depends on the area of law the student is interested in and to which university the student plans to transfers.

Program Information

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

After Butler

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



REAL POWER 

health services

NURSING

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: NURS

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

Prior to Admission

Students must make a separate application to the Nursing Program. Check deadline dates for application and admission requirements. Be sure to follow the Nursing Program Selective Admission Policy.

	HOURS
Level I	45
Program Prerequisites	14
<input type="checkbox"/> Anatomy and Physiology*	BI 240 5
<input type="checkbox"/> General Psychology	BS 160 3
<input type="checkbox"/> English Composition	EG 101 3
<input type="checkbox"/> Math Requirement	MA 135 or above 3
FIRST SEMESTER	15
<input type="checkbox"/> Foundations of Patient Centered Care	NR 105 10
<input type="checkbox"/> Caring of the Aging Adult	NR 107 1
<input type="checkbox"/> Pathophysiology	NR 230 4
SECOND SEMESTER	16
<input type="checkbox"/> Developmental Psychology	BS 260 3
<input type="checkbox"/> Patient Centered Care of the Developing Individual and Family	NR106 10
<input type="checkbox"/> Therapeutic Nutrition	NR 110 3
Nursing Concepts for Advanced Standing	NR 108 3

NR 108 is a requirement for Advanced Standing LPNs.

The Nursing Department supports the Kansas Nursing Articulation Plan and provides the opportunity for advanced placement of the licensed practical nurse into the second level of the associate degree in nursing curriculum. Validation of current Kansas LPN license and LPN IV certification is required. Visit our Web site at <http://www.butlercc.edu/nursing/> for more information on Advanced Placement.

Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program.

The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

*Anatomy, Physiology and Microbiology must have been completed within 5 years of admission into the program of nursing.

Level II	29
THIRD SEMESTER	14
<input type="checkbox"/> Microbiology*	BI 250 5
<input type="checkbox"/> Patient Centered Care In Mental Health and High Acuity Medical-Surgical Environments	NR 202 9
FOURTH SEMESTER	15
<input type="checkbox"/> English Composition II or	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100
<input type="checkbox"/> Interpersonal Communication	SP 102
<input type="checkbox"/> Leadership and Mgmt in Professional Nursing	NR 203 9
<input type="checkbox"/> Humanities/Fine Arts	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.

Requirements

The following documents must be **on file AND COMPLETE** prior to date specified in the course syllabus. These health documents are to be sent directly to Butler College Health Services at 901 S. Haverhill Road, El Dorado, KS 67042. FAX 316-323-6850. Please call 733-3371 to verify that your records were received.

1. A Butler Department of Nursing Health Record (annual physical exam form) completed and signed by a health care provider demonstrating compliance with the clinical facility requirements.
2. The Health Record includes verification of an annual TB skin test following an initial two-step. The immunization record also includes a Tdap, two MMR's, two-dose Varicella (chickenpox), and the Hepatitis B series or signed refusal form. *Butler College Health Services can do physicals and immunizations if needed.* For an appointment (required), call Butler of El Dorado (BOE) College Health Service phone # 733-3371, 322-3371, 323-6929, or 323-6934. Or Butler of Andover (BOA) College Health Service phone # 218-6282 or 322-3371, or 733-3371.
3. Current CPR certification (American Heart Association BLS Health Care Provider OR the American Red Cross CPR for the Professional Rescuer). Certification should include adult, child, infant and two-person. Online CPR must be accompanied by evidence of a performance exam.
4. The influenza vaccine is required annually.

Upon admission to the program, students must complete a specified background check. Admission to the nursing program is contingent upon a satisfactory background check. 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.

- Qualifications for writing the state board licensure examinations. <http://www.ksbn.org/npa/pages/65-115.pdf>
- Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/6-1120.pdf>
- Crimes against persons http://www.kansasstatutes.lesterama.org/Chapter_21/Article_34/

Credits Required: 74

Contact: Anita Mills, Dean
Nursing Division
amills@butlercc.edu or 316.322.3146
Kerri Smith, Administrative Assistant
ksmith@butlercc.edu or 316.322.3140

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.

Butler has articulation agreements with WSU, KU, and Tabor. These agreements assure that students will have an educationally sound and expedient means of completing the programs in the least amount of time.

Recommendations

Students must follow the curriculum sequence of courses, however the general education requirements may be taken prior to the indicated semester they are required. Nursing courses are rigorous and demand study and preparation time outside of the required course hours. Many students prefer taking the general education requirements before entering the nursing program to allow full focus on the challenging Nursing curriculum. Please visit the Department of Nursing web site at <http://www.butlercc.edu/nursing/>

Accreditation

Accreditation Commission for Education in Nursing
3343 Peachtree Rd, 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

MAJOR CODE: MSTH

Your Butler experience will prepare you for employment as either a salaried or commissioned employee, or an independent practitioner.

General Education Requirements		27
Communication		6
<input type="checkbox"/> English Composition I	EG 101	3
One of the following:		
<input type="checkbox"/> English Composition II or	EG 102	3
<input type="checkbox"/> Public Speaking or	SP 100	
<input type="checkbox"/> Interpersonal Communication or	SP 102	
<input type="checkbox"/> Technical Writing or	EG 112	
<input type="checkbox"/> Business Communications	BE 130	
Science and Math		10
<input type="checkbox"/> Math Requirement	MA 114 or above	3
<input type="checkbox"/> Lab Science Requirement		4-5
<input type="checkbox"/> Computer Science Elective		3
Social/Behavioral Science		3
<input type="checkbox"/> General Psychology	BS 160	3
Humanities/Fine Arts		3
<input type="checkbox"/> One course from either Humanities or Fine Arts		3
Fitness and Wellness		2
<input type="checkbox"/> Fitness for Life	FW 190	2
Required Related Courses		3
<input type="checkbox"/> Nutrition	NR 110	3
Required Program Courses		35
<input type="checkbox"/> Intro to Therapeutic Massage	MT 130	1
<input type="checkbox"/> Body Systems & Disease I	MT 137	4
<input type="checkbox"/> Therapeutic Massage I	MT 140	4
<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

Credits Required: 62

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323-6070

Prior to admission

Appropriate placement scores and completion of MT130 with a grade of C or higher.

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. 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.

Wages

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

MASSAGE THERAPY

CERTIFICATE B

MAJOR CODE: MSTH

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"/> Intro to Therapeutic Massage**	MT130	1	
<input type="checkbox"/> Body Systems & Disease I	MT 137	4	
<input type="checkbox"/> Therapeutic Massage I	MT 140	4	
<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	

Credits Required: 35

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323-6070

Prior to Admission

**Appropriate placement scores and completion of MT130 with a grade of C or higher. 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.

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.

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.

Recommended Course Sequence

First Semester

MT137, MT140, MT145

Second Semester

MT240, MT243, MT244, MT247

Third Semester

MT241, MT260, MT246, MT265

Gainful Employment

Gainful Employment disclosures are available on Butler’s website: www.butlercc.edu/cert_prgrm/cert_index.cfm



ATHLETIC TRAINING

ASSOCIATE IN SCIENCE

MAJOR CODE: ATHT

Your Butler experience will prepare you for a career in athletic training with an opportunity to work with Butler's nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Brett Macklin 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	
General Education Requirements	3	2
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking	SP 100 or	3
<input type="checkbox"/> Interpersonal Communications	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
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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
<input type="checkbox"/> Fitness for Life	FW 190 (Recommended)	2
Required Courses		15
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Healthy Living	FW 220	3
<input type="checkbox"/> First Aid/CPR/AEC	FW 221	2
<input type="checkbox"/> Prevention & Care of Athletic Training	FW 280	3
<input type="checkbox"/> Advanced Athletic Training I	FW 285	2
<input type="checkbox"/> Advanced Athletic Training II	FW 286	2
Related Electives		15
<input type="checkbox"/> Any Fitness Activity Course		
<input type="checkbox"/> Principles of Strength and Conditioning	FW 226	3
<input type="checkbox"/> Principles of Personal Training	FW 225	3
<input type="checkbox"/> Theory of Coaching Football	FW 260	2
<input type="checkbox"/> Theory of Coaching Basketball	FW 261	2
<input type="checkbox"/> Theory of Coaching Baseball	FW 262	2
<input type="checkbox"/> Theory of Coaching Soccer	FW 263	2
<input type="checkbox"/> Theory of Coaching Track and Field	FW 264	2
<input type="checkbox"/> Kinesiology and Fitness	FW 276	3
<input type="checkbox"/> Sport Nutrition	FW 278	3
<input type="checkbox"/> Prevention and Care of Athletic Injuries	FW 280	3

Credits Required: 62

Contact: Brett Macklin, Head Athletic Trainer
bmacklin@butlercc.edu or 316.322.3220

PRE-MEDICINE

ASSOCIATE IN SCIENCE

MAJOR CODE: MEDI

	HOURS	
General Education Requirements		32
Communication		9
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or	SP 100	3
<input type="checkbox"/> Interpersonal Communication	SP 102	
Science and Math		10
<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> College Chemistry II	CH 115	5
<input type="checkbox"/> Math Requirement	MA 131 or above	3
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
Fitness and Wellness		1
<input type="checkbox"/> One fitness activity or dance course		1
Required Courses		30
<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

Credits Required: 62

Contact: Lori Winningham, Dean
Behavioral Science, Math, Science, and Fitness
and Wellness Division
lwinning@butlercc.edu or 316.322.3129

Program Information

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

Recommended Course Sequence

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

PERSONAL TRAINING/FITNESS INSTRUCTOR

ASSOCIATE IN SCIENCE

MAJOR CODE: FITN

Students who are seeking to become Personal Trainers can obtain a two-year degree in the fitness program at Butler. Trainers with little or no college education can enhance their knowledge, credibility, and marketability without obtaining a four-year degree with this program. Students can also work in the fitness business while pursuing a four-year degree with a certificate.

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communications	SP 102 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 add'l course from Math, Science, or Computer Science	3-4
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> Behavior Science Requirement	3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
<input type="checkbox"/> Fitness for Life	FW 190 (Recommended) 2
Required Courses	15
<input type="checkbox"/> Healthy Living	FW 220 3
<input type="checkbox"/> Principles of Personal Training	FW 225 3
<input type="checkbox"/> Principles of Strength and Conditioning	FW 226 3
<input type="checkbox"/> Kinesiology and Fitness	FW 276 3
<input type="checkbox"/> Sport Nutrition	FW 278 3
Related Electives	15
<input type="checkbox"/> Intro to Marketing	BA 140 3
<input type="checkbox"/> Personal Selling	BA 215 3
<input type="checkbox"/> Principles of Management	BA 210 3
<input type="checkbox"/> First Aid/CPR/AEC	FW 221 2
<input type="checkbox"/> Foundations to Fitness Ed and Sport	FW 222 3
<input type="checkbox"/> Prevention and Care of Athletic Injuries	FW 280 3
<input type="checkbox"/> Any fitness activity course	

Credits Required: 62

Contact: Rick Neubauer, Professor
rneubaue@butlerccc.edu or 316.322.3157

Program Information

An associate in Fitness can help you further your career as a:

1. Personal Trainer
2. Aerobics Instructor
3. Weight Management Specialist

Students are eligible to sit for the personal trainer certificate in the National Council of Strength and Fitness (NCSF). This nationally recognized organization is approved by the Department of Education to offer their program on college campuses. Please refer to their website (www.ncsf.org) for additional information concerning this certificate program.

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

Recommended Course Sequence

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



REAL POWER 

certification courses in health care

NURSE AIDE

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Your Butler experience will prepare you for professional certification. A CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. CNAs may work in a hospital, nursing home, assisted living residence, Hospice, doctor's office, health clinic or rehabilitation center.

	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 KDADS to reactivate the CNA certificate.

Hints for Successful Completion

Duties for Certified Nurse Aide may be characterized by prolonged standing and walking, frequent heavy lifting, pushing, pulling, carrying, occasional climbing, stooping, balancing, kneeling, constant need for good vision and hearing, ability to tolerate stressful situations; and occasional exposure to hazardous material. Therefore, if your doctor places you under any lifting restrictions, you may not be able to complete the program.

Program Information

Nurse Aide is the basic course for paraprofessionals. This person might also be called a geriatric aide, nurse's aide, nursing attendant, nursing assistant or patient care assistant. A Certified Nurse Aide CNA gives simple, basic nursing care to patients and always works under the direct supervision of a licensed nurse RN or LPN. The CNA course at Butler is a total of 104 clock hours which includes classroom lecture and discussion, practice of skills in the learning lab and clinical experience in a nursing home. After successful completion of all class components, the student is eligible to take the state exam and is "certified" by the KDADS.

Additional Costs

Textbook and workbook bundle, physical examination and TB skin test, state exam, uniforms, white leather shoes and watch with second hand.

Lab fees.

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 FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Prerequisite

Must be 18 years of age to enroll and be active status in the Kansas Nurse Aide Registry .

Appropriate placement scores, see an advisor for details.

Required Courses		HOURS
<input type="checkbox"/> Certified 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 for Continuing Education for the CMA.

Requirement for KDHE Certification

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323-6070

Program Information

The student must be active in the Kansas Certified Nurse Aide Registry. After successful completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide Test which is required for work as Certified Medication Aide. Student must have a TB skin test, current within one year and a statement of good health.

Additional Costs

Lab fees.

PATIENT CARE PATHWAYS

BUTLER CERTIFICATION OF COMPLETION

**KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS)
CERTIFICATION (CNA)**

Your Butler experience will prepare you to begin your career in healthcare as an Acute Care Nurse Assistant in Hospitals, Medical Centers and Clinics.

Required Courses		HOURS
<input type="checkbox"/> Nurse Aide	AH 122	5
<input type="checkbox"/> Nurse Aide II-Acute Care Environment	AH 125	3
<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"/> Health Pro Medical Terminology I	AH 201	3

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlerccc.edu or 316.323.6070

Program Information

There is high demand for supportive allied health occupations. The Patient Care Pathways Certificate will develop the skills nurse aides need for successful employment in Hospitals and Medical Centers. Following completion, the nurse aide assumes an expanded role as a "patient care assistant" or "nurse aide tech," (local terminology).

Nurse Aide (AH 122) is a prerequisite to AH 125*, all other courses may be taken concurrently. The courses are rigorous and demand study and preparation time outside of the required course hours.

The student should have a general knowledge of popular software applications including word processing, database management and the Windows system.

Certificate students must have a physical examination, verification of immunizations and test free from Tuberculosis. The student must have a specified background check before the acute care clinical experience.

Additional Costs

*Lab fees.

EMERGENCY MEDICAL TECHNICIAN

COURSE APPROVED BY

KANSAS BOARD OF EMERGENCY MEDICAL SERVICE

Required Courses		HOURS
<input type="checkbox"/> EMT	AH 110	7
<input type="checkbox"/> EMT- Skills	AH 212	4

Requirements

A score at a pre-determined level in reading, writing and math on a placement instrument.

Students must be 17 years old to attend class and 17 with a high school diploma or GED to become certified as EMT. Students must have a specific background check. Previous background checks will not meet this requirement.

Some felony criminal convictions may prevent the student from taking the state and national certification exams. EMT is a prerequisite for MICT paramedic.

The following documents must be **on file AND COMPLETE** prior to the date specified in the course syllabus. These health documents are to be sent directly to Butler College health Services at 901 S. Haverhill Road, El Dorado, KS 67042. FAX 316-323-6850.

1. A Butler Department of EMS Education Health Record (physical exam form) completed and signed by a health care provider demonstrating compliance with the clinical facility requirements.
2. The Health Record includes verification of two-step TB skin test. The immunization record also includes a Tdap, two MMR's, Varicella (chickenpox), and the Hepatitis B series or signed refusal form. *Butler College Health Services can do physicals and immunizations if needed.* For an appointment (required), call Butler of El Dorado (BOE) College Health Service phone # 733-3371, 322-3371, 323-6929, or 323-6934. Or Butler of Andover (BOA) College Health Service phone 218-6282 or 322-3371, or 733-3371.

Program Information

EMT and EMT Skills run concurrently. Successful completion of these two classes allows the student to challenge the registry examination to become certified as a Kansas and National EMT.

BUTLER/COWLEY PARTNERSHIP - MICT AAS PREREQUISITES

Required Courses		HOURS
<input type="checkbox"/> EMT	AH 110	7
<input type="checkbox"/> EMT - Skills	AH 212	4
<input type="checkbox"/> Information Processing Systems	BA 104	3
<input type="checkbox"/> Anatomy and Physiology	BI 240	5
<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Ethics	PL 291	3

Credits Required: 12

Certification of successful completion as approved by the State of Kansas Board of EMS

Contact: Jeb Burress, Professor
EMT
jburress@butlerccc.edu or 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

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Your Butler experience will prepare you to develop, implement, evaluate and document activities for residents in adult care facilities.

Required Courses	HOURS
<input type="checkbox"/> Activity Director AH 113	3

Credits Required: 3

Certification of successful completion as approved by KDADS.

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323-6070

Accreditation
Course approved by KDHE

Hints for Successful Completion
Experience in long-term care will be helpful

Related Programs
Social Services Designee

After Butler
Students are eligible for immediate employment in long-term care.

HOME HEALTH AIDE

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Your Butler experience will prepare you to adapt basic healthcare services to clients in their own homes under the supervision of a registered nurse.

Required Courses	HOURS
<input type="checkbox"/> Home Health Aide AH 117	2

Credits Required: 2

Certification of completion as approved by KDADS.

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323-6070

Prior to enrollment
Appropriate placement scores, see an advisor for details.

Accreditation
Course approved by KDADS.

Program Information
Must be active in the Kansas Certified Nurse Aide Registry. Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316.322.3163 El Dorado or 316.218.6259 Andover

After Butler
Recent graduates hold positions as caregivers for clients in their homes; as well as employment with a Hospice or Home Health Agency.

OPERATOR TRAINING FOR ASSISTED LIVING

COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

Your Butler experience will prepare you to be an operator of assisted living facilities, residential healthcare facilities, home plus and adult day care facilities. Upon completion of the course, the student is eligible to take the state exam given by KDADS.

Required Courses	HOURS
<input type="checkbox"/> Operator Training for Assisted Living AH 225	3

Credits Required: 3

Certification of completion as approved by KDADS

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323-6070

Hints for successful Completion
Experience in long term care will be beneficial.

RESTORATIVE AIDE

BUTLER CERTIFICATION OF COMPLETION

Course Approved for Kansas Physical Therapist Association (KTPA) Certification

Prerequisite: Must be current in the Kansas Certified Nurse Aide Registry.

		HOURS
Required Courses		2
<input type="checkbox"/> Restorative Aide	AH 124	2

Credits Required: 2

Certificate of Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association (KPTA).

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or
316.323.6070

Program Information
Must be a Certified Nurse Aide

Requirements
Must have current Kansas certificate as Certified Nurse Aide

Hints for Successful Completion
Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

After Butler
Students are eligible for immediate employment following successful completion of the course.

SOCIAL SERVICE DESIGNEE

BUTLER CERTIFICATION OF COMPLETION

Course Approved for Kansas Department for Aging and Disabilities Services (KDADS) 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

Credits Required: 3

Certification of completion as approved by the KDADS

Contact: Suzanne McEachern, Director
Allied Health
dmceachern@butlercc.edu or 316.323.6070

Accreditation
Course approved by KDHE

Hints for Successful Completion
Experience in long-term care will be helpful.

Related Programs
Activity Director

After Butler
Students are eligible for immediate employment in long-term care.



BUSINESS MEDICAL SPECIALIST**ASSOCIATE IN APPLIED SCIENCE****MAJOR CODE: OSMS**

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

	HOURS
General Education Requirements	15
Communication	6
<input type="checkbox"/> English Composition I	EG 101 3
<input type="checkbox"/> Business English [□]	BE 120 3
Math, & Computer Science	6
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> MAP 1: Word Processing	BE 165 1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170 1
<input type="checkbox"/> MAP 1: Database	BE 180 1
<input type="checkbox"/> General Education Elective	3
Required Courses	36
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201 3
<input type="checkbox"/> Health Pro Medical Terminology II	AH 202 1
<input type="checkbox"/> Intermediate Document Processing	BE 102 3
<input type="checkbox"/> Adv Document Processing: Medical	BE 107 3
<input type="checkbox"/> Records Management [□]	BE 108 3
<input type="checkbox"/> Human Relations	BE 109 3
<input type="checkbox"/> Business Math/10 Key	BE 121 3
<input type="checkbox"/> Introduction to Health Information ^{**□}	BE 122 3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare ^{**□}	BE 123 3
<input type="checkbox"/> Computerized Medical Office Management	BE 126 3
<input type="checkbox"/> Business Communications	BE 130 3
<input type="checkbox"/> Business Procedures	BE 202 3
<input type="checkbox"/> Internship I [□]	IP 193 2
Related Electives	11
Medical Office Emphasis	
<input type="checkbox"/> Advanced Computer Applications	BA 245 3
<input type="checkbox"/> Keyboard Skillbuilding [□]	BE 103 3
<input type="checkbox"/> MAP I: Introduction to Windows	BE 166 1
<input type="checkbox"/> MAP I: Presentation Graphics	BE 175 3
<input type="checkbox"/> MAP I: Introduction to Internet	BE 176 1
<input type="checkbox"/> Desktop Publishing	BE 275 3
Physician Coding Emphasis	
<input type="checkbox"/> Reimbursement Methodologies ^{*□}	BE 124 3
<input type="checkbox"/> Beginning Medical Coding [*]	BE 125 3
<input type="checkbox"/> Anatomy & Physiology [•]	BI 240 5

• BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the degree.

* Spring Only

** Fall Only

□ Online Only

Credits Required: 62

Contact: Sherrell King, Professor
Lead Business Medical Specialist &
Coding/Physician's Coding
sking@butlercc.edu or 316.218.6252

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.

Completion Requirements

To receive this degree or certificate, a student must:

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

Related Programs

Physician Coding Certificate: After completing the AAS degree in Business Medical Specialist with a physician coding emphasis, the student may take the additional three courses (8 credit hours) to earn the Physician Coding Certificate. If they complete this also, they would receive two certificates, Business Medical Specialist and Physician Coding as well as the AAS degree in Business Medical Specialist.

After Butler

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

Wages

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

BUSINESS MEDICAL SPECIALIST

CERTIFICATE B

MAJOR CODE: OSMS

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

Required Courses	HOURS	
	35	
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3
<input type="checkbox"/> Inter. Document Processing	BE 102	3
<input type="checkbox"/> Adv. Document Processing: Medical*	BE 107	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"/> Introduction to Health Information**◻	BE 122	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"/> MAP 1: Word Processing	BE 165	1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170	1
<input type="checkbox"/> MAP 1: Database	BE 180	1
<input type="checkbox"/> Business Procedures*	BE 202	3
<input type="checkbox"/> Internship I◻	IP 193	2

- * Spring only
- ** Fall only
- ◻ Online only

Credits Required: 35

Contact: Sherrell King, Professor
Lead Business Medical Specialist & Coding/Physician's Coding
sking@butlercc.edu or 316.218.6252

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.

Completion Requirements

To receive this degree or certificate, a student must:

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

Related Programs

Business Administrative Technology

Recommended Course Sequence

Classes must be taken in the following sequence.

First Semester (Fall)

AH 201, BE 102, BE 120, BE 121, BE 122, BE 165, BE 170, BE 180

Second Semester (Spring)

BE 107, BE 109, BE 123, BE 126, BE 193, BE 202

After Butler

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

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm



PHYSICIAN CODING

CERTIFICATE B

MAJOR CODE: BSBC

Your Butler experience will prepare you to take the CPC exam to become a Certified Professional Coder Apprentice (CPC-A). After two years of validated work experience in medical coding, the apprentice part of the certificate is dropped.

Required Courses		HOURS
		35
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201	3
<input type="checkbox"/> Health Pro Medical Terminology II	AH 202	1
<input type="checkbox"/> Introduction to Health Information** <input type="checkbox"/>	BE 122	3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare* <input type="checkbox"/>	BE 123	3
<input type="checkbox"/> Reimbursement Methodologies* <input type="checkbox"/>	BE 124	3
<input type="checkbox"/> Beginning Medical Coding*	BE 125	3
<input type="checkbox"/> Computerized Med. Office Mgmt.	BE 126	3
<input type="checkbox"/> Advanced Medical Coding**	BE 127	3
<input type="checkbox"/> Coding Certification Test Preparation**	BE 128	1
<input type="checkbox"/> MAP I: Word Processing	BE 165	1
<input type="checkbox"/> Anatomy & Physiology•	BI 240	5
<input type="checkbox"/> Internship I <input type="checkbox"/>	IP 193	2
<input type="checkbox"/> Pathophysiology	NR 230	4

- BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the certificate.

* Spring Only

** Fall Only

Online Only

Credits Required: 35

Contact: Sherrell King, Professor
Lead Business Medical Specialist &
Coding/Physician's Coding
sking@butlercc.edu or 316.218.6252

Requirements

There is a growing need for certified coders in the medical field. Employers feel that credentials are most important for medical coding professionals. Hiring and promotion practices are influenced by credentials. Credentialed employees are rewarded financially.

Butler's program recognizes the requirements to become a professional certified coder (CPC) through American Academy of Professional Coders. This certification is nationally recognized seeking ethical, accurate and experienced coders.

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

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

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

Related Programs

Business Administrative Technology

Recommended Course Sequence

Classes must be taken in the following sequence.

First Semester

AH 201, BE 122, BE 126, BI 240

Second Semester

AH 202, BE 123, BE 124, BE 125, BE 165

Third Semester

BE 127, BE 128, NR 230, IP193

After Butler

This certificate prepares students for an entry-level position in a physician office as a medical coder or for continuation of education leading to an associate degree.

Wages

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

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgm/cert_index.cfm

PHYSICIAN CODING

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: BSBC

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

	HOURS
General Education Requirements	15
Communication	6
<input type="checkbox"/> English Composition I	EG 101 3
<input type="checkbox"/> Business English [□]	BE 120 3
Math & Computer Science	6
<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
General Education Elective	3
Required Courses	34
<input type="checkbox"/> Health Pro Medical Terminology I	AH 201 3
<input type="checkbox"/> Health Pro Medical Terminology II	AH 202 1
<input type="checkbox"/> Introduction to Health Information** [□]	BE 122 3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare* [□]	BE 123 3
<input type="checkbox"/> Reimbursement Methodologies* [□]	BE 124 3
<input type="checkbox"/> Beginning Medical Coding*	BE 125 3
<input type="checkbox"/> Computerized Medical Office Mgmt	BE 126 3
<input type="checkbox"/> Advanced Medical Coding**	BE 127 3
<input type="checkbox"/> Coding Certification Test Preparation**	BE 128 1
<input type="checkbox"/> Anatomy & Physiology•	BI 240 5
<input type="checkbox"/> Internship I [□]	IP 193 2
<input type="checkbox"/> Pathophysiology	NR 230 4
Related Electives	13
<input type="checkbox"/> Intermediate Document Processing	BE 102 3
<input type="checkbox"/> Adv Document Processing: Medical*	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"/> MAP I: Introduction to Windows	BE 166 1
<input type="checkbox"/> MAP I: Introduction to Internet** [□]	BE 176 1
<input type="checkbox"/> Business Procedures*	BE 202 3

• BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the degree.

* Spring Only

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Accreditation

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

Completion Requirements

To receive this degree or certificate, a student must:

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

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Related Programs

Business Administrative Technology

After Butler

This certificate prepares students for an entry-level position in a physician office as a medical coder or for continuation of education leading to an associate degree.

Wages

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



REAL POWER 

human services & public safety

CRIMINAL JUSTICE

ASSOCIATE IN SCIENCE

MAJOR CODE: CJPS

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP 102 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 add'l course from Math, Science, or Computer Science	3-4
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	18
<input type="checkbox"/> Intro to Criminal Justice	CJ 102 3
<input type="checkbox"/> Agency Administration	CJ 103 3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116 3
<input type="checkbox"/> Criminal Law	CJ 204 3
<input type="checkbox"/> Criminology	CJ 212 3
<input type="checkbox"/> Criminal Procedures	CJ 215 3

Related Electives 12

<input type="checkbox"/> Legal Terminology	BE 204	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104	3
<input type="checkbox"/> Transportation and Border Security	CJ 105	3
<input type="checkbox"/> Criminal Justice Interview/Report Writ'g	CJ 106	3
<input type="checkbox"/> Introduction to Corrections	CJ 109	3
<input type="checkbox"/> Fund of Emerg Mgmt and Disaster Prep	CJ 112	3
<input type="checkbox"/> Introduction to Security	CJ 114	3
<input type="checkbox"/> Criminal Behavior	CJ 117	3
<input type="checkbox"/> Gang Investigation	CJ 118	3
<input type="checkbox"/> Concepts of Terrorism	CJ 122	3
<input type="checkbox"/> Intelligence Analysis and Security Mgmt	CJ 123	3
<input type="checkbox"/> Introduction to Homeland Security	CJ 125	3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201	3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202	3
<input type="checkbox"/> Intro to Computer and Cyber Crime	CJ 203	3
<input type="checkbox"/> Criminal Investigation	CJ 211	3
<input type="checkbox"/> Criminal Law and Evidence	CJ 213	3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216	3
<input type="checkbox"/> Beginning Spanish	FL 107	5
<input type="checkbox"/> Survival Spanish for Law Enforc Officers	FL 145	3
<input type="checkbox"/> Internship I ^a	IP 193	2
<input type="checkbox"/> Internship II ^a	IP 293	2

^a Online only

Credits Required: 62

Contact: Miles Erpelding, Professor
Lead Criminal Justice
merpeldi@butlercc.edu or 316.322.3241

Program Information

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

The Associate in Arts and Associate of Science degrees are designed for students planning to transfer to a Bachelor degree program.

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

After Butler

Career Opportunities include Police Officer, Sheriff's Officer, Court Officer, Corrections Officer, Probation/Parole Officer, and Federal Officer.

CRIMINAL JUSTICE

ASSOCIATE IN ARTS

MAJOR CODE: CJPS

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science and Math	7
<input type="checkbox"/> Math Requirement	MA 131 or above 5
<input type="checkbox"/> Lab Science Requirement	4-5
Social/Behavioral Science	9
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social or 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	18
<input type="checkbox"/> Intro to Criminal Justice	CJ 102 3
<input type="checkbox"/> Agency Administration	CJ 103 3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116 3
<input type="checkbox"/> Criminal Law	CJ 204 3
<input type="checkbox"/> Criminology	CJ 212 3
<input type="checkbox"/> Criminal Procedures	CJ 215 3
Related Electives	9
<input type="checkbox"/> Legal Terminology	BE 204 3
<input type="checkbox"/> Substance Abuse Awareness	BS 115 3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222 3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104 3
<input type="checkbox"/> Transportation and Border Security	CJ 105 3
<input type="checkbox"/> Criminal Justice Interview/Report Writ'g	CJ 106 3
<input type="checkbox"/> Intro to Corrections	CJ 109 3
<input type="checkbox"/> Fund of Emerg Mgmt and Disaster Prep	CJ 112 3
<input type="checkbox"/> Introduction to Security	CJ 114 3
<input type="checkbox"/> Criminal Behavior	CJ 117 3
<input type="checkbox"/> Gang Investigation	CJ 118 3
<input type="checkbox"/> Concepts of Terrorism	CJ 122 3
<input type="checkbox"/> Intelligence Analysis/Security Mgmt	CJ 123 3
<input type="checkbox"/> Introduction to Homeland Security	CJ 125 3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201 3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202 3
<input type="checkbox"/> Intro to Computer and Cyber Crime	CJ 203 3
<input type="checkbox"/> Criminal Investigation	CJ 211 3
<input type="checkbox"/> Criminal Evidence	CJ 213 3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216 3
<input type="checkbox"/> Beginning Spanish	FL 107 5
<input type="checkbox"/> Survival Spanish for Law Enforc Officers	FL 145 3
<input type="checkbox"/> Internship I ^o	IP 193 2
<input type="checkbox"/> Internship II ^o	IP 293 2

^o Online only

Credits Required: 62

Contact: Miles Erpelding, Professor
Lead Criminal Justice
merpeldi@butlercc.edu or 316.322.3241

Program Information

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

The Associate in Arts and Associate of Science degrees are designed for students planning to transfer to a Bachelor degree program.

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

After Butler

Career Opportunities include Police Officer, Sheriff's Officer, Court Officer, Corrections Officer, Probation/Parole Officer, and Federal Officer.



HOMELAND SECURITY

ASSOCIATE IN ARTS

MAJOR CODE: HMSC

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP 102 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"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social or 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	21
<input type="checkbox"/> Intro to Criminal Justice	CJ 102 3
<input type="checkbox"/> Agency Administration	CJ 103 3
<input type="checkbox"/> Fund of Emerg Mgmt and Disaster Prep	CJ 112 3
<input type="checkbox"/> Intelligence Analysis and Security Mgmt	CJ 123 3
<input type="checkbox"/> Intro to Homeland Security	CJ 125 3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201 3
<input type="checkbox"/> Intro to Computer and Cyber Security	CJ 203 3
Related Electives	6
<input type="checkbox"/> Legal Terminology	BE 204 3
<input type="checkbox"/> Substance Abuse Awareness	BS 115 3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222 3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104 3
<input type="checkbox"/> Transportation and Border Security	CJ 105 3
<input type="checkbox"/> Criminal Justice Interview/Rpt Writing	CJ 106 3
<input type="checkbox"/> Intro to Corrections	CJ 109 3
<input type="checkbox"/> Introduction to Security	CJ 114 3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116 3
<input type="checkbox"/> Criminal Behavior	CJ 117 3
<input type="checkbox"/> Gang Investigation	CJ 118 3
<input type="checkbox"/> Concepts of Terrorism	CJ 122 3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202 3
<input type="checkbox"/> Criminal Law	CJ 204 3
<input type="checkbox"/> Criminal Investigation	CJ 211 3
<input type="checkbox"/> Criminology	CJ 212 3
<input type="checkbox"/> Criminal Evidence	CJ 213 3
<input type="checkbox"/> Criminal Procedures	CJ 215 3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216 3
<input type="checkbox"/> Beginning Spanish	FL 107 5
<input type="checkbox"/> Survival Spanish for Law Enforc Officers	FL 145 3
<input type="checkbox"/> Internship I [□]	IP 193 2
<input type="checkbox"/> Internship II [□]	IP 293 2

□ Online only

Credits Required: 62

Contact: Miles Erpelding, Professor
Lead Criminal Justice
merpeldi@butlercc.edu or 316.322.3241

Program Information

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

The Associate in Arts and Associate in Science degrees are designed for students planning to transfer to a Bachelor degree program.

After Butler

Career Opportunities include Transportation Security Officer, Emergency Management Coordinator, Border Patrol Agents, U.S. Custom Officer, Federal Protective Service Officer, and U.S. Secret Service Officer.

HOMELAND SECURITY

ASSOCIATE IN SCIENCE

MAJOR CODE: HMSC

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking	SP 100 or 3
<input type="checkbox"/> Interpersonal Communication	SP 102 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 add'l course from Math, Science, or Computer Science	3-4
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	21
<input type="checkbox"/> Intro to Criminal Justice	CJ 102 3
<input type="checkbox"/> Agency Administration	CJ 103 3
<input type="checkbox"/> Fund of Emerg Mgmt and Disaster Prep	CJ 112 3
<input type="checkbox"/> Intelligence Analysis and Security Mgmt	CJ 123 3
<input type="checkbox"/> Intro to Homeland Security	CJ 125 3
<input type="checkbox"/> Weapons of Mass Destruction	CJ 201 3
<input type="checkbox"/> Intro to Computer and Cyber Security	CJ 203 3
Related Electives	9
<input type="checkbox"/> Legal Terminology	BE 204 3
<input type="checkbox"/> Substance Abuse Awareness	BS 115 3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222 3
<input type="checkbox"/> Law Enforcement Operations and Proc	CJ 104 3
<input type="checkbox"/> Transportation and Border Security	CJ 105 3
<input type="checkbox"/> Criminal Justice Interview/Report Writ'g	CJ 106 3
<input type="checkbox"/> Intro to Corrections	CJ 109 3
<input type="checkbox"/> Introduction to Security	CJ 114 3
<input type="checkbox"/> Juvenile Delinquency and Justice	CJ 116 3
<input type="checkbox"/> Criminal Behavior	CJ 117 3
<input type="checkbox"/> Gang Investigation	CJ 118 3
<input type="checkbox"/> Concepts of Terrorism	CJ 122 3
<input type="checkbox"/> Law Enforcement in the Community	CJ 202 3
<input type="checkbox"/> Criminal Law	CJ 204 3
<input type="checkbox"/> Criminal Investigation	CJ 211 3
<input type="checkbox"/> Criminology	CJ 212 3
<input type="checkbox"/> Criminal Evidence	CJ 213 3
<input type="checkbox"/> Criminal Procedures	CJ 215 3
<input type="checkbox"/> Prof Responsibility in Criminal Justice	CJ 216 3
<input type="checkbox"/> Beginning Spanish	FL 107 5
<input type="checkbox"/> Survival Spanish for Law Enforc Officers	FL 145 3
<input type="checkbox"/> Internship I ^o	IP 193 2
<input type="checkbox"/> Internship II ^o	IP 293 2

^o Online only

Credits Required: 62

Contact: Miles Erpelding, Professor
Lead Criminal Justice
merpeldi@butlercc.edu or 316.322.3241

Program Information

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

The Associate in Arts and Associate in Science degrees are designed for students planning to transfer to a Bachelor degree program.

After Butler

Career Opportunities include Transportation Security Officer, Emergency Management Coordinator, Border Patrol Agents, U.S. Custom Officer, Federal Protective Service Officer, and U.S. Secret Service Officer.



FIRE SCIENCE

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: FRSC

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, emergency rescue operation procedures, public relations, and applicable laws and regulations.

	HOURS
General Education Requirements	15
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> One other course	EG102, EG112, SP100, SP 102 3
Science and Math	6
<input type="checkbox"/> Math Requirement	MA 114 or above 3
<input type="checkbox"/> Computer Science Requirement	3
Social/Behavioral Science Requirement	3
<input type="checkbox"/> Sociology or	BS 105 3
<input type="checkbox"/> General Psychology	BS 160
Required Courses	34
<input type="checkbox"/> Basic Life Support for Health Care Prof•	AH 130 .5
<input type="checkbox"/> EMT	AH 110 7
<input type="checkbox"/> EMT - Skills	AH 212 4
<input type="checkbox"/> Firefighter I•	FS 100 4-5
<input type="checkbox"/> Fire and Emerg Svc, Safety, Survival	FS 110 3
<input type="checkbox"/> Bldg Construction for Fire Science	FS 130 3
<input type="checkbox"/> Fire Prevention	FS 135 3
<input type="checkbox"/> Fire Protection Sys.	FS 145 3
<input type="checkbox"/> Firefighter II	FS 200 3
<input type="checkbox"/> Hazmat for First Responders•	FS 207 3
Related Electives	15
<input type="checkbox"/> Survival Spanish for Emerg 1 st Respond	FL 158 3
<input type="checkbox"/> Admin of the Fire Science*	FS 103 3
<input type="checkbox"/> OSHA 10	FS 113 2
<input type="checkbox"/> Intro to Fire Inspection	FS 125 3
<input type="checkbox"/> Emergency Rescue	FS 140 3
<input type="checkbox"/> Rope Rescue I	FS 141 1
<input type="checkbox"/> Rope Rescue II	FS 142 1
<input type="checkbox"/> Surface Water Rescue	FS 149 1
<input type="checkbox"/> Vehicle & Machinery Rescue I	FS 150 1
<input type="checkbox"/> Fire Investigation	FS 180 3
<input type="checkbox"/> Fire Equipment and Systems	FS 201 3
<input type="checkbox"/> Fire Service Hydraulics*•	FS 203 3
<input type="checkbox"/> Firefighting Tactics and Strategy	FS 205 3
<input type="checkbox"/> Hazardous Material Technician	FS 211 8
<input type="checkbox"/> Fire 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

Credits Required: 64

Contact: Tony Yaghjian, Coordinator
Fire Science
ayaghjian@butlercc.edu or 316.323.6150

NOTE: (*) This course has prerequisite course(s).

Program Information

The fire science program is committed to providing an integral link between formal education and the emergency services through essential training in life safety, protection of property and environmental conservation, benefiting the students and the communities they serve. Butler's Fire Science Program is located at the Emergency Service Training Center in 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 maintenance, repair and replacement, lab consumables, and certification exam fees. Fees are subject to change.

Service Certification Exams

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

Related Programs

Criminal Justice, Emergency Medical Technician, Homeland Security

After Butler

Recent graduates hold positions as firefighters in Butler County, Sedgwick County and in surrounding areas.

Wages

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

FIRE SCIENCE

CERTIFICATE B

MAJOR CODE: FRSC

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling, and control and emergency rescue operation procedures.

	HOURS
Required Courses	20
<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"/> Fire and Emerg Svc, Safety, Survival FS 110	3
<input type="checkbox"/> Hazmat for First Responders• FS 207	3
<input type="checkbox"/> Fire Protection Systems FS 145	3
<input type="checkbox"/> Bldg Construction for Fire Science FS 130	3
<input type="checkbox"/> Fire Prevention FS 135	3
Program Related Electives (Choose 10 Hours)	10
<input type="checkbox"/> Admin of the Fire Science* FS 103	3
<input type="checkbox"/> Introduction to Fire Inspection FS 125	3
<input type="checkbox"/> Emergency Rescue FS 140	3
<input type="checkbox"/> Rope Rescue I FS 141	1
<input type="checkbox"/> Rope Rescue II FS 142	1
<input type="checkbox"/> Surface Water Rescue FS 149	1
<input type="checkbox"/> Vehicle & Machinery Rescue I FS 150	1
<input type="checkbox"/> Fire Investigation FS 180	3
<input type="checkbox"/> Firefighter II FS 200	3
<input type="checkbox"/> Fire Equipment and Systems FS 201	3
<input type="checkbox"/> Fire Service Hydraulics• FS 203	3
<input type="checkbox"/> Firefighting Tactics and Strategy FS 205	3
<input type="checkbox"/> Hazardous Materials Technician FS 211	8
<input type="checkbox"/> Fire 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.

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.

Credits Required: 30

Contact: Tony Yaghjian, Coordinator
Fire Science
ayaghjian@butlercc.edu or 316.323.6150

NOTE: (*) This course has prerequisite course(s).

Program Information

Butler’s Fire Science Program is located at the Emergency Services Training Center in El Dorado. Butler’s Fire Science Program offers a large selection of courses in Butler, Sedgwick and surrounding Counties. The majority of the courses are taught in the fire stations at those locations. Instructors are current fire service personnel ranging from Firefighters to Fire Chiefs. Students can satisfy their cooperative education requirements by serving as a Volunteer Firefighter at those locations

Additional Costs

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

Gainful Employment

Gainful Employment disclosures are available on Butler’s website:

www.butlercc.edu/cert_prgm/cert_index.cfm



PSYCHOLOGY

ASSOCIATE IN SCIENCE

MAJOR CODE: PSYC

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking 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
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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	6
<input type="checkbox"/> Sociology	BS 105 3
<input type="checkbox"/> Developmental Psychology	BS 260 3
Related Electives*	24
<input type="checkbox"/> Abnormal Psychology	BS 212 3

*See list in the A.A. degree below.

PSYCHOLOGY

ASSOCIATE IN ARTS

MAJOR CODE: PSYC

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking 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"/> Social Science Requirement	3
<input type="checkbox"/> General Psychology	BS 160 3
<input type="checkbox"/> Sociology	BS 105 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	3
<input type="checkbox"/> Developmental Psychology	BS 260 3

Related Electives		24
<input type="checkbox"/> Human Sexuality	BS 103	3
<input type="checkbox"/> Introduction to Cultural Anthropology	BS 106	3
<input type="checkbox"/> Women and Society	BS 107	3
<input type="checkbox"/> Contemporary Social Problems	BS 110	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Marriage and Family	BS 210	3
<input type="checkbox"/> Abnormal Psychology	BS 212	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Child Psychology	BS 270	3
<input type="checkbox"/> Beginning Spanish I	FL 107	5
<input type="checkbox"/> Beginning Spanish II	FL 108	5
<input type="checkbox"/> Intermediate Spanish	FL 201	5
<input type="checkbox"/> Conversational Spanish I	FL 205	3
<input type="checkbox"/> Conversational Spanish II	FL 207	3
<input type="checkbox"/> Introduction to Social Work	SW 102	3

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

Contact: Nita Jackson, Professor
Lead Behavioral Science
njackson@butlercc.edu or 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. Butler's program provides you with the basic courses you will need to transfer to a four-year college or university.

Related Programs

Sociology-Social Work

Recommended Course Sequence

First Semester:

EG 101, SP 100, Social Science Requirement, BS 160, BS 105, Fitness and Wellness Activity or Dance Course Requirement

Second Semester:

EG 102, Humanities Requirement, MA 131 or above, BS 260, Related Electives

Third Semester:

Lab Science Requirement, Fine Arts Requirement, BS 212, Related Electives

Fourth Semester:

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

MAJOR CODE: SOSW

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking 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
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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	9
<input type="checkbox"/> Sociology	BS 105 3
<input type="checkbox"/> Contemporary Social Problems	BS 110 3
<input type="checkbox"/> Intro to Social Work**	SW 102 3
Related Electives*	21

*Refer to electives list in the A.A.

**Required if working on social work degree. Sociology majors may substitute something from related electives list.

SOCIOLOGY/SOCIAL WORK

ASSOCIATE IN ARTS

MAJOR CODE: SOSW

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking 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"/> Social Science Requirement	3
<input type="checkbox"/> General Psychology	BS 160 3
<input type="checkbox"/> Sociology	BS 105 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	6
<input type="checkbox"/> Marriage and Family	BS 210 3
<input type="checkbox"/> Intro to Social Work	SW 102 3

Related Electives

21

<input type="checkbox"/> Human Sexuality	BS 103	3
<input type="checkbox"/> Introduction to Cultural Anthropology	BS 106	3
<input type="checkbox"/> Women and Society	BS 107	3
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<input type="checkbox"/> Contemporary Social Problems	BS 110	3
<input type="checkbox"/> Abnormal Psychology	BS 212	3
<input type="checkbox"/> Diversity & Inequality in the US	BS 222	3
<input type="checkbox"/> Developmental Psychology	BS 260	3
<input type="checkbox"/> Child Psychology	BS 270	3
<input type="checkbox"/> Parenting	CD 219	3
<input type="checkbox"/> Beginning Spanish I	FL 107	5
<input type="checkbox"/> Beginning Spanish II	FL 108	5
<input type="checkbox"/> Intermediate Spanish	FL 201	5
<input type="checkbox"/> Conversational Spanish I	FL 205	3
<input type="checkbox"/> Conversational Spanish II	FL 207	3

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

Contact: Nita Jackson, Professor
Lead Behavioral Science
njackson@butlercc.edu or 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

First Semester:

EG 101, SP 100, Social Science Requirement, BS 160, BS 105, Fitness and Wellness Activity or Dance Course Requirement

Second Semester:

EG 102, Humanities Requirement, MA 131 or above, Related Electives

Third Semester:

Lab Science Requirement, Fine Arts Requirement, BS 210, Related Electives

Fourth Semester:

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.



REAL POWER math &
science

BIOLOGY

ASSOCIATE IN SCIENCE

MAJOR CODE: BIOL

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

	HOURS	
General Education Requirements	32	
Communication	9	
<input type="checkbox"/> English Comp	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"/> Majors Biology I	BI 120 5	
<input type="checkbox"/> Majors Biology II	BI 130 5	
<input type="checkbox"/> Math Requirement	MA 131 or above 3	
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	
Fitness and Wellness	1	
<input type="checkbox"/> One fitness activity or dance course	1	
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"/> EV 150
<input type="checkbox"/> BI 227	<input type="checkbox"/> BI 240	
<input type="checkbox"/> BI 228	<input type="checkbox"/> BI 245	

*Related elective hours are met with extra hours in math and science above.

Credits Required: 62
 Contact: Dr. William Langley, Professor
 Lead Biology
blangley@butlercc.edu or 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

First Semester:

EG 101; SP 100; CH 110; MA 131 or above; Fitness and Wellness Activity or Dance Course Requirement

Second Semester:

EG 102; CH 115; Humanities Requirement; Social Sciences Requirement

Third Semester:

BI 120; CH 240; Behavioral Science Requirement; Fine Arts Requirement

Fourth Semester:

BI 130; Related Electives

After Butler

Recent graduates hold positions as lab technician, wildlife biologist, pharmacist, medical technologist, medical doctor, veterinarian, environmental technician, botanist, and zoologist.



CHEMISTRY

ASSOCIATE IN SCIENCE

MAJOR CODE: CHEM

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP 102
Science and Math*	7
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151 5
<input type="checkbox"/> College Chemistry I	CH 110 5
<input type="checkbox"/> College Chemistry II ???	CH 115 5
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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
<input type="checkbox"/> Descriptive Astronomy	PH 103 4
<input type="checkbox"/> Intro to Meteorology	PH 111 4
<input type="checkbox"/> Physical Geology	PS 102 4

* Related elective hours are met with extra hours in math and science above.

Credits Required: 62
 Contact: Robert Carlson, Professor
 Lead Chemistry/Physics/Physical Science
rcarlson@butlercc.edu or 316.322.3137

Program Information

Do you have a strong passion for the physical sciences or medical profession? Join Butler’s Chemistry and Physics program. When you join this academic area you will not only learn the theories but the practical applications in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls. The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 28 credit hours of the following course requirements in addition to the general education requirements.

Related Programs

Physics

Recommended Course Sequence

First Semester

EG 101, MA 151, CH 110, Social Science Requirement

Second Semester

EG 102, MA 152, CH 115, Behavioral Science Requirement

Third Semester

CH 240, MA 253 PH 251 Humanities Requirement

Fourth Semester

CH 245, PH 252, SP 100, Fine Arts Req, Fitness and Wellness Activity or Dance Course Requirement

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.



PHYSICS

ASSOCIATE IN SCIENCE

MAJOR CODE: PHYS

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<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	3
<input type="checkbox"/> Behavioral Science Requirement	BS 160 3
Humanities/Fine Arts	6
<input type="checkbox"/> Humanities Requirement	3
<input type="checkbox"/> Fine Arts Requirement	3
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
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
<input type="checkbox"/> Descriptive Astronomy	PH 103 4
<input type="checkbox"/> Intro to Meteorology	PH 111 4

* Related elective hours are met with extra hours in math and science above.

Credits Required: 62

Contact: Robert Carlson, Professor
Lead Chemistry/Physics/Physical Science
rcarlson@butlercc.edu or 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

*First Semester:**EG 101, MA 151, CH 110, Social Science Requirement**Second Semester:**EG 102, MA 152, CH 115, Behavioral Science Requirement,**Third Semester:**SP 100, CH 230, MA 253, PH 251, Humanities Requirement**Fourth Semester:**MA 260, PH 252, EC 200, Fine Arts Requirement, Fitness and Wellness Activity or Dance Course Requirement*

After Butler

Career fields include chemistry, microbiology, physics, teaching, investigating, waste managing, water plant managing, wet chemistry, and quality control managing.



MATHEMATICS

ASSOCIATE IN ARTS

MAJOR CODE: MATH

	HOURS
General Education Requirements	35
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP102
Science and Math*	10
<input type="checkbox"/> College Chemistry I	CH 110 5
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151 5
Social/Behavioral Science	9
<input type="checkbox"/> Social Science Requirement	3
<input type="checkbox"/> Behavioral Science Requirement	3
<input type="checkbox"/> Social or 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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	1
Required Courses	21
<input type="checkbox"/> Calculus II w/ Analytic Geometry	MA 152 5
<input type="checkbox"/> Calculus III w/Analytic Geometry	MA 253 3
<input type="checkbox"/> Differential Equations	MA 260 3
<input type="checkbox"/> Physics I	PH 251 5
<input type="checkbox"/> Physics II	PH 252 5
Related Electives*	3

* Related elective hours are met with extra hours in math and science above.

MATHEMATICS

ASSOCIATE IN SCIENCE

MAJOR CODE: MATH

	HOURS
General Education Requirements	32
Communication	9
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> English Comp II	EG 102 3
<input type="checkbox"/> Public Speaking or	SP 100 3
<input type="checkbox"/> Interpersonal Communication	SP102
Science and Math*	10
<input type="checkbox"/> College Chemistry I	CH 110 5
<input type="checkbox"/> Calculus I with Analytic Geometry	MA 151 5
Social/Behavioral Science	6
<input type="checkbox"/> Social Science Requirement	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
Fitness and Wellness	1
<input type="checkbox"/> One fitness activity or dance course	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.

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

Contact: Larry Friesen, Professor
Lead Mathematics/Engineering
lfriesen@butlercc.edu or 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

First Semester

EG 101, MA 151, CH 110, Fitness and Wellness Activity or Dance Course Requirement, Social Science Requirement

Second Semester

EG 102, MA 152, SP 100, Fine Arts Requirement, Related Electives

Third Semester

MA 253, PH 251, Humanities Requirement, Behavioral Science Requirement

Fourth Semester

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.



REAL POWER 

real time reporting

REALTIME REPORTING-STENO

ASSOCIATE OF APPLIED SCIENCE

MAJOR CODE: RTRP

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
Communication	6
<input type="checkbox"/> English Comp I	EG 101 3
<input type="checkbox"/> Communication 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"/> Sociology or	BS 105 3
<input type="checkbox"/> General Psychology	BS 160 3
Required Courses	53
<input type="checkbox"/> Health Pro Medical Terminology I*	AH 201 3
<input type="checkbox"/> Health Pro Medical Terminology II*	AH 202 1
<input type="checkbox"/> Business Law I	BA 115 3
<input type="checkbox"/> Legal Terminology*	BE 204 3
<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 Punctuation	RR 105 3
<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

Credits Required: 68

NOTE: (*) This course has prerequisite course(s).

Contact: Ellie Davidson, Assistant Professor
Lead Realtime Reporting
econner@butlercc.edu or 712.304.5537

Admission Requirements

Students wishing to apply for the program must complete the following requirements and send them to:

1. Butler Application
2. Official Transcripts
3. Realtime Reporting Application

Linda Gieser
715 East 13th Street, Room 5109S
Andover, KS 67002

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.

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 REPORTING

CERTIFICATE C

MAJOR CODE: RTRP

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
Communication			3
<input type="checkbox"/> English Comp I	EG 101	3	
Required Courses			53
<input type="checkbox"/> Health Pro Medical Terminology I*	AH 201	3	
<input type="checkbox"/> Health Pro Medical Terminology II*	AH 202	1	
<input type="checkbox"/> Realtime Reporting Theory I	RR 101	6	
<input type="checkbox"/> Realtime Reporting Theory II*	RR 102	6	
<input type="checkbox"/> Realtime Reporting Punctuation	RR 105	3*	
<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	

Credit Required: 56
NOTE: (*) This course has pre-required course(s).

Contact: Ellie Davidson, Assistant Professor
 Lead Realtime Reporting
econner@butlercc.edu or 712.304.5537

Admission Requirements
 Students wishing to apply for the program must complete the following requirements and send them to:

1. Butler Application
2. Official Transcripts
3. Realtime Reporting Application

Linda Gieser
 715 East 13th Street, Room 5109S
 Andover, KS 67002

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.

Gainful Employment

Gainful Employment disclosures are available on Butler's website: www.butlercc.edu/cert_prm/cert_index.cfm





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(AB) AUTO COLLISION REPAIR

AB 104. Paint & Refinishing 1. 3 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to identify safety and personal health hazards according to OSHA guidelines and the "Right to Know" law; determine the different types of substrates and sanding material relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufactures specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

AB 105. Paint & Refinishing 2. 3 hours credit. Prerequisite: AB 137 and AB 104 both with a C or better. This course will enable the student to select proper personal protective equipment; perform proper lab operations according to OSHA guidelines; remove paint coatings; apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate material for projects; analyze paint defects; causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given purpose.

AB 137. Non-Structural A & D Repair 1. 4 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement exam. This course will enable the student to explore the components of safety pertaining to auto collision and repair; explore the parts and construction of vehicles; explore opportunities in the auto collision industry; identify metal straightening techniques; identify application and use of body fillers; demonstrate proper use, set-up and storage of welding equipment; distinguish between weldable and non-weldable materials; demonstrate fundamental industry standard recommended welds; identify plastics and adhesives used in automotive industry; explain the general purpose of damage, estimation and repair orders; explore the processes required for outer body panel repairs, replacements and adjustments; and demonstrate fundamental cutting procedure.

AB 138. Non-Structural A & D Repair 2. 4 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to identify trim and hardware to be protected; examine what to consider when working with movable glass; perform outer body panel repairs; perform outer body replacements and adjustments; perform metal straightening techniques; perform body filler techniques; perform metal finishing techniques; use welding procedures in non-structural damage repair; distinguish between mechanical and electrical and electrical components; apply safety standards for the collision repair industry; use cutting procedures in non-structural damage repair; and determine processes necessary for working with plastics and adhesives.

AB 139. Structural A & D Repair 1. 2 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to identify measuring procedures, analyze the basic structural damage condition; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

AB 140. Structural A & D Repair 2. 2 hours credit. Prerequisite: AB 139 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures, determine direct and indirect damage for structural repair; analyze unibody inspection; measurements and repair procedures; perform welding techniques for structural repair; and identify cutting procedures for structural repairs.

AB 204. Paint and Refinishing 3. 3 hours credit. Prerequisite: AB 137, AB 104, and AB 105 all with a C or better. This course will enable the student to identify the personal health hazards according to OSHA guidelines and the "Right To Know" law; determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacture specifications of metal treatments and primers; distinguish among the different types of spray guns and equipment; explore various paint codes and specifications for use; identify the various types of paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify the final detail procedures.

AB 205. Paint and Refinishing 4. 4 hours credit. Prerequisite: AB 204 with a C or better. This course will enable the student to apply exemplary safety procedures in all areas of auto body painting and refinishing; perform proper cleaning procedures for a refinish; prepare adjacent panels for blending, prepare plastic panels for refinish; protect all non-finished areas of vehicle; operate high and low volume/pressure spray gun operations for painting and refinishing; perform all paint applications on an automobile; apply appropriate paint color matching and mixing procedures; tint color using formula to achieve a bendable match, explore the causes, effects and correction of buffing related imperfections; explore the causes, effects and corrections of pigment flotation; measure mil thickness; apply decals, transfers, tapes, wood training, pinstripes to an automobile; apply buffing and polish techniques to remove defects; apply cleaning techniques to automotive interior, exterior, glass and body openings; and remove overspray.

AB 237. Non-Structural A & D Repair 3. 4 hours credit. Prerequisite: AB 138 with a C or better. This course will enable the student to: remove and install trim and hardware; determine processes necessary for movable repair; repair outer body panel; replace and adjust outer body panels; remove and install mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting; perform immediate welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

AB 238. Non-Structural A & D Repair 4. 5 hours credit. Prerequisite: AB 237 with a C or better. This course will enable the student to: remove trim and hardware; install trim and hardware; repair movable glass; protect adjacent body panels; repair outer body panels; replace outer body panels; replace electrical and mechanical components; demonstrate safety protocol appropriate for the auto repair setting, perform welding skills on non-structural damage repairs; and plastic and adhesive repairs.

AB 239. Structural A & D Repair 3. 3 hours credit. Prerequisite: AB 140 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage, apply unibody inspection and measurement procedures, apply unibody repair procedures; apply frame inspection and measurement procedures; apply frame repair procedures; and remove fixed glass.

AB 240. Structural A & D Repair 4. 3 hours credit. Prerequisite: AB 239 with a C or better. This course will enable the student to: apply safety requirements pertaining to structural damage repair; apply advance welding; and cutting techniques for structural repairs; perform inspection and measurement of unibody and structural repair; repair unibody direct and indirect damage; perform frame inspection and measurement procedures; repair frame to industry standards; and remove and install fixed glass.



AB 241. Mechanical & Electrical. 3 hours credit. Prerequisite: AB 137 with a C or better. This course will enable the student to determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/ driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection, and service needed for brake system hydraulic components; examine components of heating and cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems.

AB 243 Auto Estimating. 3 hours credit. Prerequisite: AB 137 with C or better. This course will enable the student to prepare manually-written and computer-generated auto repair estimates. The student will perform a visual inspection and estimate repair time, labor, parts, and materials needed by analyzing and evaluating damage.

AB 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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.

(AE) ADULT EDUCATION

AE 010. Adult Education Math. Prerequisite: A score at a pre-determined level on a placement instrument. This course will assist the student in use of basic arithmetic with fractions, decimals, and percents as well as understanding the concepts of place value of whole numbers and basic algebra. The course will allow the student to develop study habits and gain confidence leading to success in math.

AE 020. Adult Education Language Arts. Prerequisite: A score at a pre-determined level on a placement instrument. This course will assist the student in developing reading, vocabulary, and writing skills. The student will learn to write organized, supported paragraphs. The student will apply skills learned across multiple curricular areas.

AE 030. Jumpstart. Prerequisite: A score at a pre-determined level on a placement instrument. This class will provide the introductory skills needed to be successful in the classroom and workplace including technology, critical thinking processes, and real world application of reading, writing, and math.

(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 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: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

AG 247. Equine Production. 3 hours credit. Prerequisite: AG 245. This course is designed to expand on Equine Management specifically in the area of reproduction. Topics covered include: genetics, selection characteristics, selection methods, stallion management, broodmare management, foal management and foal development.

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). 7 hours credit. Prerequisite: Current immunizations, pass a criminal background check, a score at a predetermined level in reading, writing and math on a placement exam, and concurrent enrollment in AH 212. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing National Standard Guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the EMT. The student must be at least 17 years of age in order to be eligible to take Kansas State and national EMT exam.

AH 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. Certified Medication Aide. 5 hours credit. Prerequisite: AH 122 with a C or better and a score at a predetermined level on a diagnostic and placement instrument or in the Kansas Certified Nurse Aide Registry. Student must be 18 years or older to enroll in this course. This course will enable the student to administer specific medications in a safe and accurate manner in an adult care home. After successful completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide test which is required for work as 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 concurrent enrollment in AH 122 or current Kansas Certified Nurse Aide (CNA). This course will enable the student to develop skills for success as a collaborative member of the health care team in a variety of settings. The student will study a practice of customer service, teamwork, time management, and problem solving skills related to the certified nurse assistant scope of practice. The student will develop a professional resume and portfolio appropriate for CNA interview process.

AH 130. Basic Life Support for Health Care Professionals. 0.5 hour credit. This course will enable the student to recognize the need and to perform basic cardiac life support to persons in respiratory or cardiac arrest, according to the guidelines of the American Heart Association.

AH 201. Health Professions Medical Terminology I. 3 hours credit. Prerequisite: A score at a predetermined level in reading on a placement instrument or EG 060 with a C or better. This course will enable the student involved with the health care professions to construct, deconstruct, define, spell and pronounce medical terms from prefixes, suffixes, word roots and combining forms utilizing various methods of research. The student will acquire tools needed for building

a medical vocabulary within the context of the structure and function of the body systems.

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 212. Emergency Medical Technician - Skills. 4 hours credit. Prerequisite: Current immunizations, pass a criminal background check, score at a predetermined level in reading, writing and math on a placement exam and concurrent enrollment in AH 110. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the National Standard guidelines Scope of Practice (NSGSP) and the Kansas Authorized Activities for the EMT. The student will practice and be evaluated on the skills required for the assessment and management of traumatic and medical emergencies. The students will be evaluated in the classroom, field, and clinical setting. The student is required to participate in a practicum experience in a hospital and Emergency Medical Services (EMS) settings. The student must be at least 17 years of age in order to be eligible to take Kansas State and national EMT exam.

AH 225. Operator Training for Assisted Living. 3 hours credit. This course will enable the student to prepare to be an operator of assisted living facilities, residential health care facilities, home plus and adult day care facilities. The student will take the state exam approved by the Kansas Department of Health and Environment (KDHE) 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 a 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.

AH 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(AR) ART

AR 100. Art Appreciation. 3 hours credit. This course will enable the student to become acquainted with the many aspects of the visual arts. The student will develop a personal set of standards for judging art and understanding the various aspects of art in individual lives; the language of art; exploration of the various technical and formal aspects of art media (e.g. painting, printmaking, photography, sculpture, architecture, etc.); and the history of art from ancient times to the present. The learning outcomes and competencies detailed in this outline meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as approved by the Kansas Board of Regents (ART1010).

AR 118. Jewelry Design I. 3 hours credit. This course will enable the student to apply the basic elements of design to jewelry production. The student will engage in studio work at a beginning level using a variety of metals, working techniques and production skills.

AR120. Stained Glass Design I. 3 hours credit. This course will enable the student to manipulate the medium of stained glass and its structural reinforcement and to use various techniques for finishing and framing finishing. The student will explore at an introductory level the philosophy of design, design execution, and technique differentiations that are used in historical and contemporary applications of stained glass with an emphasis 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 and apply the visual elements of art and principles of design to drawings. The student will develop critical and creative thinking skills through a variety of drawing assignments. (Students pursuing a major in art should enroll in AR141 their first semester.)

AR 142. Drawing and Composition II. 3 hours credit. Prerequisite: AR141 with a C or better. Drawing and Composition is an advanced course in drawing. This course will enable the student to explore the various tools and techniques associated with the drawing medium. The student will continue the Drawing I experience with particular attention given to the following areas: intuitive processes (creative thinking and response); composition and pictorial space; layering and mixing media; shape relationships; color; content; and critical analysis (critiques and writing about art).

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 218. Jewelry Design II. 3 hours credit. Prerequisite: AR 118 with a C or better. This course will enable the student to apply advanced skills

and techniques in jewelry design. The student will work with various metals and other materials in a studio setting.

AR 220. Stained Glass Design II. 3 hours credit. AR 120 with a C or better or instructor consent. This course will enable the student to manipulate the medium of stained glass and its structural reinforcement and to create finishing and framing using techniques at an intermediate level. The student will continue to explore the philosophy of design, design execution, and technique differentiation that are used in historical and contemporary applications of stained glass, with an emphasis on conceptualizing the medium.

AR 241. Life Drawing. 3 hours credit. Prerequisite: AR 141 with a C or better. This course will enable the student to apply concepts of figure drawing to advanced art studies and other fields that use depictions of the human form. The student will complete detailed studies of the skeletal and muscular structures of the human body using a variety of drawing tools, media and techniques.

AR 251. Painting I. 3 hours credit. Prerequisite: AR 141 with a C or better. This course will enable the student to explore the various tools and techniques associated with the medium of oil painting. The student will be introduced to the history of painting and color theory through learning activities.

AR 252. Painting II. 3 hours credit. Prerequisite: AR 251 with a C or better. This course will enable the student to continue the Painting I experience with more rigorous demands. The student will explore the various tools and techniques associated with the medium of oil paint at a more advanced level. The student will further explore the history of painting and color theory through learning activities.

AR 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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.

(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 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: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

**(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 108. YE - Entrepreneurship. 3 hours 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 foundational areas of a business, including entrepreneurship, small business management, marketing, accounting, and finance, and their importance to a successful business. The student will also learn about the roles of ethics, social responsibility, and information technology in a business.

BA 112. Personal Finance. 3 hours credit. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection.

BA 115. Business Law. 3 hours credit. This course will enable the student to explore the evolution of law, the judicial system, and contract law. The student will use analysis principles to analyze business law case studies.

BA 116. Business Law II. 3 hours credit. Prerequisite: BA 115 with a C or better. This course will enable student to 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 126. Accounting I. 3 hours credit. This course will enable the student to perform basic bookkeeping functions upon completion. The student will complete and understand the entire accounting cycle through learning the theory and practice of modern accounting including journal entries, ledgers, and financial statements. The student will also learn about Notes Receivable, Notes Payable, Inventory systems, and depreciation methods.

BA127. Accounting 2. 3 hours credit. Prerequisites: BA126 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 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 210. Principles of Management. 3 hours credit. This course will enable students to develop short and long-range plans to effectively accomplish organizational goals. Through the use of terminology, exercises and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing and motivating others. The student will also learn tools to aid in problem solving, valuing diversity, and coping with change.

BA 211. Computerized Accounting. 3 hours credit. Prerequisite: BA 126 with a C or better. This course will enable the student to use commercial accounting software to apply principles and procedures of accrual accounting. The student will complete the accounting cycle, accounts receivable, accounts payable, payroll, and inventories on commercial accounting software.

BA 215. Personal Selling. 3 hours credit. This course will enable the student to communicate with prospective customers to understand their needs, match those needs with the appropriate product or service and present an effective presentation. Through the use of terminology, practice in role-plays and an understanding of the appropriate approaches and strategies, the student will gain an understanding of the opportunities in the field of personal selling and what it takes to be successful.

BA 219. Internet Marketing. 3 hours credit. This course will enable the student to explore the transition from traditional marketing methodologies to digitally based techniques. The student will be able to give a critical appraisal of the strategies necessary to conduct e-commerce within the emergence of a global marketplace through the use of discussion, exercises, and case studies.

BA 220. Business Ethics. 3 hours credit. This course will enable the student to gain an understanding of what is meant by the concept of "business ethics" and why its study is important for all types of

organizations. The student will gain an understanding of fundamental issues such as morality, legality, responsibility, utilitarianism, rights and justice.

BA 225. Computer Advertising Design. 3 hours credit. This course will enable the student to design and produce creative advertisements for print, radio, and television using a personal computer. The student will use basic layout elements of design to compose effective verbal/visual messages designed for publication and broadcast.

BA 231. Introduction to Sport Management. 3 hours credit. This course will enable the student to gain an understanding of sport management as both an academic major and as a professional endeavor. The student will learn about current issues and the skills and knowledge required to be a successful manager in the field of sport management.

BA 245. Advanced Computer Applications. 3 hours credit. Prerequisite: BE 165, BE 170, and BE 180 or BA 104 all with a C or better or consent of instructor. This course will enable the student to use advanced applications in word processing, spreadsheet, and database programs.

BA 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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—smoothly and fluently at a minimum rate of 14 wpm on two-minute timings with five or fewer errors.

BE 101. Beginning Document Processing. 3 hour credit. This course will enable the student to develop keyboarding speed and accuracy and properly format letters, memorandums, short manuscripts, tables and employment documents.

BE 102. Intermediate Document Processing. 3 hours credit. Prerequisite: A keyboarding speed of at least 40 wpm. This course will enable the student to develop a higher keyboarding speed with a greater degree of accuracy. The student will develop skills that are essential for creating all types of typical office correspondence and tables, desktop publishing, mail merges, and forms.

BE 103. Keyboard Skillbuilding. 3 hours credit. 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. Requirement: The student must be able to type-by-touch before taking this course.



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 AH 201 with a C or better and a keyboarding speed of at least 50 wpm. This course will enable the student to become familiar with medical forms and terminology that includes scheduling appointments, establishing and maintaining patient records, coding procedures and diagnoses, and typing of medical forms. The student will also improve skills in 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 120. Business English. 3 hours credit. This course will enable the student to master language principles for the information age. The student will develop language skills while gaining computer experience. The student will gain expertise in basic rules of English grammar, punctuation, capitalization, number style, spelling, and vocabulary.

BE 121. Business Math/10-Key. 3 hours credit. Prerequisite: A score at a predetermined level on a placement instrument or MA 050 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 use a laboratory course concentrate on areas such as fractions, percentages, pricing merchandise, payroll, interest, banking, and credit. The student will develop a higher speed and a greater degree of accuracy using the 10-key touch method.

BE 122. Introduction to Health Information. 3 hours credit. This course will enable the student to work with knowledge of health care as it applies to the physician's office.

BE 123. Legal and Ethical Issues in Health Care. 3 hours credit. Prerequisite: BE 122 with a C or better. This course will enable the student to understand how the U.S. legal system, laws and ethical issues relate to health care.

BE 124. Reimbursement Methodologies. 3 hours credit. Prerequisite: BE 122 with a C or better. This course will enable the student to understand health insurance reimbursement as it applies to the medical office. The student will apply health insurance policies and procedures through the billing and claims process.

BE 125. Beginning Medical Coding. 3 hours credit. 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 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: BE125 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 128. Coding Certification Test Preparation. 1 hour credit. Prerequisite: BE 127 with a C or better or concurrent enrollment. This course will enable the student to meet the requirements to take a national coding certification test. The student will extensively review the proper assignment of Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedure Coding System (HCPCS) codes.

BE 130. Business Communications. 3 hours credit. Prerequisite: A score at a predetermined level in reading and writing on a placement instrument or EG 060 or BE 120 with a C or better. This course will enable the student to develop communication skills that will be effective in job placement, performance, career advancement, and organizational success. The student will develop effective writing, listening, speaking, and nonverbal communication skills through the process of practice, application, and meaningful feedback. The student will learn essential communication skills necessary for success in today's technology-driven business environment.

BE 160. Computer Concepts. 3 hours credit. This course will enable the student to function in a computer environment. The student will be introduced to computer concepts such as hardware, software, 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. (CSC1010)

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.

BE166. Microcomputer Applications I – 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.

BE176. Microcomputer Applications I – Introduction to Internet. 1 hour credit. This course will enable the student to navigate the internet using search engines, download external files, and communicate using e-mail.

BE 180. Microcomputer Applications I – Database. 1 hour credit. Prerequisite: Basic computer skills. This course will enable the student to become productive using current "off the shelf" database application software. The student will learn to operate the application's functions and commands and develop skills needed to use the software productively in the workplace.

BE 202. Business Procedures. 3 hours credit. Prerequisites: BE 102 and BA 104 or BE 165, BE 170, and BE 180 all with a C or better. This course will enable the student to experience a "real life" business environment as the class will be run as much like an actual business as possible. The student will take on the role of "employee" and the instructor will take on the role of "supervisor". The student will explore such topics as managing a business, solving office problems, developing written and oral communication skills, and training staff. This course is designed for the student majoring in any business field or any student pursuing entrepreneurial ventures.

BE 204. Legal Terminology. 3 hours credit. Prerequisite: A score at a pre-determined level in reading and writing or EG 060 with a C or better. This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields.

BE 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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.

(BI) BIOLOGICAL SCIENCE

BI 050. Chemistry Review. 1 hour credit. This course will enable the student to gain a proficiency in chemical concepts which are relevant to study in biological field. Students are encouraged to enroll in this course before the start of the semester when taking BI 240 and BI 250.

BI 101. Biological Vocabulary. 1 hour credit. This course will enable the student to gain knowledge of common biological terminology by pronouncing, spelling and defining approximately 300 general biology words.

BI 110. General Biology. 5 hours credit. This course will enable the student to apply basic biological principles to relevant situations in his/her daily life. The student will apply the scientific process to problem solving and deductive reasoning to analyze and interpret observations. This course is not intended for biology majors. (BIO1010)

BI 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 218. Spring Wildflower and Weed Identification. 2 hours credit. This course will enable the student to recognize and identify by common and scientific name many local species of native plants that mostly bloom during the Spring season. The student will be introduced to some of the ecological and ethno-botanical roles played by various Spring wildflowers and weeds.

BI 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 050 and AH 201 with a C or better. (BIO2020)

BI 245. Cadaver Dissection. 2 hours credit. Prerequisite: BI 240 or equivalent with a grade of C or better. This course will enable the student to prepare and dissect a human cadaver and to identify the major visceral organs and structures. It provides practical hands-on experience in the dissection of the whole body and in fine dissection of a specific region or organ. All major anatomical structures will be located and identified.

BI 250. Microbiology. 5 hours credit. Prerequisite: BI 240 (or BI 226 and BI 227) or BI 110 or 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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(BS) BEHAVIORAL SCIENCES

BS 103. Human Sexuality. 3 hours credit. This course will enable the student to trace the physiological, psychological and social impact of human sexuality. The student will be able to discuss topics that include gender information, sex roles, biochemistry of sex, birth and birth control, sexual diversity, consequences of sexual activity, and communication.

BS 105. Sociology. 3 hours credit. This course will enable the student to understand the development, structure, and functioning of human groups and how these groups shape development and way of life. Students will be able to apply the knowledge they gain about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance, and social change. (SOC1010)

BS 106. Introduction to Cultural Anthropology. 3 hours credit. This course will enable the student to understand the use of scientific observation in examining human behavior and defining the concept of culture. The student will explore the diversity of human culture and the different anthropological perspectives on cultural change and continuity.

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 increase personal knowledge and to provide information to others regarding substance use, abuse, dependence and their effects on individuals, families and society.

BS 160. General Psychology. 3 hours credit. This course will enable the student to apply the knowledge they gain about topics including the biological basis of behavior, sensation, learning, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology to their lives. The student will be able to use knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of life as the student interacts with others. (PSY1010)

BS 210. Marriage and Family. 3 hours credit. This course will enable the student to recognize the place of marriage and family within our society. The student will explore and discuss the inequalities and challenges found in intimate relationships. The student will examine dating, courtship and love, gender issues, sexuality, parenting, divorce, blended families, and effective communication techniques.

BS 212 Abnormal Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better. This course will enable the student to 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 222. Diversity and Inequality in the United States. 3 hours credit. This course will enable the student to evaluate diversity and inequality in the United States. The student will evaluate how diversity and inequality effect the basic institutions of society which include family, religion, education, government, and medicine. The student will examine identity construction, prejudice, immigration, discrimination, and ethnic and cultural differences while developing strategies for improving relationships.



BS 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

BS 260. Developmental Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better or departmental approval. This course will enable the student to engage in more meaningful interactions with others through evaluation of human development from conception through death. The student will examine the continuity of human development throughout the life span and also examine genetic and environmental influences upon the individual. (PSY2020)

BS 270. Child Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better. This course will enable the student to understand child behavior and development from the prenatal period through adolescence. Special emphasis given to topics of intellectual, emotional, social and physical development.

(BY) BIOTECHNOLOGY

BY 210. Laboratory Operations. 4 hours credit. This course will enable the student to develop technical writing skills suited for the workplace and competent math skills to work with ratios, statistics and scientific notation. The student will record data properly in a lab notebook and to recognize compliance regulations for a biotechnology lab.

BY 225. Laboratory Safety. 2 hours credit. Corequisite: Concurrent enrollment in BY 210 and BY 226 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to develop lab practices that are necessary for safety in this environment. The student will recognize basic safety guidelines, identify procedures that minimize potential hazardous situations and recognize safe handling procedures for chemical, microscopic organisms and lab animals.

BY 226. Lab Safety Lab. 1 hour credit. Corequisite: Concurrent enrollment in BY 210 and BY 225 or an equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to develop lab practices that are necessary for safety in this environment. The student will practice basic safety guidelines, implement procedures that minimize potential hazardous situations and develop safe handling procedures for chemical, microscopic organisms and lab animals.

BY 250 Biotechnology Techniques. 2 hours credit. Corequisite: Concurrent enrollment in BY 210, BY 225, BY 226, and BY 251 or equivalent courses offered by Manhattan Area Technical College (MATC). This course will enable the student to develop safe practices, prepare solution and cultures, and operate and maintain lab equipment following standard operating procedures.

BY 251 Biotechnology Techniques Lab. 2 hours credit. Corequisite: Concurrent enrollment in BY 210, BY 225, BY 226, and BY 250 or equivalent courses offered by Manhattan Area Technical College (MATC). This course will enable the student to develop safe practices, prepare solution and cultures, and operate and maintain lab equipment following standard operating procedures.

BY 260. Molecular Techniques. 2 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Corequisite: BY 261or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to learn the background and theory behind the general strategies used to work with nucleic acids in a biotechnology lab. The student will learn the biology of nucleic acids and the proteins and basis for various techniques used to isolate, separate, insert and assay mixtures of nucleic acids and proteins.

BY 261. Molecular Techniques Lab. 3 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Corequisite: BY 260 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to use general strategies to work with nucleic acids in a biotechnology lab. The student will learn to insert plasmids to transform bacterial cells, to isolate and amplify DNA with polymerase chain reaction and to identify segments of DNA by Southern blot and microarrays.

BY 270. Cell Culture Techniques. 2 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Corequisite: BY 271or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to develop the basic techniques used in culturing cells. The student will learn the theory and practice behind the biotechnology involved in cell culture practices.

BY 271. Cell Culture Techniques Lab. 3 hours credit. Prerequisite: BY 210, BY 250, and BY 251 all with a C or better. Corequisite: BY 270 or equivalent course offered by Manhattan Area Technical College (MATC). This course will enable the student to develop the basic techniques used in culturing cells. The student will learn sterile and aseptic techniques, media preparation, cell counting and how to keep cell cultures viable by sub-culturing and cryopreservation.

(CA) CULINARY ARTS

CA 109. Culinary Nutrition. 2 hours credit. This course will enable the student to apply basic nutrition principles in developing nutritious menu items. The student will focus on proper diet and disease prevention. The student will explore nutrition's role in a healthy diet, from identifying basic nutrition needs to finding alternatives for those with food allergies, food intolerance and food-intake related diseases.

CA 120. Professional Culinary Skills I. 3 hours credit. Corequisite: HM 101 is required. This course will enable the student to develop basic culinary skills in the kitchen environment. The student will learn skills in sanitation, basic cooking principles and methods, knife skills, safe food handling, safe equipment handling, and meal preparation for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparations.

CA 130. Professional Baking Skills. 3 hours credit. This course will enable the student to develop culinary baking skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe costing, and preparing baked goods for commercial consumption.

CA 151. Kitchen Essentials/Culinary Math. 3 hours credit. Prerequisite: MA 040 with a C or better, or a score at a pre-determined level in math on a placement instrument. This course will enable the student to utilize the fundamentals of mathematics, including calculating percent, ratios, decimals, fractions, weights and measures, and introductory algebra concepts. The student is introduced to the application of mathematical fundamentals to a variety of culinary and hospitality uses including equivalencies, recipe costing and conversion, calculating food and labor cost percentages, baker's percentages, yield conversions, and selling prices.

CA 152. Menu Development. 3 hours credit. Prerequisite: HM 190 with a C or better. This course will enable the student to learn the principles of planning menus, considering customer preferences, types of food service operations, kitchen management, nutrition, and menu design. The student will incorporate basic nutritional concepts in relation to current health concerns.



(CD) EARLY CHILDHOOD EDUCATION

CA 153. Essentials of Purchasing. 3 hours credit. Prerequisite: HM 190 with a C or better. This course will enable the student to develop essential concepts of purchasing, storeroom operations, and financial procedures. The student will be introduced to the application of cost controls to storeroom operations for a profitable operation. The student will learn about food laws and the purchasing, receiving, storing and issuing of ingredients.

CA 220. Professional Culinary Skills II. 3 hours credit. Prerequisite: CA 120 and HM 101 both with a C or better. This course will enable the student to further develop culinary skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, and meal preparation for commercial consumption. The student will engage in areas of cold kitchen and advanced meal preparations.

CA 231. Garden Manger. 3 hours credit. Prerequisite: CA 220 and HM 101 both with a C or better. This course will enable the student to prepare cold entrees, forcemeats, pates, terrine, roulades, hot and cold hors d'oeuvres, cold appetizers, salads, sausages, cold sauces, and soups. The student will learn preservation techniques including curing, smoking, and aging for meat, seafood, and poultry items. The students will plan, organize, and set up buffets display, learn techniques of platter design, and plate presentations using both modern and traditional techniques.

CA 232. Cuisines of Asia. 3 hours credit. Prerequisite: CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Asia. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, Indonesia, India, and Pakistan. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparations.

CA 233. Cuisines of Northern Europe. 3 hours credit. Prerequisite: CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Northern Europe. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from France, Germany, Austria, Great Britain, and Scandinavia. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparations.

CA 234. Cuisines of Southern Europe. 3 hours credit. Prerequisite: CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Southern Europe. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Italy, Spain, Greece, and the Mediterranean. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage the student in multiple areas of basic cooking and meal preparations.

CA 235. Cuisines of America. 3 hours credit. Prerequisite: CA 220 and HM 101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of the Americas. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from United States, Mexico, South America, and the Caribbean. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparations.

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 122. Principles of Early Childhood Education I. 3 hours credit. This course will enable the student to recognize and create a developmentally appropriate curriculum and environment, to identify avenues of professional development in the early childhood field, and to comply with state licensing regulations. The student will explore the history, principles, philosophy, teaching practices and approaches, as well as career opportunities in the field of early childhood education.

CD 123. Principles of Early Childhood Education II. 3 hours credit. This course will enable the student to examine new trends, careers, and professional development initiatives in early childhood. The student will design developmentally appropriate curriculum, positive guidance techniques, and methods for enhancing social, emotional, and language development. The student will demonstrate knowledge of state laws and regulations essential to providing quality care for young children.

CD 124. Infant and Toddler Development. 3 hours credit. This course will enable the student to understand the physical, mental, emotional, and social growth of the child from conception through the second year. The student will be able to apply the knowledge gained to discuss contemporary issues in group care, critique the quality of center care, assess the developmental level of infants and toddlers, apply guidance techniques, and develop safe and appropriate toys and creative activities.

CD 125. Child Nutrition and Health. 3 hours credit. This course will enable the student to demonstrate an understanding of the basic factors that affect child health, safety, and nutrition. The student will design appropriate educational experiences and family newsletters that focus on health, safety, and nutrition for the young child. The student will identify and apply the nutritional guidelines appropriate for young children while menu planning.

CD 135. First Start: Care of Infants and Toddlers with Disabilities. 3 hours credit. This course will enable the student to develop skills to provide quality care and education to young children with disabilities and chronic conditions. The student will explore issues of positioning, feeding, adaptive equipment, family dynamics, inclusion, and invasive procedures.

CD 213. Licensed Home Day Care Practicum I. 3 hours credit. Prerequisite: Three credit hours of early childhood education classes with a C or better. This course will enable the student to develop and implement developmentally appropriate practices and environments for young children in a licensed home day care setting. The student will prepare policy and procedures, establish recordkeeping, and plan activities appropriate for multi-age children in home day care. The student will complete and document 150 hours of working directly with children in a licensed home day care setting.



CD 214. Licensed Home Day Care Practicum II. 3 hours credit. Prerequisite: CD 213 with a C or better. This course will enable the student to explore the family day care accreditation process outlined by the National Association for Family Child Care and create plans to make needed improvements in a home day care business. The student will develop a family resource packet, complete developmentally appropriate activity plans, and continue to explore the Kansas Regulations for Licensing Day Care Homes and Group Day Care Homes for Children. The student will document 150 hours of work directly with children in a licensed home day care setting.

CD 219. Parenting. 3 hours credit. This course will enable the student to establish positive, supportive, and effective relationships 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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

CD 295. Leadership in Early Childhood. 3 hours credit. Prerequisite: Twenty-four credit hours of Early Childhood Education. This course will enable the student to discuss how leaders can use motivational strategies and describe key functions and strategies that leaders are expected to perform. The student will explain the importance of leader credibility and how a leader builds credibility with others. The student will translate knowledge of early childhood development and strong commitment to the field into advocacy. The student will create a professional portfolio that will encompass these concepts and showcase this knowledge.

(CE) COOPERATIVE EDUCATION

Butler Community College students are encouraged to gain workplace experience through the online Internships or Cooperative Education.

Students enrolled in **Cooperative Education** earn college credit while gaining valuable work experience. Students learn while they earn and may enroll in a maximum of six 3-hour Cooperative Education courses for a total of 24 credit hours while at Butler. Cooperative Education students must:

- Be employed in their major field of study or their career field.
- Work 150 clock hours for each three hour Cooperative Education class.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a training plan developed by the student, and approved by the supervisor and instructor.

Credit earned through Cooperative Education satisfies elective credit requirements in most Butler programs of study and are accepted by many area schools and colleges.

For more information or assistance, contact the Cooperative Education/ Internship office at 316-218-6211.

CE 195. Keys to Success in the Workplace. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and to practice basic key elements to enhance success in the work place. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

CE 196. Career Development. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and understand the principles for successful, lifelong career development. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

CE 197. Business Communication for the Working Adult. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to learn essential communication skills necessary for success in today's work environment and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.



CE 198. Critical Thinking Skills. 3 hours credit. Prerequisite: Employment in a field related to major program of study or departmental approval. This course will enable the student to explore critical thinking skills and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

CE 295. The Changing Workplace. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to analyze and respond to ongoing changes in the workplace and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

CE 296. Emotional Intelligence. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to gain practical work experience and to understand the value of increased emotional intelligence (EI) and how it can add value to working relationships. The student will work a minimum of 150 contact hours in a workplace throughout the term. The student will complete an individualized training plan of study.

CE 297. Business Ethics for the Working Adult. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to explore the relevance and importance of ethics and social responsibility in business and gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

CE 298. Leadership at Work. 3 hours credit. Prerequisite: Employment in a field related to program of study or departmental approval. This course will enable the student to identify competencies and traits of leaders in the work environment. This course will enable the student to gain practical work experience. The student will work a minimum of 150 contact hours in a work place throughout the term. The student will complete an individualized training plan of study.

(CH) CHEMISTRY

CH 050. Math Review for the Sciences. 1 hour credit. This course will enable the student to apply mathematical concepts in the sciences. The student should realize, however that this course is only a representative sample of the mathematics needed. This course is designed to support Basic and Applied Physics, Geology, Astronomy, Physical Science, Basic Chemistry, Chemistry I and General Physics mathematics.

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. (CHM1010)

CH 115. College Chemistry II. 5 hours credit. Prerequisite: CH 110 and MA 131 both with a C or better. This course will enable the student to continue learning the chemistry of metallic elements and their compounds as well as the elementary principles of analytical chemistry. The student will also learn to solve problems dealing with solution concentrations, chemical equilibrium, solubility products, buffers, thermodynamics, and electrochemistry. An introduction to nuclear and/or organic chemistry may be included. Laboratory experiments incorporate analysis, synthesis, and acquisition of quantitative and qualitative data. Three hours of lecture/recitation and four hours of laboratory per week.

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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(CJ) CRIMINAL JUSTICE/POLICE SCIENCE

CJ 102. Introduction to Criminal Justice. 3 hours credit. This course will enable the student to examine the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today.

CJ 103. Agency Administration. 3 hours credit. This course will enable the student to conduct a practical analysis of modern administration theory and supervisory management principles and their application to the unique operating problems of criminal justice organizations.

CJ 104. Law Enforcement Operations and Procedures. 3 hours credit. This course will enable the student to examine the role of police in society and apply key concepts to policing scenarios. The student will identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies, and other operational considerations.

CJ 105. Transportation and Border Security. 3 hours credit. This course will enable the student to examine the securing of transportation systems along with the passengers and cargo they transport. The student will explore the components of major transportation systems and the various security threats, risks, and vulnerabilities they face (including terrorism). The student will discuss substantive issues that involve governmental and non-governmental entities involved in transportation.

CJ 106. Criminal Justice Interview and Report Writing. 3 hours credit. This course will enable the student to write the types of reports required in a criminal justice career. The student will gather pertinent information and write report narratives representative of those prepared by individuals working in a profession within the criminal justice system.



CJ 109. Introduction to Corrections. 3 hours credit. This course will enable the student to examine the functions of the correctional system in the United States. The student will learn history of corrections, the philosophy of punishment, correctional institutions, programs, and services, as well as topics such as inmate rights and correctional staffing. The student will explore contemporary issues, such as overcrowding and privatization.

CJ 112. Fundamentals of Emergency Management and Disaster Preparedness. 3 hours credit. This course will enable the student to examine the fundamental principles and practices of the emergency management profession at the local, state, and national levels. The student will explore emergency management concepts including preparedness, mitigation, response, and recovery.

CJ 114. Introduction to Security. 3 hours credit. This course will enable the student to examine the history, nature, and scope of private security in modern society. The student will also explore the basic principles of physical security, internal loss prevention, defensive systems, force prevention and safety, and the security function in the corporate structure. The student will be exposed to operations and career opportunities exemplified in such specific areas as retail, hospital, cargo, computer, contract, and proprietary security services.

CJ 116. Juvenile Delinquency and Justice. 3 hours credit. This course will enable the student to understand the complex phenomena of juvenile delinquency and adolescent criminal behavior and to critically assess causes and solutions. The student will study the origins, approaches and theories of juvenile delinquency; the juvenile justice system, including police and courts; the juvenile correctional system; and societal response to the delinquency problem, as well as the cross-cultural perspective regarding juvenile delinquency.

CJ 117. Criminal Behavior. 3 hours credit. This course will enable the student to examine the biological, psychological, and sociological explanations of criminal and deviant behavior. The student will explore relevant perspectives, theories and research methods. The student will also examine theoretical explanations of specific behavior such as aggression and violence, homicide and assault, sexual offenses, drug use, property offenses, and public disorder offenses.

CJ 118. Gang Investigation. 3 hours credit. This course will enable the student to examine the origins, structures, operations, and problems associated with urban street gangs. The student will also explore law enforcement counter measures and the investigation of gang-related crimes.

CJ 122. Concepts of Terrorism. 3 hours credit. This course will enable the student to articulate the history, nature, characteristics, and responses to terrorism. The student will study concepts of terror and terrorism, historical aspects, the role of the media, terrorist groups and their ideologies, methods of terror, and counter-responses to terrorism.

CJ 123. Intelligence Analysis and Security Management. 3 hours credit. This course will enable the student to identify the important components of Intelligence Analysis and Security Management. The student will recognize the interrelated duties and relationships of different intelligence agencies within the United States and elsewhere. The student will explore the contemporary historical events that intelligence analysis has played a role in, as well as the impact of that analysis. The student will examine the management of security operations as it relates to national defense and homeland security. The student will develop an understanding of the importance of effective security management upon the overall security of the American homeland.

CJ 125. Introduction to Homeland Security. 3 hours credit. This course will enable the student to identify the important components of homeland security. The student will recognize the agencies associated with homeland security and their inter-related duties and relationships. The student will explore the historical events that have impacted

homeland security, the state, national, and international laws affecting homeland security, and the most critical threats, especially terrorism, confronting homeland security.

CJ 201. Weapons of Mass Destruction. 3 hours credit. This course will enable the student to articulate the nature, characteristics, consequences of and responses to weapons of mass destruction (WMD). The student will study the historical aspects, terminology and types of WMD.

CJ 202. Law Enforcement in the Community. 3 hours credit. This course will enable the student to understand the challenges of developing and maintaining meaningful police/community relationships. The student will explore public/community relations, community policing, crime prevention programs, police/media relations, and special issues associated with juveniles, the elderly, and cultural diversity.

CJ 203. Introduction to Computer and Cyber Crime. 3 hours credit. This course will enable the student to explore computer related crime. The student will be provided a brief overview of past and present crimes in cyber space. The student will examine ethical and criminal infractions in personal and work related situations, review methods of investigation by computer forensic professionals, and address techniques for security and safety.

CJ 204. Criminal Law. 3 hours credit. This course will enable the student to engage in an intensive study of the laws which legal officers must uphold. The student will explore each of these areas by studying specific crimes under each type, describing what constitutes a violation, and showing the evidence the law agency needs to support a charge in court. The student will learn about the rights of citizens as interpreted by courts. The student will hear invited speakers from among the county attorney's office, attorneys from the Bar Association, officers from KBI, FBI, and local law enforcement agencies.

CJ 211. Criminal Investigation. 3 hours credit. Prerequisite: CJ 102 with a C or better or instructor approval. This course will enable the student to understand the fundamentals of the criminal investigation process. The student will explore investigative techniques in crime detection, collection and use of evidence and information, criminal apprehension and prosecution, and investigation of specific crimes.

CJ 212. Criminology. 3 hours credit. This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

CJ 213. Criminal Evidence. 3 hours credit. This course will enable the student to explore criminal law focusing on the rules and use of evidence in criminal proceedings. The student will focus on federal and state rules of evidence, various types of evidence, legal issues essential to the collection and seizure of admissible evidence, and legal interrogation.

CJ 215. Criminal Procedures. 3 hours credit. This course will enable the student to describe basic court system procedures and the jurisdiction of the courts. The student will learn about the constitutional and other legal requirements that affect law enforcement practices and procedures, with specific focus on confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.



CJ 216. Professional Responsibility in Criminal Justice. 3 hours credit. This course will enable the student to explore the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. The student will explore the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The student will learn how to be a professional who is a critical thinker, and who has the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

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 leaning dances. Students will master and perform dance repertoire throughout the semester.

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 the intermediate student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will incorporate the theories and history of Modern Dance into dance compositions.

DN 231. Modern Dance IV. 2 hours credit. Prerequisite: DN 230 with a C or better. This course will enable the advanced intermediate student to explore the art of Modern Dance. The student will participate in movement expression through technique, improvisation, composition and performance. The student will incorporate the theories and history of Modern Dance compositions.

DN 233. Jazz Dance III. 1 hour credit. Prerequisite: DN 134 with a C or better. This course will enable the student to participate in an intermediate jazz dance class. The student will advance personal technique and performance skills specific to various jazz and dance styles and methodologies. The student will engage in exercises designed to maximize flexibility, strengthen muscles, and increase endurance.

DN 234. Jazz Dance IV. 1 hour credit. Prerequisite: DN 233 with a C or better. This course will enable the student to participate in an advanced intermediate jazz dance class. The student will advance personal technique and performance skills specific to various jazz and dance styles and methodologies. The student will engage in exercises designed to maximize flexibility, strengthen muscles, and increase endurance.



DN 235. Ballet III. 2 hours credit. Prerequisite: DN 136 with a C or better. This class will enable the intermediate ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class at the intermediate level that allows for further advancement in ballet technique and performance.

DN 236. Ballet IV. 2 hours credit. Prerequisite: DN 235 with a C or better. This class will enable the advancing intermediate ballet student to further explore the art and theory of Classical Ballet. The student will participate in a comprehensive ballet class that allows for further advancement in ballet technique and performance.

DN 237. Tap Dance III. 1 hour credit. Prerequisite: DN 138 with a C or better. This course will enable the intermediate student to further explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

DN 238. Tap Dance IV. 1 hour credit. Prerequisite: DN 237 with a C or better. This course will enable the advanced intermediate student to further explore the art of tap dance. The student will participate in movement expression through technique, composition and performance while also learning about the history of tap dance.

DN 240. Choreography III. 1 hour credit. Prerequisite: DN 141 with a C or better. Choreography III is an intermediate course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time, and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 241. Choreography IV. 1 hour credit. Prerequisite: DN 240 with a C or better. Choreography IV is an advanced course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time, and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

DIRECT SUPPORT

DS 100. Introduction to Direct Support. 6 hours credit. Prerequisite: National Association of Direct Support Professionals (NADSP) Registration. This course will enable the student to meet communication, community living, and participant empowerment skill standards, allowing the student to complete the documentation necessary for NADSP Initial Level—DSP I certification.

DS 150. Direct Support Concepts. 6 hours credit. Prerequisite: DS100 with a C or better and National Association of Direct Support Professionals (NADSP) Level I certification. This course will enable the student to meet assessment, community and service networking, facilitation of services, education, training and self-development skill standards allowing the student to complete the NADSP documentation necessary for NADSP Advanced Level—DSP II certification.

DS 200. Advanced Direct Support. 6 hours credit. Prerequisite: DS 150 with a C or better and National Association of Direct Support Professionals (NADSP) Level II certification. This course will enable the student to meet assessment, community and service networking, facilitation of services, education, training, and self-development (NADSP) skill standards allowing the student to become a supervisor of employees within a direct support organization.

EARLY CHILDHOOD EDUCATION

See CD

(EC) ECONOMICS

EC 200. Principles of Microeconomics. 3 hours credit. This course will enable the student to apply economic concepts to personal and work related decision making by understanding the actions and choices of individuals and companies. The student will study microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. The student will develop a theoretical framework for microeconomic analysis and apply this theory to practical domestic and international economic policy problems. (ECO1010)

EC 201. Principles of Macroeconomics. 3 hours credit. This course will enable the student to apply an analytical framework to the economy at the national level. The student will analyze the purpose and functions of the components of Gross Domestic Product (GDP), the determinants of long-run economic growth, and the causes and costs of inflation and unemployment. The student will analyze the economic impacts of fiscal and monetary policies and the differences between the short-run and long-run macroeconomic aspects of the economy. (ECO1020)

EC 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(ED) ELEMENTARY/SECONDARY EDUCATION

ED 206. Introduction to Teaching. 3 hours credit. Prerequisite: Student must have a 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 Special Education. 3 hours credit. Prerequisite: Student must have a sophomore standing. 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. Technology in the Classroom. 3 hours credit. Prerequisite: Student must have a sophomore standing. 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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(EG) ENGLISH

EG 052. Sentence and Paragraph Writing. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to construct complete simple, compound, and complex sentences by applying grammar concepts learned, as well as to identify and correct fragment, run-on, and comma splice errors in sentences. The student will write focused, organized, supported paragraphs using the steps of the writing process.

EG 053. ESL Sentence to Paragraph. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to construct complete sentences by applying learning and grammar concepts. The student will write focused, organized, supported paragraphs using the steps of the writing process.

EG 060. Fundamentals of English. 3 hours credit. (Does not count for graduation credit or transfer to a four-year institution). Prerequisite: A score at a pre-determined level on a placement instrument or a C or better in EG 052 and RD 011(see Course Placement below). 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 063. ESL Fundamentals of English. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument or a C or better in EG 053, EG 052 and RD 014, or RD 011 and SP 010. This course will enable the student to write paragraphs and an essay, which demonstrate grammatical, organizational, and analytical competence for enrollment in an English Composition I course.

EG101. English Composition I. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument or a C or better in EG 060 and RD 012. In English Composition I the student will communicate effectively through a variety of writing activities. The student will develop knowledge, skills, and critical thinking in regard to writing and reading. 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 through regular writing assignments. (ENG1010)

EG 102. English Composition II. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to further develop 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. (ENG1020)

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. 2 hours credit. Prerequisite: EG 060 or EG 063 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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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 105. Introduction to Sustainable Design, Construction and Living. 3 hours credit. This course will enable the student to have a basic understanding of sustainable concepts as they relate to commercial and residential building design and construction. The student will gain an introductory knowledge of the United States Green Building Council (USGBC) and the various LEED Rating Systems with an emphasis on new construction. In addition, students will learn about everyday lifestyle changes that will help reduce negative impacts on the environment. This course is primarily intended for those students who plan on continuing their education in the building design and construction fields which include engineering, architecture, designers, construction managers, contractors, developers, manufacturers, building owners, realtors and public officials.



EN 107. AutoCAD Basics. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand the basics of AutoCAD and its various applications. The student will learn how to set up AutoCAD and utilize basic commands that are necessary to create quality drawings. Basic knowledge of computers and keyboarding skills are required.

EN 110. 3D Design with Revit. 3 hours credit. Prerequisite: EN 107 with a C or better. This course will enable the student to understand the concepts of building information Modeling (BIM) and the tools for parametric building design. The student will understand the basics of Revit Architectural.

EN 115. Engineering Concepts. 2 hours credit. Prerequisite: 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 206. Engineering Graphics Capstone. 3 hours credit. Prerequisite: Second semester program student or instructor's approval. Offered by appointment only. This course will enable the student to further his/her knowledge and skills in an area of interest in drafting or design. The student will complete all work under the direction of the instructor with the aid of CAD.

EN 207. AutoCAD Advanced. 3 hours credit. Prerequisite: EN 107 with a C or better, or EN 101 with a C or better, or instructor approval. This course will enable the student to develop skills in customizing and programming AutoCAD. The student will develop skills in writing blocks, AutoLISP routines, and attributes; customizing menus; and inserting X-references.

EN 211. Commercial Building Design and CAD. 3 hours credit. Prerequisite: EN 101 with a C or better or instructor approval. This course will enable the student to understand and apply Computer-Aided Design (CAD) in the design and drafting of commercial building plans. The student will learn procedures in planning and drawing buildings for manufacturing and merchandising, including schools, clinics, churches, and light and heavy construction. The student will complete all drawings with the use of CAD.

EN 214. 3D Modeling and CAD. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand the basics of three dimensional applications in computer-aided design (CAD). The student will learn about such topics as: extrusions, orbits, faces, surfaces, constructions, edges, and rendering.

EN 217. Structural, Civil, and Pipe Design and CAD. 3 hours credit. Prerequisite: EN 102 with a C or better. This course will enable the student to understand the fundamentals of structural, civil, and pipe drafting and their integration into computer-aided design CAD. The student will be introduced to draft, steel framing plans, steel connection details, pre-engineered metal buildings, plot plans, plans and profiles, highway and road layouts, valves, joints, fittings, pumps, tanks, and vessels.

EN 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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 master's 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 may be of an advanced nature and be better met with higher-level courses. Students are encouraged to enroll in language courses other than their native language. English courses do not count as foreign language credit.

FRENCH

Students enrolling in a foreign language course higher than FL 118 may receive one time retroactive credit for the entry-level course below it. For more information contact the Lead Professor for Foreign Languages or the Registrar.

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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

GERMAN

Students enrolling in a foreign language course higher than FL 116 may receive one time retroactive credit for the entry-level course below it. For more information contact the Lead Professor for Foreign Languages 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 FL 125 may receive one time retroactive credit for the entry-level course below it. For more information contact the Lead Professor for Foreign Languages 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 FL 107 may receive one time retroactive credit for the entry-level course below it. For more information contact the Lead Professor for Foreign Languages or the Registrar.

FL 107. Beginning Spanish I. 5 hours credit. This course will enable the student to communicate in Spanish using fundamentals of basic vocabulary and phrases, pronunciation, reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on his/her own life, and make connections to other disciplines. (SPA1010)

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 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 four 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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.



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 is a Licensed Official Registered Provider for the nationally recognized Command Spanish®, Inc. programs. For more information contact the Lead Professor for Foreign Languages.

FL 130. Survival Spanish for Restaurant and Hospitality Staff.

3 hours credit. This course will enable the student to speak and understand Spanish using phrases, questions and commands in restaurants and other facilities of hospitality. The student will also examine cross-cultural issues pertinent to interacting with Hispanic community members.

FL 140. Survival Spanish for Early Childhood Staff.

3 hours credit. This course will enable the student to speak 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 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.

(FS) FIRE SCIENCE

FS 100. Firefighter I. 4.5 hours credit. Corequisite: Concurrent enrollment in FS 207. This course will enable the student to perform basic fire service operations and gain basic knowledge of personal safety, personal protective clothing and equipment, fire service tools and equipment, fire behavior, building construction, and fire ground tactics and strategies. The student will also cover the content outlined in the National Fire Protection Association's (NFPA) Standard 1001, Firefighter Professional Qualifications, pertaining to the Firefighter I level.

FS 103. Fire Officer I. 3 hours credit. Prerequisite: FS 100 and FS 207, both with a C or better, and Firefighter I certification. This course will enable the student to identify the organization and management of fire and emergency services departments and the relationship of government agencies to the fire service. The student will become familiar with fire and emergency service, ethics, and leadership from the perspective of the company officer.

FS 110. Fire and Emergency Services Safety and Survival. 3 hours credit. This course will enable the student to understand the concepts of risk management and mitigation as they pertain to the emergency services. The student will take an in-depth look at the 16 life safety initiatives established by the fire and emergency services.

FS 113. OSHA 10. 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. Fire Inspector I. 3 hours credit. This course will enable the student to conduct a building inspection, communicate fire prevention recommendations, and preplan for effective action during fires and emergencies.

FS 130. Building Construction for the Fire Service. 3 hours credit. This course will enable the student to discuss the components of building construction related to firefighter and life safety. The student will gain knowledge of the elements of construction and design of structures that are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FS 135. Fire Prevention. 3 hours credit. This course will enable the student to identify and comprehend fundamental knowledge relating to the field of fire prevention. The student will learn about the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

FS 140. Emergency Rescue. 3 hours credit. Prerequisite: FS 100 with a C or better or 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 with a C or better or concurrent enrollment in FS 100. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to rope rescue. The student will also learn hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident.

FS 142. Rope Rescue II. 1 hour credit. Prerequisites: FS 100 and FS 141 both with a C or better or be concurrent enrollment in FS 100 and FS 141. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to rope rescue. The student will also learn additional hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident. The student will execute site control and management on a scene requiring advanced rope rescue techniques.

FS 145. Fire Protection Systems. 3 hours credit. Corequisite: Concurrent enrollment in FS 265. This course will enable the student to obtain a foundation of theoretical knowledge in order to understand the principles of water use in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

FS 146. Confined Space Rescue I. 1 hour credit. Prerequisite: FS 141 and FS 142 both with a C or better. This course will enable the student to identify and demonstrate skills and techniques proficiently as a confined space entrant, attendant, and as part of a confined space rescue team. The student will demonstrate basic fundamentals of confined space rescue, such as identifying hazards, confined space classifications, and the roles and responsibilities of confined space team members. The student will demonstrate pre-entry procedures, use of appropriate personal protective equipment, and various monitoring equipment.

FS 147. Confined Space Rescue II. 1 hour credit. Prerequisite: FS 146 with a C or better. This course will enable the student to demonstrate confined space rescue proficiencies at the Operations Level. The student will demonstrate how to properly prepare for entry into a confined space, package patients for removal from a confined space, and remove entrants from a confined space.



FS 149. Surface Water Rescue. 1 hour credit. Prerequisite: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to recognize conditions requiring a surface water rescue by meeting National Fire Protection Association's 1006 and 1670 standards pertaining to Surface Water Rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a surface water rescue incident.

FS 150. Vehicle and Machinery Rescue I. 1 hour credit. Prerequisites: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to recognize conditions requiring vehicle or machinery rescues. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a vehicle or machinery rescue incident. This course is designed to meet National Fire Protection Association's 1006 and 1670 standards, pertaining to vehicle and machinery rescues.

FS 180. Fire Investigation. 3 hours credit. Prerequisite: FS 100 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 incendiary fires, 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 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. Corequisite: Concurrent enrollment in FS 265. This course will enable the student to obtain a foundation of theoretical knowledge in order to understand the principles of water use in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

FS 205. Firefighting Tactics and Strategy. 3 hours credit. Prerequisite: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to identify and execute tactics, strategies, and procedures during fire ground operations, as part of a team or as an individual. The student will develop skills in identifying problems that modern construction presents during fire ground operations. The student will address incident preplanning, incident action plans, potential fire ground problems, special methods and equipment used during firefighting operations, and post fire analysis. The student will be able to identify each position within the Incident Management System and acknowledge the importance of establishing attack and rescue priorities during various emergency operations.

FS 207. Hazardous Materials for First Responders. 3 hours credit. . Corequisite: Concurrent enrollment in FS100. This course will enable the student to deal with an incident in a defensive fashion until trained help arrives. The student will learn how to control hazardous materials incidents using basic resources already possessed or are available at the scene and assess the aftermath of a weapon of mass destruction (WMD). The student will learn scene control, site safety, product identification and emergency decontamination procedures. This course covers competencies for the hazardous materials first responder at the Awareness and Operations level as contained in the National Fire Protection Association's Standard 472.

FS 211. Hazardous Materials Technician. 8 hours credit. Prerequisite: Valid documentation of successfully completing certification requirements for the National Fire Protection Association's 472 standard on competencies for a Hazardous Materials First Responder at the Operations Level. This course will enable the student to meet the minimum competencies of the National Fire Protection Association's 472 standard on professional competencies for hazardous material responders at the Technician level. The student will learn how to respond to hazardous materials/weapons of mass destruction (hazmat/WMD) incidents using a risk based response process by which the student analyzes a problem involving hazmat/WMD, selects applicable decontamination procedures, and controls a release using specialized protective clothing and control equipment.

FS 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: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.



FS 265. Fire Apparatus Driver/Operator. 4 hours credit. Prerequisite: FS 100 and FS 207 both with a C or better, concurrent enrollment in FS 203, and Firefighter I certification. This course will enable the student to understand the responsibilities and skills required to function as a fire apparatus driver/operator. The student will learn to safely move the fire apparatus to and from emergency and non-emergency incidents. The student will also learn to safely and effectively operate a fire apparatus at emergency and non-emergency incidents.

(FW) FITNESS AND WELLNESS

FW 102. Muscle Pump I. 1 hour credit. This course will enable the student to participate in beginning weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

FW 103. Fitness Circuit I. 1 hour credit. This course will enable the student to participate in beginning circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

FW 104. Zumba I. 1 hour credit. This course will enable the student to participate in moderate Zumba group exercise that combines a fusion of high energy Latin and international music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

FW 105. Yoga I. 1 credit hour. This course will enable the student to participate in moderate yoga exercise routines for body and mind fitness. The student will learn to perform poses or "asanas" that will strengthen and tone the body as well as increase flexibility and improve posture. Because of its attention to complete breathing, yoga relieves tension and stress.

FW 106. Pilates I. 1 hour credit. This course will enable the student to participate in moderate Pilate exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture and easy, graceful movement while improving flexibility, agility and economy of motion.

FW 107. Turbo Kick I. 1 hour credit. This course will enable the student to participate in moderate Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques used in the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

FW 108. Aerobics I. 1 hour credit. This course will enable the student to participate in moderate exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging, and various other aerobic exercises.

FW 109. Karate I. 1 hour credit. This course will enable the student to participate in the basic introduction to the art of self-defense in Karate. An emphasis is placed on the physical and mental preparation required with the exercise associated with the skills of the martial arts.

FW 110. Rock Climbing I. 1 hour credit. This course will enable the student to develop the beginning skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-ropeing, traditional leading and sport leading as it relates to indoor or rock wall climbing.

FW 111. Golf I. 1 hour credit. This course will enable the student to develop the fundamental skills of golf through driving range and game participation.

FW 112. Bowling I. 1 hour credit. This course will enable the student to develop the fundamental skills of bowling through game participation.

FW 113. Archery. 1 hour credit. This course will enable the student to participate in beginning archery to develop an understanding of the sport's history, terminology, and proper skill fundamentals.

FW 130. Varsity Football I. 2 hours credit. Prerequisite: Selection by the head football coach. This course will enable the student to be introduced to beginning collegiate football to develop athletic teamwork and skills while providing credit for varsity participation.

FW 131. Varsity Football II. 2 hours credit. Prerequisite: FW 130 with a C or better and selection by the head football coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate football while providing credit for varsity participation.

FW 132. Varsity Basketball I, Men. 2 hours credit. Prerequisite: Selection by the head men's basketball coach. This course will enable the student to be introduced to beginning men's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

FW 133. Varsity Basketball II, Men. 2 hours credit. Prerequisite: FW 132 and selection by the head men's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning men's collegiate basketball while providing credit for varsity participation.

FW 134. Varsity Basketball I, Women. 2 hours credit. Prerequisite: Selection by the head women's basketball coach. This course will enable the student to be introduced to beginning women's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

FW 135. Varsity Basketball II, Women. 2 hours credit. Prerequisite: FW 134 and selection by the head women's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate basketball while providing credit for varsity participation.

FW 136. Varsity Baseball I. 2 hours credit. Prerequisite: Selection by the head baseball coach. This course will enable the student to be introduced to beginning collegiate baseball to develop athletic teamwork and skills while providing credit for varsity participation.

FW 137. Varsity Baseball II. 2 hours credit. Prerequisite: FW 136 and selection by the head baseball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate baseball while providing credit for varsity participation.

FW 138. Varsity Softball I. 2 hours credit. Prerequisite: Selection by the head softball coach. This course will enable the student to be introduced to beginning collegiate softball to develop athletic teamwork and skills while providing credit for varsity participation.

FW 139. Varsity Softball II. 2 hours credit. Prerequisite: FW 138 and selection by the head softball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate softball while providing credit for varsity participation.

FW 140. Varsity Soccer I. 2 hours credit. Prerequisite: Selection by the head women's soccer coach. This course will enable the student to be introduced to beginning women's collegiate soccer to develop athletic teamwork and skills while providing credit for varsity participation.

FW 141. Varsity Soccer II. 2 hours credit. Prerequisite: FW 140 and selection by the head women's soccer coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate soccer while providing credit for varsity participation.



FW 142. Varsity Volleyball I. 2 hours credit. Prerequisite: Selection by the head volleyball coach. This course will enable the student to be introduced to beginning women's collegiate volleyball to develop athletic teamwork and skills while providing credit for varsity participation.

FW 143. Varsity Volleyball II. 2 hours credit. Prerequisite: FW 142 and selection by the head volleyball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate volleyball while providing credit for varsity participation.

FW 144. Varsity Track and Field I. 2 hours credit. Prerequisite: Selection by the head track and field coach. This course will enable the student to be introduced to beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environment that value differences in people and satisfactory individual relationships.

FW 145. Varsity Track and Field II. 2 hours credit. Prerequisite: FW 144 with a C or better and selection by the head track and field coach. This course will enable the student to be introduced to advanced beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environment that value differences in people and satisfactory individual relationships.

FW 146. Varsity Cross Country I. 2 hours credit. Prerequisite: Selection by the head cross country coach. This course will enable the student to be introduced to beginning men's and women's collegiate cross country to develop athletic and teamwork skills while providing credit for varsity participation.

FW 151. Spirit Squad I. 2 hours credit. Prerequisite: Selection by audition. This course will enable the student to be introduced to beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

FW 152. Spirit Squad II. 2 hours credit. Prerequisite: FW 151 with a C or better and selection by audition. This course will enable the student to develop the skills for advanced beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

FW 190. Fitness for Life. 2 hours credit. This course will enable the student to promote wellness through regular participation in physical fitness activities. The student will focus on behavioral lifestyle changes and proper nutrition that can lead to a healthier life.

FW 202. Muscle Pump II. 1 hour credit. Prerequisite: FW 102 with a C or better or instructor approval. This course will enable the student to participate in more advanced weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

FW 203. Fitness Circuit II. 1 hour credit. Prerequisite: FW 103 with a C or better or instructor approval. This course will enable the student to participate in more advanced circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

FW 204. Zumba II. 1 hour credit. FW 104 with a C or better or instructor approval. This course will enable the student to participate in advanced group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

PE 205. Yoga II. 1 hour credit. Prerequisite: FW 105 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.

FW 206. Pilates II. 1 hour credit. Prerequisite: FW 106 with a C or better, or instructor approval. This course will enable the student to participate in advanced Pilates exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture, and easy, graceful movement while improving flexibility, agility, and economy of motion.

FW 207. Turbo Kick II. 1 hour credit. Prerequisite: FW 107 with a C or better. This course will enable the student to participate in advanced Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques to the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

FW 208. Aerobics II. 1 hour credit. Prerequisite: FW 108 with a C or better or instructor approval. This course will enable the student to participate in vigorous exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging and various other aerobic exercises.

FW 209. Karate II. 1 hour credit. Prerequisite: FW 109 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills and strategies of the art of self-defense in the martial arts of Karate.

FW 210. Rock Climbing II. 1 hour credit. Prerequisite: FW 110 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing.

FW 211. Golf II. 1 hour credit. Prerequisite: FW 111 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of golf through driving range and game participation.

FW 212. Bowling II. 1 hour credit. Prerequisite: FW 112 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of bowling through game participation. The student will gain experience in various forms of competitions and league participation in figuring averages, handicaps and scoring.

FW 220. Healthy Living. 3 hours credit. This course will enable the student to make responsible health-related decisions by analyzing behavior and attitudes to bring the changes necessary to improve health and maintain well-being for both personal healthful living and community responsibilities.

FW 221. First Aid/CPR/AEC. 2 hours credit. This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will be able to make appropriate decisions regarding standard first aid care, and apply the techniques required for American Red Cross certification in the procedures for adult, child, and infant Cardiopulmonary Resuscitation (CPR), and for an Automated External Defibrillator (AED). This renewable CPR, AED and Standard First Aid certificate is valid for two years.

FW 222. Foundations of Fitness Education and Sport. 3 hours credit. This course will enable the student to understand the basic principles, philosophy, theory, practice, and history of health, human performance, fitness education and sport.



FW 225. Principles of Personal Training. 3 hours credit. This course will enable the student to understand the role of exercise in wellness, the scientific foundations necessary to evaluate fitness levels, and the prescription of exercise in a career in the fitness industry. This course will enable the student to sit for the Certified Health Professional Examination offered by the National Council of Strength and Fitness (NCSF).

FW 226. Principles of Strength and Conditioning. 3 hours credit. This course will enable the student to analyze the physiological responses of the body to strength training and to design safe and effective exercise conditioning programs in preparation for a career as a personal trainer, coach, or fitness education instructor.

FW 230. Varsity Football III. 2 hours credit. Prerequisite: FW 131 and selection by the head football coach. This course will enable the student to develop the skills for intermediate collegiate football providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 231. Varsity Football IV. 2 hours credit. Prerequisite: FW 230 and selection by the head football coach. This course will enable the student to develop the skills for advanced collegiate football providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 232. Varsity Basketball III, Men. 2 hours credit. Prerequisite: FW 133 and selection by the head men's basketball coach. This course will enable the student to develop the skills for intermediate men's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 233. Varsity Basketball IV, Men. 2 hours credit. Prerequisite: FW 232 and selection by the head men's basketball coach. This course will enable the student to develop the skills for advanced men's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 234. Varsity Basketball III, Women. 2 hours credit. Prerequisite: FW 135 and selection by the head women's basketball coach. This course will enable the student to develop the skills for intermediate women's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 235. Varsity Basketball IV, Women. 2 hours credit. Prerequisite: FW 234 and selection by the head women's basketball coach. This course will enable the student to develop the skills for advanced women's collegiate basketball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 236. Varsity Baseball III. 2 hours credit. Prerequisite: FW 137 and selection by the head baseball coach. This course will enable the student to develop the skills for intermediate collegiate baseball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 237. Varsity Baseball IV. 2 hours credit. Prerequisite: FW 236 and selection by the head baseball coach. This course will enable the student to develop the skills for advanced collegiate baseball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 238. Varsity Softball III. 2 hours credit. Prerequisite: FW 139 and selection by the head softball coach. This course will enable the student to develop the skills for intermediate collegiate softball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 239. Varsity Softball IV. 2 hours credit. Prerequisite: FW 238 and selection by the head softball coach. This course will enable the student to develop the skills for advanced collegiate softball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 240. Varsity Soccer III. 2 hours credit. Prerequisite: FW 141 and selection by the head women's soccer coach. This course will enable the student to develop the skills for intermediate women's collegiate soccer providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 241. Varsity Soccer IV. 2 hours credit. Prerequisite: FW 240 and selection by the head women's soccer coach. This course will enable the student to develop the skills for advanced women's collegiate soccer providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 242. Varsity Volleyball III. 2 hours credit. Prerequisite: FW 143 and selection by the head volleyball coach. This course will enable the student to develop the skills for intermediate collegiate volleyball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 243. Varsity Volleyball IV. 2 hours credit. Prerequisite: FW 242 and selection by the head volleyball coach. This course will enable the student to develop the skills for advanced collegiate volleyball providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 244. Varsity Track and Field III. 2 hours credit. Prerequisite: FW 145 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for intermediate men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 245. Varsity Track and Field IV. 2 hours credit. Prerequisite: FW 244 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for advanced men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

FW 246. Varsity Cross Country II. 2 hours credit. Prerequisite: FW 146 with a C or better and selection by the head cross country coach. This course will enable the student to develop athletic and leadership skills for advanced men's and women's collegiate cross country while providing credit for varsity participation.

FW 251. Spirit Squad III. 2 hours credit. Prerequisite: FW 152 with a C or better and selection by audition. This course will enable the student to develop the skills for intermediate precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.



FW 252. Spirit Squad IV. 2 hours credit. Prerequisite: FW 251 with a C or better and selection by audition. This course will enable the student to develop the skills for advanced precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

FW 260. Theory of Coaching Football. 2 hours credit. This course will enable the student to apply leadership principles to coaching football by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to various styles and systems of offense, defense, and special team play.

FW 261. Theory of Coaching Basketball. 2 hours credit. This course will enable the student to apply leadership principles to coaching basketball by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to the basic theories of various team offenses and defenses.

FW 262. Theory of Coaching Baseball. 2 hours credit. This course will enable the student to apply leadership principles to coaching baseball by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to the basic theories of team play.

FW 263. Theory of Coaching Soccer. 2 hours credit. This course will enable the student to apply leadership principles to coaching soccer by incorporating individual technical skills and team tactical concepts. The student will apply these underlying concepts to various team styles and systems of play.

FW 264. Theory of Coaching Track and Field. 2 hours credit. This course will enable the student to develop an understanding of coaching track and field including the basic theories of proper technique and physical conditioning. The student will be able to apply the underlying concepts of developing training programs for sprinting, distance running, jumping and throwing events.

FW 276. Kinesiology and Fitness. 3 hours credit. This course will enable the student to analyze the basics of kinesthetics and mechanics of human motion in sport activities through the study of anatomical and mechanical principles that govern movement of the joints and muscles. The student will evaluate techniques in sports, fitness, and rehabilitation activities, and identify the most efficient method of performing a movement pattern.

FW 278. Sport Nutrition. 3 hours credit. This course will enable the student to gain foundational knowledge related to nutrition by exploring the improvement of sport performance through adjustments to dietary practices. The student will examine the scientific basis of sport nutrition and utilize current sport nutrition guidelines to design nutritional plans.

FW 280. Prevention and Care of Athletic Injuries. 3 hours credit. This course will enable the student to apply the basic principles related to the prevention, treatment and care of injuries common to athletic and recreational activities.

FW 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.

FW 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.

(HL) HEALTH

See (FW)

(HM) HOSPITALITY MANAGEMENT

HM 101. Sanitation Management. 1 hour credit. This course will enable the student to apply effective sanitation management principles to food service operations. The student will identify how to address environmental issues and communicate effectively with personnel and outside agencies. The student will demonstrate the ability to ensure compliance with the FDA Food Code in order to reduce health risks through Hazard Analysis Critical Control Point (HACCP) and Safety Assurance Process (SAP) approaches. The student will be qualified to earn the ServSafe Certification sponsored by the National Restaurant Association.

HM 115. Hospitality Human Resources. 3 hours credit. This course will enable the student to manage human assets of the hospitality industry. The student will learn teamwork and the role of management providing focused leadership, leading to employees functioning as a team in achieving organizational goals.

HM 116. Event Planning I. 3 hours credit. This course will enable the student to manage event planning. The student will gain a basic understanding of the role of an event planner and develop leadership skills that are needed to control, manage, and improve events in the hospitality business.

HM 180. Introduction to Hospitality and Tourism. 3 hours credit. This course will enable the student to analyze the components of the hospitality and tourism industry while identifying potential career paths within this industry. The student will be introduced to entities within the hospitality industry and develop an understanding of the economic impact that tourism has on local economies.

HM 190. Food and Beverage Management. 3 hours credit. This course will enable the student to appraise the components of food, beverage and labor costs within the food service industry. The student will learn cost calculation and sales concepts and their relationship with profits. The student will learn concepts and methods for food, beverage, and labor control.

HM 195. Beverage Control. 3 hours credit. This course will enable the student to evaluate 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. The student will take the ServSafe Alcohol Certification Exam sponsored by the National Restaurant Association.

HM 202. Quality Management /Customer Service. 3 hours credit. This course will enable the student to evaluate strategies to improve leadership abilities, high performance teams, and employee empowerment in the hospitality industry. The student will develop approaches to customer service and conceptualize leadership skills that will incorporate traditional management theories.

HM 203. Rooms Management. 3 hours credit. Prerequisite: HM 256 with a C or better or departmental approval. The course will enable the student to conceptualize all of the components within the rooms division. The student will expand and apply principles learned in HM 256 to explore day-to-day operations within the front desk and housekeeping departments.

HM 215. Introduction to Catering. 3 hours credit. This course will enable the student to evaluate the various components of catered events. The student will be introduced to marketing, contract writing, food production, room arrangement, and personnel required for specific catered events.

HM 216. Event Planning II. 3 hours credit. Prerequisite: HM 116 with a C or better. This course will enable the student to review the basic principles of executing an event including: sponsorships, marketing plan, managing volunteers, and follow-up. The student will also develop communication and team building skills while working with volunteers, customers, sponsors, classmates, and food vendors. The student will be documenting and evaluating events.

HM 217. Convention Management. 3 hours credit. This course will enable the student to conceptualize the fundamentals of convention management. The student will explore methods of site and venue selection, and discuss the various structures of conventions and convention operations. The student will also be introduced to the importance of managing quality, and financial, budgetary, and legal considerations of conventions.

HM 228. Facilities and Design Management. 3 hours credit. Prerequisite: HM 101 with a C or better. This course will enable the student to conceptualize the design and equipment needed to run a food and beverage operation. The student will develop knowledge of layout designs and equipment needs based on space and menu for a variety of operations.

HM 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

HM 255. Hospitality Law. 3 hours credit. This course will enable the student to identify the legal aspects of hotels, restaurants and other hospitality organizations. The student will be introduced to essential information that managers use daily in order to comply with the law and to develop preventive tactics to avoid lawsuits.

HM 256. Hotel/Motel Operations. 3 hours credit. This course will enable the student to identify types of public lodging establishments and their management structures. The student will explore the various departments within a lodging operation and their interdependence in meeting guest needs and expectations. The student will also study feasibility of new lodging and setting room rates.

HM 258. Hospitality Marketing. 3 hours credit. This course will enable the student to analyze the fundamentals of marketing with a hospitality emphasis. The student will be introduced to methods of identifying consumer needs and products, segmenting the various markets, and selecting the best strategy to reach the identified consumer.

HM 260. Hospitality Financial Management. 3 hours credit. This course will enable the student to apply the financial concepts to the hospitality industry. The student will develop skills in analyzing business financial statements, preparing investment packages, and structuring and negotiating business deals in relation to hospitality entities.

(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.

(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. (HIS1010)

HS 132. US History II. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the era of Reconstruction to the present. Through use of terminology and application of facts and concepts, the student will know his/her past and be able to apply it to the present and future. (HIS1020)

HS 201. History of World Civilization I. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the earliest human communal organization through the beginnings of the maritime 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. (HIS1030)

HS 202. History of World Civilization II. 3 hours credit. This course will enable the student to analyze and synthesize facts and concepts from the maritime revolutions (1550 C.E.) to the current global culture. The student will 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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(HU) HUMANITIES

HU 100. Humanities: Ancient to Medieval. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to recognize and analyze works of arts in various disciplines from the ancient world through the end of the Medieval era and to understand and appreciate the role that art and artists play in human culture. The student will study the integrated Humanities (art, architecture, music, literature, theatre, history, and philosophy), including some of the most significant landmarks of Western civilization's cultural heritage.

HU 101. Humanities: Renaissance to Modern. 3 hours credit. Prerequisite: EG 101 with a C or better. The course will enable the student to recognize and analyze 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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.



(IN) COMPUTER INFORMATION TECHNOLOGY

IN 105. Information Technology 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. HTML and CSS. 3 hours credit. This course will enable the student to create web sites using Hyper Text Markup Language (HTML) and Extensible HyperText Markup Language (XHTML). 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 Cascading Style Sheets (CSS) using simple text editors.

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. Digital Photography. 3 hours credit. Prerequisite: 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 use principles of photographic composition, how to use and composite images using a digital toolset, how to manage digital assets, and how to publish digital images for print, online, and digital exhibition. The student is expected to have basic computer operation skills.

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 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 147. Game Graphics and Interface Design. 3 hours credit. This course will enable the student to use image editing software to create original seamless textures for game graphics and learn to export them for use in game design. The student will use a variety of digital tools and techniques to create and optimize textures and images for use with game engines and apply those to new levels in game design and 3D models.

IN 148. 3D Virtual Environments. 3 hours credit. This course will enable the student to create basic content and interactive environments inside Second Life, a multi-user virtual environment, and OpenSim, the stand-alone server technology of Second Life. The student will learn a variety of skills that can be used to create architecture, vehicles, clothing, accessories, sound, animations, and textures. The student will learn the basics of programs/scripts for personal, educational, and commercial use.

IN 149. Interactive Scripting. 3 hours credit. Prerequisite: IN 148 with a C or better. This course will enable the student to use LindenScript and UnrealScript within the Second Life and Unreal Editor Platforms to script objects and levels. The student will learn programming techniques to develop interactive 3D content inside both platforms. The student should be familiar with the virtual world of Second Life, the Unreal Editor and basic 3D concepts before enrolling.

IN 155. Administering Windows Server. 3 hours credit. This course will enable the student to implement a group policy infrastructure, manage user and service accounts, and maintain active directory domain services. The student will configure and troubleshoot domain name servers and remote access. The student will also optimize file services and increase file system security.

IN 156. Configuring Advanced Windows Server Services. 3 hours credit. This course will enable the student to implement advanced network services and advanced file services. The student will implement network load balancing and failover clustering. The student

will also implement advanced Microsoft Windows Server Services' disaster recovery.

IN 157. Game Level Design I. 3 hours credit. This course will enable the student to design and create basic levels in game design using game engines geared towards "Level Style" games. The student will use Unreal Engine and Unreal SDK as the main technologies.

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, texturing, lighting and animation. The student will use the tools of a 3D animation and modeling software package. The student will create, animate, texture and light 3D objects and scenes.

IN 159. Information Technology Project Management. 3 hours credit. This course will enable the student to use a variety of project management techniques that can be applied in an information technology project context. The student will gain knowledge in the areas of integration management, scope management, time management, cost management, and quality management, which will serve as a foundation for an information technology project management position.

IN 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 162. Game Storyline and Character Development. 3 hours credit. This course will enable the student to transform a storyline and core game ideas into a formed game directional plan. The student will study working game structures, failed game structures, and character development, and apply that knowledge to a complete game idea.

IN 174. Stop Motion Animation I. 3 hours credit. Prerequisite: A score at a predetermined level on a placement test or IN124 with a C or better. This course will enable the student to build stop-motion animations using model and pixilation methods. The student will explore concepts related to animation for cinema, video, and interactive markets. The student will apply cinematic techniques of lighting, camera composition, timing, and story development to the creation of a stop-motion movie. The student will research the history of animation media and study its contemporary forms to provide an informed background for the student's own work. The student is expected to have basic computer operation skills.

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 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 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 215. Game Level Design II. 3 hours credit. Prerequisite: IN 157 with at C or better. This course will enable the student to design and create advanced levels in game design using game engines created for "level style" games. The student will use Unreal Engine and Unreal SDK as the main technologies.

IN 216. Web Scripting. 3 hours credit. Prerequisite: IN 112 with a C or better. This course will enable the student to use JavaScript programming, the language used to expand the capabilities of the web browser beyond basic HTML and CSS. The student will use JavaScript to enhance user interactions on a web page through form validations, animation, templates, real time page updates, and canvas game development. The student will build and troubleshoot various JavaScript projects in these areas. The student does not need previous programming experience; the course is designed for those anticipating a career in Web Development and Production.

IN 217. 2D Animation and Cartooning. 3 hours credit. 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 234. CMS for Web Development. 3 hours credit. Prerequisite: IN112 with a C or better. This course will enable the student to create web sites using popular Content Management Systems (CMS). The student will learn about the origins of CMS, how to implement pre-built themes and tools, how to develop original themes and widgets, how standards are established and changed, and the role of browser software companies in expanding web page capabilities. The student will also troubleshoot and correct faulty web pages.

IN 237. Managing and Maintaining Windows 8. 3 hours credit. Prerequisite: IN 131 and IN133 with a C or better or instructor approval. This course will enable the student to implement, manage, and maintain Microsoft's Windows 8 operating system. The student will learn how to configure and support Windows 8 computers, devices, users, and associated network and security resources.

IN 239. 3D Computer Animation II. 3 hours credit. Prerequisite: IN 158 with a C or better. This course will enable the student to gain intermediate skills in 3D computer modeling and animation. The student will use the tools 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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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 271. Querying Microsoft SQL Server. 3 hours credit. Prerequisite: IN 131 and IN 133 both with a C or better, or lead instructor approval. This course will enable the student to install Microsoft SQL Server 2012 and manage the data in that installation. The student will analyze the network and business requirements so that the Microsoft SQL Server instance is installed on the correct hardware with the appropriate software configuration. The student will also learn techniques to manage and secure that data in various environments.



IN 272. Administering MS SQL Server Database. 3 hours credit. Prerequisite: IN 271 with a C or better. This course will enable the student to install MS SQL Server 2012 Database and manage the data in that installation. The student will learn strategies to maintain high availability systems within the enterprise while guarding data. The student will also learn how to secure data from unauthorized access, store data effectively, and back up data in accordance with policies.

IN 273. Implementing a Data Warehouse with SQL. 3 hours credit. Prerequisite: IN 272 with a C or better. This course will enable the student to design shared/conformed dimensions, design hierarchies, and determine attributes for Data Warehouse. The student will learn strategies on how to determine control flow, containers, tasks needed, and precedence constraints design of a SQL Server Integration Service (SSIS) package strategy with rollback, staging, and transaction control. The student will also learn how to manage, configure, and deploy SSIS packages.

IN 275. Information Technology Ethics. 3 hours credit. Prerequisite: Completion of 12 credit hours of Information Technology department courses, with a C or better earned in each course. This course will enable the student to appraise ethical issues that information technology professionals face in a corporate setting. The student will examine the classical normative ethical theories based on notions of duties, rights, consequences and virtue based ethics as well as the contemporary codes of conduct established by professional organizations. The student will explore, analyze, and critique case studies in order to develop skills in ethical thought and written communication.

IN 277. Designing and Implementing a Server Infrastructure. 3 hours credit. This course will enable the student to plan, design, and deploy a Windows Server 2012 highly virtualized infrastructure, including the Active Directory, storage, security, and networking services as necessary. The student will also learn to validate the planning, configuration, and implementation of the Windows Server 2012 services, such as server deployment, server virtualization, and network access and infrastructure.

IN 278. Implementing an Advanced Server Infrastructure. 3 hours credit. Prerequisite: IN 277 with a C or better. This course will enable the student to plan, design, and deploy an advanced Windows Server 2012 highly virtualized infrastructure, including the Active Directory, storage, security, and networking services as necessary. The student will also learn to validate the planning, configuration, and implementation of the advanced Windows Server 2012 services, such as server deployment, server virtualization, network access, and infrastructure.

IN 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 stand-alone commercial virtual reality and game development applications 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 2005. Digital Forensics. 3 hours credit. Prerequisites: IN 2001 with a C or better. This course will enable the student to understand and implement principles and procedures of data forensics. The student will learn about proper equipment seizure methodology, confiscated materials analysis, and follow up processes relating to an incident.

IN 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 2007. Advanced Digital Forensics. 3 hours credit. Prerequisites: IN 2002 and IN 2005 both with a C or better. This course will enable the student to understand advanced file system forensics through the use of specialized forensics software tools. The student will apply investigative methodology as it applies to data artifacts, including where they are found in computer operating systems and how they are deployed in digital forensics. The student will be prepared to complete vendor certification in the use of automated forensic tools.

IN 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.



(IP) INTERNSHIPS

Butler Community College students are encouraged to gain workplace experience through Internships.

Students enrolled in an Internship have the opportunity to observe and/or explore a career field of their choice. Internships are for a specific period of time and may serve as a precursor to professional employment. Students may enroll in a maximum of two 2-hour internships for a total of 4 credit hours while at Butler. Internship students must:

- Obtain a paid or unpaid position in a career field of their choice.
- Intern 100 clock hours for each two hour internship.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a training plan developed by the student and approved by the supervisor and instructor.

View internship postings at

<http://www.butlercc.edu/internships/internship.cfm>. For more information or assistance, contact the Cooperative Education and Internship office at 316.218.6211.

IP 193. Internship I. 2 hours credit. Prerequisite: The student must secure a suitable internship position in a related field. This course will enable the student to gain experience in a work environment and apply classroom learning to the work place. The student will work a minimum of 100 contact hours in a work place throughout the term. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

IP 293. Internship II. 2 hours credit. Prerequisites: IP 193 with a C or better and the student must secure a suitable internship position in a related field. This course will enable the student to gain additional experience in a work environment and apply classroom learning to the work place. The student will work a minimum of 100 contact hours in a work place throughout the term. Internships are for a specific period of time and may serve as a precursor to professional employment.

(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 197. Cooperative Education I for Sheet Metal Workers. 2 hours credit. Prerequisites: Employment in the manufacturing field or departmental approval. This course will enable the student to gain practical work experience. The student will work a minimum of 100 hours throughout the semester. The student will complete an individualized training plan of study. This course is for the Sheet Metal Workers Apprenticeship Program only.

IT 198. Cooperative Education II for Sheet Metal Workers. 2 hours credit. Prerequisites: IT 197 with a C or better and employment in the manufacturing field, or departmental approval. This course will enable the student to demonstrate intermediate competence in work environment skills. The student will work a minimum of 100 hours throughout the semester. The student will complete an individualized training plan of study. This course is for the Sheet Metal Workers Apprenticeship Program only.

IT 204. Materials and Processes of Industry. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand current manufacturing materials and processes.

IT 205. Industrial Safety. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand safety hazards in a business or industrial setting.

IT 218. Basic Catia. 3 hours credit. Prerequisite: IT 120 with a C or better, or departmental consent. This course will enable the student to use Catia as both a design and manufacturing software in the machining of 2-D parts.

IT 219. Advanced Catia. 3 hours credit. Prerequisite: IT 218 with a C or better, or departmental consent. This course will enable the student to use Catia as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 220. Advanced Automated Manufacturing with CNC. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to manufacture projects using automated CNC technology.

IT 226. Introduction to Material and Manufacturing Science. 3 hours credit. Prerequisite: IT 204 with a C or better. This course will enable the student to develop an understanding of material usage, load, strain and manufacturing processes and principles. The student will be prepared for the Society of Manufacturing Engineers SME Technologist Certification Test CMfgT.



IT 230. Manufacturing Part Design. 3 hours credit. This course will enable the student to develop a basic understanding of manufactured part design principles and to apply design concepts in manufacturing and machining. The student will design projects, make design decisions, and apply overall design concepts as they relate to manufacturing part design.

IT 235. Composite Structure Repair. 4 hours credit. This course will enable the student to apply current strategies in composite structure and the repair of composite materials.

IT 236. Advanced Techniques in Composites. 4 hours credit. This course will enable the student to understand and apply advanced principles and techniques in the fabrication and design of composite structures.

IT 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

IT 260. Introduction to Quality Assurance. 3 hours credit. This course will enable the student to apply basic principles of current concepts of quality assurance.

IT 263. Introduction to Metrology. 3 hours credit. This course will enable the student to apply basic measurement skills, system calibration skills, measurement system analysis, and build specialized inspection equipment.

IT 265. Closed Molding – Composites. 3 hours credit. Prerequisite: IT 135 with a C or better or instructor permission. This course will enable the student to understand and apply principles of closed molding processes in composites fabrication, including vacuum infusion process (VIP) and resin transfer molding (RTM).

IT 297. Cooperative Education III for Sheet Metal Workers. 2 hours credit. Prerequisites: IT 198 with a C or better and employment in the manufacturing field, or departmental approval. This course will enable the student to demonstrate an advanced competence in work environment skills. The student will work a minimum of 100 hours throughout the semester. The student will complete an individualized training plan of study. This course is for the Sheet Metal Workers Apprenticeship Program only.

(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 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 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. (ENG1030)

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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

LT 260. Children's Literature. 3 hours credit. EG 101 with a C or better. This course will enable the student to choose appropriate books from a variety of genres to share with children. The student will be able to use literature to engage children in learning, choose appropriate developmental level books, and identify the criteria of quality books. The student will learn skills associated with writing for and reading to children.

(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 MA050 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, solve equations and inequalities. The student will gain confidence in their 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 absolute value, 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 absolute value, 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. (MAT1010)

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. (MAT1010)

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: A score at a predetermined level on a placement instrument 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. (MAT2010)

MA 152. Calculus II with Analytic Geometry. 5 hours credit. Prerequisite: MA 151 with a C or better. This course will enable the student to understand applications and methods of integration, improper integrals, convergence and divergence of infinite series, graphs of conic sections, the polar coordinate system, parametric equations, and linear algebra.

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 255/256 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

MA 260. Differential Equations. 3 hours credit. Prerequisite: MA 253 with a C or better. This course will enable the student to solve differential equations of the first and higher order. The student will use analytic and numerical methodology to solve equations, which include both linear and certain types of non-linear equations with constant coefficients. The student will use differential equations to solve application problems in engineering and physical science.

(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. Prerequisite: Lantern activity scholarship or instructor permission. This course will enable the student to complete requirements as a first-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business

manager, or the student who is a regular correspondent not on scholarship.

MC 146. Newspaper Practicum II. 1 hour credit. Prerequisite: MC 145 with a C or better or instructor permission. This course will enable the student to complete requirements as a second-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

MC 147. Magazine Practicum I. 1 hour credit. Prerequisite: Acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 148. Magazine Practicum II. 1 hour credit. Prerequisite: MC 147 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 161. Introduction to Mass Communications. 3 hours credit. This course will enable the student to explain media theory and operation and the history of mass media – newspapers, magazines, radio, television, books, film, recordings and new electronic media. The student will learn to recognize and appraise the rapid changes that occur within the different mass media industries, to define how the media are related and identify how the mass media impact society. The student also will examine the role of ethics in the media.

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 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 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 hours 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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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 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 290. Convergence Media. 3 hours credit. Prerequisites: MC162, MC170 and MC175 all with a C or better. This course will enable the student to examine the history, social factors and psychological factors associated with the convergence of traditional mass communications media and newer technologies. The student will learn how to apply these newer technologies to traditional media operations and how to create integrated media instruments.

(MT) MASSAGE THERAPY

MT 130. Introduction to Therapeutic Massage. 1 hour credit. This course will enable the student to explore massage therapy as a career choice and gain experience in Swedish massage techniques for on-site seated chair massage. The student will learn about client safety, communication skills, equipment safety, hygiene and self-care, contraindications, body mechanics, charting documentation, and establishing a seated massage business.

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. 4 hours credit. Prerequisite: MT 130 with a C or better and MT 137 with a C or better or concurrent enrollment. This course will enable the student to learn the foundations of table 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 on the front-side of the body, client safety, communication skills, equipment safety, hygiene and self-care. The student will gain experience in relaxation 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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

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. (MUS1010)

MU 101. Piano Class I. 1 hour credit. This course will enable the student to read music from a grand staff and to play it on a piano. The student will improve skill level and musical sophistication based on the level at which the student began the course.

MU 102. Piano Class II. 1 hour credit. Prerequisite: MU 101 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. The student will demonstrate greater skill level at the keyboard and increased musical sophistication over the previous semester of study.

MU 103. Piano Class III. 1 hour credit. Prerequisite: MU 102 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. The student will demonstrate greater skill level at the keyboard and increased musical sophistication over the previous semester of study.



MU 104. Piano Class IV. 1 hour credit. Prerequisite: MU 103 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. The student will demonstrate greater skill level at the keyboard and increased musical sophistication over the previous semester of study.

MU 105. Fundamentals of Music. 3 hours credit. This course will enable the student to discuss how music can be used in the regular classroom as a powerful tool to help him/her learn more effectively, including music's ability to control behavior and enhance creativity. This course will also enable the student to demonstrate their understanding of the rudiments of music.

MU 106. Piano Proficiency I. 1 hour credit. This course will enable the student who is seeking a degree in music to play music at a piano. The student will be able to harmonize, transpose, and use five-finger positions, the four types of triads and play scales.

MU 107. Piano Proficiency II. 1 hour credit. Prerequisite: MU 106 with a C or better. This course will enable the student to play music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 106. The student will be able to also harmonize, transpose, and use five-finger positions, the four types of triads and play scales at a greater level.

MU 110. Introduction to Music Reading and Theory. 3 hours credit. This course involves the study of fundamental music concepts for students interested in majoring in music by serving as a tool in fulfilling Theory of Music requirements. Ear-training skills will be emphasized at this time.

MU 111. Theory of Music I. 3 hours credit. Prerequisite: A passing score on an entrance exam. 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. 3 hours credit. Prerequisite: MU 111 with a C or better. Must be taken concurrently with MU 157. This course will enable the student to continue to build competencies and vocabulary in written music. The student is introduced to and drilled on complex chords, scales, key-relationships, and non-harmonic tones using complex analysis and four-part exercises to develop skill level than MU 111.

MU 118. Applied Voice I. 1-2 hour credit. This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn two songs in English and two songs in Italian.

MU 119. Applied Voice II. 1-2 hours credit. This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn two songs in English and two songs in Italian.

MU 120. Applied Voice III. 2 hours credit. This course will enable the student to demonstrate proper vocal tone, breathing control, and appropriate confidence during a vocal performance. The student will learn the stylistic interpretation of two songs in English and two songs in Italian.

MU 121. Applied Voice IV. 2 hours credit. This course will enable the student to demonstrate proper vocal tone, breath control, posture, and appropriate confidence during a vocal performance. The student will learn the stylistic interpretation of four songs from two different languages.

MU 122. Applied Piano I. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation

and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. This is the first class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

MU 123. Applied Piano II. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the first semester. This is the second class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

MU 124. Applied Piano III. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the second semester. This is the third class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.

MU 125. Applied Piano IV. 1 or 2 hours credit. This course will enable the student to systematically advance his/her capabilities at playing the piano. It enables the student to advance skills of reading and playing notes from the grand staff, counting and playing rhythms correctly, using correct fingerings, using adequate tempo, dynamic articulation and other markings. It also enables the student to demonstrate the accompaniment and melody of a piece of music. The student must be able to demonstrate greater skill and sophistication than that acquired in the third semester. This is the fourth class in a sequence of four classes where the student meets one-on-one with an instructor and determines a course of study based on instructor assessment. A course of study includes elements of technique and stylistic sophistication. There are lessons which receive 1 credit hour that meet with an instructor once a week for ½ hour, and there are lessons which receive 2 credit hours that meet with an instructor for an hour lesson once a week. The 2 credit hour lessons are for music majors or for pianists who have considerable abilities and experience in piano playing.



MU 126. Keyboard Accompaniment. 2 hours credit. Prerequisite: Must have instructor permission and previous accompaniment experience. This course will enable the student to demonstrate increasing skill in piano playing and will also help develop the skills necessary to becoming a good collaborative musician. Accompanying requires acute and sensitive listening skills, and the ability to follow or lead, whichever is appropriate at the particular time.

MU 128. Chamber Singers I. 1 hour credit. Prerequisite: Selection by vocal audition. This course will enable the student to demonstrate basic knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 129. Chamber Singers II. 1 hour credit. Prerequisite: Selection by vocal audition and completion of MU 128. This course will enable the student to demonstrate advanced basic knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 130. Class Voice I. 1 hour credit. This course will enable the non-music major beginning student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control. The student will gain an elementary knowledge of music literature in different languages.

MU 131. Class Voice II. 1 hour credit. Prerequisite: MU 130 with a C or better or instructor approval. This course will enable the advanced beginning student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control and posture. The student will continue the study of music literature in different languages.

MU 133. Jazz and Commercial Styles Workshop. 1 hour credit. Prerequisite: Selection by audition. This course involves the study of jazz and commercial styles of music. Instruction may be on an individual and/or group basis. The class is open to instrumentalists wind, percussion, and keyboard and vocalists. Emphasis is placed upon acquiring performing versatility and rhythmic comprehension, and upon improving the student's speed of pitch, accuracy, and stylistic perception when reading music.

MU 135. Instrumental Ensemble. 1 hour credit. Prerequisite: Selection by audition. This class provides for the organization of jazz/pop combos, and various small ensembles e.g. brass, woodwind, percussion where sufficient student interest exists. Occasional public performance is encouraged.

MU 136. Vocal Ensemble I. 1 hour credit. Trios, quartets, etc., are organized each semester according to student interest. These groups rehearse weekly with the purpose of developing vocal technique and a knowledge of literature. Public performance is encouraged. Students should consult music department staff prior to enrollment.

MU 137. Vocal Ensemble II. 1 hour credit. Prerequisite: MU 136 with a C or better and audition. Trios, quartets or larger ensembles are organized each semester according to student interest. Groups rehearse weekly with the purpose of developing advanced vocal techniques and to gain knowledge in a wide variety of choral literature. Students are given the opportunity to select and rehearse music of their choice, some done with choreography, under the supervision of the instructor. Public performance of selections is required.

MU 138. Men's Vocal Ensemble. 1 hour credit. Selection by audition. The ensemble is a select men's vocal group of four to 16 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. The men's ensemble may represent the college in various functions on and off campus. The course runs continuous through the fall and spring semester.

MU 139. Women's Vocal Ensemble. 1 hour credit. Prerequisite: A vocal and dance audition prior to enrollment. Corequisite: Concurrent enrollment in DN 140 is also required. This course will enable the beginning student to demonstrate knowledge of vocal music and dance through either a choreographed or staged show.

MU 140. Chorus I. 1 hour credit. Prerequisite: A vocal and dance audition prior to enrollment. This course will enable the beginning student to gain the music skills necessary to participate in a large group choral organization.

MU 141. Headliners I. 1 hour credit. Prerequisite: Selection by audition. The "Headliners" is a select mixed vocal group of 18 to 24 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. "Headliners" represent the college in several functions on and off campus and continues throughout the fall and spring semester. Students must also enroll in one hour of dance.

MU 142. Headliners II. 1 hour credit. Prerequisite: MU 141 with a C or better and audition. A continuation of MU 141.

MU 143. Chorus II. 1 hour credit. Prerequisite: MU 140 with a C or better and audition. This course will enable the advanced beginning student to gain the music skills necessary to participate in a large group choral organization.

MU 144. Women's Vocal Ensemble II. 1 hour credit. Prerequisite: MU 139 with a C or better and a vocal and dance audition prior to enrollment. Corequisite: Concurrent enrollment in DN 141 is also required. This course will enable the advanced beginning student to demonstrate knowledge of music and dance through a choreographed or staged show.

MU 145. College Band I. 1 hour credit. Prerequisite: Selection by audition. Membership in the College Band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs many musical styles in a variety of settings ranging from departmental concerts to sporting events and concert tours.

MU 146. College Band II. 1 hour credit. Prerequisite: MU 145 with a C or better and audition. A continuation of MU 145.

MU 147. Men's Vocal Ensemble II. 1 hour credit. Prerequisite: MU 138 with a C or better and audition. A continuation of MU 138.

MU 148. Jazz Ensemble I. 1 hour credit. Prerequisite: Selection by audition. The Butler Big Band is a 16-19 piece jazz ensemble. Emphasis is placed upon learning stylistic concepts in all facets of the jazz idiom and upon development of improvisational skills. The Big Band plays in a variety of settings ranging from departmental concerts and South-Central Kansas high school recruiting performances to jazz festivals and national tours.

MU 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 203. Instrumental Workshop III. 2 hours credit. Prerequisite: MU 155 with a C or better and audition. A continuation of MU 155.

MU 210. College Band III. 1 hour credit. Prerequisite: MU 146 with a C or better and audition. A continuation of MU 146.

MU 211. College Band IV. 1 hour credit. Prerequisite: MU 210 with a C or better and audition. A continuation of MU 210.

MU 213. Theory of Music III. 3 hours credit. Prerequisite: MU 111 and 112 both with a C or better. Must be taken concurrently with MU 256. This course will enable the student to understand the development, structure, and functioning of tertial harmony in music. The student will be able to apply the knowledge he/she gains about scales and harmony to the writing of chord progressions and basic composition with minimal use of a keyboard. The student will understand music in ways that will enhance capacities in teaching, rehearsing, performing, and appreciating music.

MU 214. Theory of Music IV. 3 hours credit. Prerequisite: MU 111, MU 112, and MU 213 all with a C or better. Must be taken concurrently with MU 257. This course will enable the student to understand the development, structure, and functioning of tertial harmony in music. The student will be able to apply the knowledge he/she acquires about harmony to the writing of more sophisticated chord progressions, basic compositions, arrangements and orchestrations. The student will understand music in ways that will facilitate and enhance capacities in teaching, rehearsing, performing and appreciating music.

MU 215. Headliners III. 1 hour credit. Prerequisite: MU 142 with a C or better and audition. A continuation of MU 142.

MU 216. Headliners IV. 1 hour credit. Prerequisite: MU 215 with a C or better and audition. A continuation of MU 215.

MU 218. Chorus III. 1 hour credit. Prerequisite: MU 143 with a C or better and audition. This course will enable the intermediate student to gain the music skills necessary to participate in a large group choral organization.

MU 219. Chorus IV. 1 hour credit. Prerequisite: MU 218 with a C or better and audition. This course will enable the advanced intermediate student to gain the music skills necessary to participate in a large group choral organization.

MU 228. Chamber Singers III. 1 hour credit. Prerequisite: Selection by vocal audition and completion of MU 128 and MU 129. This course will enable the student to demonstrate intermediate knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.

MU 229. Chamber Singers IV. 1 hour credit. Prerequisite: Selection by vocal audition and completion of MU 128, MU 129, and MU 228. This course will enable the student to demonstrate advanced knowledge of solo and vocal ensemble skills in the performance of literature from different artistic time periods.



MU 230. Class Voice III. 1 hour credit. Prerequisite: MU 131 with a C or better or instructor approval. This course will enable the intermediate student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control and posture. The student will study more complex music literature in different languages.

MU 231. Class Voice IV. 1 hour credit. Prerequisite: MU 230 with a C or better or instructor approval. This course will enable the advanced student to demonstrate proper vocal tone while projecting sound in a correct and healthy manner with confidence and proper breath control and posture. The student will develop the ability to evaluate personal vocal sound while performing and will perform in one public performance. The student will continue the study of more complex music literature in different languages.

MU 236. Vocal Ensemble III. 1 hour credit. Prerequisite: MU 137. A continuation of MU 137 with a C or better and audition.

MU 237. Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 236 with a C or better and audition. A continuation of MU 236.

MU 238. Men's Vocal Ensemble III. 1 hour credit. Prerequisite: MU 147 with a C or better and audition. A continuation of MU 147.

MU 239. Women's Vocal Ensemble III. 1 hour credit. Prerequisite: MU 144 with a C or better and a vocal and dance audition prior to enrollment. Corequisite: Concurrent enrollment in DN 240 is also required. This course will enable the intermediate student to demonstrate knowledge of music and dance through a choreographed or staged show.

MU 244. Women's Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 239 with a C or better and a vocal and dance audition prior to enrollment. Corequisite: Concurrent enrollment in DN 241 is also required. This course will enable the advanced intermediate student to demonstrate knowledge of music and dance through a choreographed or staged show.

MU 247. Men's Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 238 with a C or better and audition. A continuation of MU 238.

MU 249. Jazz Improvisation II. 2 hours credit. Prerequisite: MU 149 with a C or better. A continuation of MU 149.

MU 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

MU 255. Piano Proficiency III. 1 hour credit. Prerequisite: MU 107 with a C or better. This course will enable the student to play music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 107. The student will be able to also harmonize, transpose, and use five-finger positions, the four types of triads and play scales at a greater level.

MU 256. Aural Skills III. 2 hours credit. Prerequisite: MU 157 with a C or better. 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. This course will enable the student to play music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 255. The student will be able to also harmonize, transpose, and use five-finger positions, the four types of triads and play scales at a greater level.

MU 265. Pep Band III. 1 hour credit. Prerequisite: MU 166 with a C or better and audition. This is a continuation of MU 166.

MU 266. Pep Band IV. 1 hour credit. Prerequisite: MU 265 with a C or better and audition. This is a continuation of MU 265.

MU 281. Choral Accompaniment Combo IV. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179, MU 279, and MU 280 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the fourth of a four-semester sequence.

(NR) NURSING

NR 105. Foundations of Patient Centered Care. 10 hours credit. Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135 or above, all with a C or better, and departmental acceptance. Corequisite: NR 107. 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 in analyzing assessment findings based on client needs to plan, implement and evaluate care for the individual. The student will demonstrate the Kansas Associate Degree Nursing (ADN) Outcomes and the Quality and Safety Education for Nurses (QSEN) competencies of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics appropriate to the first level of nursing practice. The student will embrace the Code of Ethics for Nursing with all class actions and interactions, demonstrating accountability and responsibility for personal professional behavior. Classroom: 96 hours; Clinical: 180 hours

NR 106. Patient Centered Care of the Developing Individual and Family. 10 hours credit. Prerequisites: NR 230, NR 105 and NR 107 (or dean's approval) 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 in analyzing assessment findings based on client needs to plan, implement and evaluate care for the child, adult and family. The student will demonstrate the Kansas Associate Degree Nursing (ADN) Outcomes and the Quality and Safety Education for Nurses (QSEN) competencies of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics appropriate to the first level of nursing practice. The student will embrace the Code of Ethics for Nursing with all class actions and interactions, demonstrating accountability and responsibility for personal professional behavior. Classroom: 96 hours; Clinical hours: 180 hours



NR 107. Care of the Aging Adult. 1 hour credit. Corequisite: concurrent enrollment in NR105 or dean's approval. This course will enable the student to understand the influence nurses have in the quality and safety of healthcare for aging adults. The student will be able to identify common physical and psychosocial characteristics associated with the aging adult. The student will gain knowledge necessary to plan and provide optimal nursing care for aging adults.

NR 108. Nursing Concepts for Advanced Standing. 3 hours credit. Prerequisites: Current LPN Kansas licensure, acceptance into the Nursing Program, BI 240 or BI 226 and BI 227, NR 230, BS 160, BS 260, EG 101, MA 135 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 to cognitive and psychomotor skills learned in the course. The student will identify the KSBN Associate Degree Nursing (ADN) program outcomes. The student will examine select Quality and Safety Education for Nurses (QSEN) competencies of Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics.

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 or RN 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 student will be guided by 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. Patient Centered Care in Mental Health and High Acuity Medical-Surgical Environments. 9 hours credit. Prerequisites: NR 110, NR 230, BS 260 and NR 106 or NR 108, all with a C or better. This course will enable the student to assess the individual who is experiencing common altered health states in high acuity medical-surgical and mental health environments. The student will apply the American Nurses Association (ANA) Standards of Practice in analyzing assessment findings based on client needs to plan, implement, evaluate and prioritize care. The student will demonstrate the Kansas Associate Degree Nursing (ADN) Outcomes and Quality and Safety Education for Nurses (QSEN) competencies of Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics appropriate to the second level of nursing practice. The student will embrace the Code of Ethics with all class actions and interactions, demonstrating accountability and responsibility for own professional behavior. Classroom: 80 hours; Clinical hours: 180 hours.

NR 203. Leadership and Management in Professional Nursing Practice. 9 hours credit. Prerequisites: NR 202 and BI 250 with a C or better. 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 in analyzing assessment findings based on client needs to prioritize nursing care for groups of clients. The student will demonstrate the Kansas Associate Degree Nursing (ADN) Outcomes and Quality and Safety Education for Nurses (QSEN) competencies of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics appropriate to the novice practitioner. The student will demonstrate the dynamics of leadership and management skills in clinical decision making processes. The student will embrace the Code of Ethics with all class actions and interactions, demonstrating accountability and responsibility for own professional behavior. Classroom: 72 hours; Clinical: 202.5 hours.

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 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.

NR245. Pharmacology. 3 hours credit. Prerequisite: BI226 and BI227 or BI240 all with a C or better. This course will enable the student to develop an understanding of the concepts of pharmacology including pharmacetics, pharmacokinetics, pharmacodynamics, drug classifications, adverse reactions, and legal and ethical issues. The student will apply these underlying concepts to the nurse's role in medication administration.

NR 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(OR) ORIENTATION

OR 102-o. Student Connect Orientation. This course will introduce the student to college expectations and student development utilizing team building and appropriate resources and services for personal and academic success. The student will use the Butler Pipeline Portal and website, Academic Planner and Student Handbook to locate Butler policies and procedures, academic student services that will introduce them to setting goals and becoming a fully engaged college student and life-long learner.

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. 2 hours credit. Prerequisite: A score at a predetermined level on a reading placement test. This course will enable the student to develop effective academic and organizational skills. The student will evaluate current study skills; formulate study skills goals; and implement time management, note taking, textbook studying, memory aids, and test-taking techniques as well as critical thinking skills.

PD 104. Enhancing Study Skills. 1 hour credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This course will enable the student to enhance and expand current academic and life skills. The student will become more self-aware, learn to use and refine goals, practice time management, practice and refine note taking, learn the importance and kinds of reading and comprehension, practice memory aids, hone test-taking skills and practice critical and creative thinking.

PD105. Becoming a Master Student. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This course will enable the student to use effective study skill and time management techniques, as well as develop strategies to better manage health, relationships, and finances.

PD 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

See (FW)

(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 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. (PHY1010)

PH 146. General Physics II. 5 hours credit. Prerequisite: PH 143 with a C or better. This course is a continuation of General Physics I. This course will enable the student to understand the principles of electricity, magnetism, light, and nuclear physics. Laboratory experiments will help enhance the concepts listed above as well as further the student's understanding of the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, pre-med, pre-dental, pre-vet, the general liberal arts, business and pre-teaching. (PHY2020)

PH 251. Physics I. 5 hours credit. Prerequisite: MA 151 with a C or better. This course is intended for those students who plan to major in physics, mathematics or other fields of science requiring a more in-depth introduction to physics. A calculus treatment of the general principles of mechanics, heat and sound is offered in this course. There are three single periods of lecture and two double periods of laboratory per week.

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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(PL) PHILOSOPHY

PL 101. Introduction to Logic. 3 hours credit. This course will enable the student to understand the logical concepts and methods of critical thinking. The student will apply logical principles to contemporary issues and critically analyze the views and reasoning of others.

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. (PHL1010)



PL 291. Ethics. 3 hours credit. This course will enable the student to evaluate ethical concepts and arguments contained in the commentaries or selections from the works of various historical and contemporary writers. The student will apply ethical principles to contemporary personal and world issues and synthesize those ethical concepts and arguments into a coherent set of principles that can guide personal conduct and thought. (PHL1020)

PL 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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. (POL1020)

PO 142. State and Local Government. 3 hours credit. This course will enable the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student will be able to recognize relationships between state and local government and current events as well as the concerns of diverse populations including citizenry, parties, and interest groups.

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 202. Introduction to Political Theory. 3 hours credit. This course will enable the student to communicate the foundations and ideas of politics such as liberty, justice, and equality. The student will learn to identify political theory, use the theory to engage in political discourse, detect false expressions of political theory, and counteract the distortion with accurate information.

PO 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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. (PS1010)

PS 102. Physical Geology. 4 hours credit. This course will enable the student to explain introductory material to geology in all aspects

including some historical concepts. The student will explain the fundamentals of physical geology with an emphasis on the plate tectonics explanation of such phenomena as volcanism, earthquakes, and mountain building. The student will explain the importance of streams, weathering and erosion, glaciations, and wave action in shaping the land. The student will discuss minerals, rocks and natural resources. Students will participate in laboratory work including identification of minerals and rocks, use of topographic and geologic maps, and use and interpretation of aerial photographs in geology. This course will meet for three hours of lecture and two hours of laboratory each week.

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 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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 predetermined level in reading on a placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to improve phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills.

RD 012. Reading Fundamentals. 3 hours credit. Prerequisite: A score at a predetermined level in reading on a placement instrument or RD 011 with C or better. Additional diagnostic testing will be used to verify correct placement in this course. This course will enable the student to improve word recognition techniques, reading comprehension skills, and vocabulary. The student will learn textbook study strategies and practice silent reading fluency.



RD 014. ESL Basic Reading and Vocabulary. 3 hours credit. Prerequisite: A score at a predetermined level in reading on a placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to improve phonemic awareness, word recognition skills, vocabulary, and reading comprehension strategies with emphasis on American English idiosyncrasies and idioms.

RD 015. ESL Reading Fundamentals. 3 hours credit. Prerequisite: A score at a predetermined level in reading on a placement instrument or RD 014 or RD 011 with a C or better. Additional diagnostic testing will be used to verify correct placement in this course. This course will enable the student to improve word recognition techniques, reading comprehension strategies, silent reading fluency, and vocabulary with emphasis on American English idiosyncrasies and idioms.

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 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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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 105. Realtime Reporting Punctuation. 3 hours credit. Prerequisite: RR Coordinator approval. This course will enable the student to apply standard punctuation rules to fit the spoken word in a realtime reporting transcript. The student will correctly punctuate and edit a courtroom proceeding for the benefit of review by attorneys, appellate courts and litigants.

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 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 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 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. 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. 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 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.

(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. (GEO1010)

SC 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(SP) SPEECH COMMUNICATION

SP 010. Pronunciation of English Fundamentals. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to produce consonants and vowels as individual entities and as connected phonemes at an introductory level while developing auditory discrimination-skills of target sounds. The student will be able to build a fundamental knowledge of the speech mechanism; place, manner, and voicing characteristics of consonants; and tongue elevation and position of vowels as well as the International Phonetic Alphabet.

SP 013. Pronunciation of English Applied. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument or SP 010 with a C or better. This course will enable the student to improve suprasegmentals of stress, intonation, and overall rhythm in speech while refining listening skills. The student will also engage in review of segmentals including classification of phonemes and reading the International Phonetic Alphabet.

SP 100. Public Speaking. 3 hours credit. This course will enable the student to communicate effectively in a variety of public speaking venues, utilizing nonverbal as well as verbal skills. The student will be able to critically assess information both on a verbal and research level. This course will enable the student to recognize the importance of self-concept in oral communication, to interview effectively and to work in groups confidently. (COM1010)

SP 102. Interpersonal Communication. 3 hours credit. This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception (both self and others) in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize and practice effective conflict resolution. Recognize thoughts and feelings and be able to express them appropriately.

SP 108. Signing Exact English Level I. 2 hours credit. The course will enable the student to effectively communicate using a basic level of SEE, manual language, and fingerspelling. This course will build confidence and awareness of deaf culture so that the student will engage and feel comfortable communicating with the deaf and hearing impaired in the community, on the job, or in the classroom.

SP 109. Signing Exact English Level II. 2 hours credit. Prerequisite: SP 108. Students who have acquired Signing Exact English SEE Level I at another facility may enroll providing their skills and vocabulary are equivalent to SP108. This course will enable the student to effectively communicate using an intermediate level of SEE, manual language, and fingerspelling. This course engages the student in refining expressive and receptive skills in communicating with the deaf and hearing impaired in the community, on the job, or in the classroom.

SP 205. Signing Exact English SEE Level III. 2 hours credit. Prerequisite: SP 108 and SP 109 with a C or better. This course will enable the student to practice advanced beginners' skills in signing and receptive skills in the workplace, home, school, and the community. The student will build relationships with the Deaf and hard-of-hearing community in order to enhance his/her awareness and appreciation of the value of diversity.

SP 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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 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 to explore social work as a helping profession. The student will examine the development of social work as a profession as well as the knowledge and skills used by social workers.

SW 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(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. (THT1020)

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 206. Introduction to Theatre Art. 3 hours credit. This course will enable the student to identify the basic elements common to all theatre. The student will be able to make appropriate written and/or spoken criticism of the value and merit of individual examples of theatrical performance according to the critical standards presented in the courses. The student will be able to read and discuss a play script in terms of its theatrical merit, demands, and potential as a piece of theatrical performance according to the script analysis principles presented in the course. The student will be able to identify and define distinguishing elements and characteristics of theatrical art as it was presented in the major historical periods of theatre as surveyed in the course. Additionally, the student will be able to identify and discuss briefly the elements and 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. (THT1010)

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 each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.

(WE) WELDING

WE 110. OSHA 10. 1 hour credit. This course will enable the student to gain critical knowledge regarding OSHA policies, procedures, and standards, including general industry safety and health principles. The student will learn the scope and application of the OSHA General Industry Standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques.

WE 114. Welding Methods. 2 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement instrument. This course will enable the student to perform arc welding of fillet welds in all positions using the Shielded Arc Welding process. The student will also study comparative tests of operators and cover research in modern welding practices. Safety practices are emphasized.

WE 125. Blueprint Reading (Welding). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to interpret drawing at a fundamental level as applied to the welding trade. The student will: identify basic lines, views and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; and identify standard American Welding Society (AWS) weld symbols.

WE 126. Cutting Processes. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of various cutting processes. The student will distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade and demonstrate the safe and correct set up, operation and shutdown of the Oxy-fuel, Plasma Arc, Carbon Arc Cutting with Air and Mechanical cutting workstations. The student will also inspect quality and tolerance of cuts according to industry standards. Cutting safety will be emphasized.

WE 127. Gas Metal Arc Welding I (GMAW I). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Gas Metal Arc Welding (GMAW). The student will accomplish the following: explain the GMAW; demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat and horizontal positions; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. Safety practices are emphasized.

WE 128. Gas Tungsten Arc Welding I (GTAW I). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to recognize and apply proper fundamentals of Gas Tungsten Arc Welding (GTAW). The student will accomplish the following: explain the GTAW process; demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; demonstrate proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat and horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. Safety practices are emphasized.

WE 129. Shielded Metal Arc Welding I (SMAW I). 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. 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 213. Welding and Pipe Fitting. 2 hours credit. Prerequisite: WE 125 and WE 129 both with a C or better. This course will enable the student to develop proficiency in various procedures of pipe welding and fitting, as well as expose the student to cutting, beveling, preparation, and fit-up of pipe prior to the welding process. The student will practice safety skills.



WE 220. Metallurgy. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to develop basic metallurgy skills with both ferrous and non-ferrous metals. The student will explore properties of metals, hardness testing, heat-treating, quenching, annealing, normalizing, tempering and surface hardening.

WE 227. Gas Metal Arc Welding II (GMAW II). 4 hours credit. Prerequisite: WE 125 and WE 127 both with a C or better. This course will enable the student to develop advanced proficiency in Gas Metal Arc Welding (GMAW). The student will learn advanced positions, prepare for various procedural tests, and practice safety skills.

WE 228. Gas Tungsten Arc Welding II (GTAW II). 4 hours credit. Prerequisite: WE 125 and WE 128 both with a C or better. This course will enable the student to develop advanced proficiency in Gas Tungsten Arc Welding (GTAW). The student will learn advanced positions, prepare for various procedural tests, and practice safety skills.

WE 229. Shielded Metal Arc Welding II (SMAW II). 4 hours credit. Prerequisite: WE 125 and WE 129 both with a C or better. This course will enable the student to develop advanced proficiency in Shielded Metal Arc Welding (SMAW). The student will learn advanced positions, prepare for various procedural tests, and practice safety skills.

WE 253/254 Special Topics. 3 hours credit each. Prerequisite: May require approval of departmental dean and/or instructor. This course will enable the student to explore additional topics in a particular field of study based on student needs or requirements beyond established Butler courses. The student will gain an understanding of these additional topics and learn how this field of study relates to life and the workplace.





ADMISSIONS

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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. Placement Test Requirement. Before enrolling in courses, **degree seeking students** and those enrolling in **math or English courses** must complete one of the items below:

- Submit ACT/SAT scores (test must have been taken within the last 3 years),
- Complete a Butler placement test, or
- Provide a college transcript showing completion of the course prerequisites for the courses you plan to enroll

The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location. Students who have taken the ACT/SAT within the last three years or who have previous college coursework should bring those records.

Students are required to take the courses and/or courses based on the scores received from the placement tests. Any exception must go through the Dean of the academic area in question. Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

4. College Course Placement Tests. All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take the ASSET or 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 ASSET or 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, Registrar's Office: (316) 322-3123 or direct (733)-3123 from the Wichita/metro area.

SPECIFIC ADMISSIONS QUALIFICATIONS

A person can be admitted to Butler as a Guest Student if the student meets the following criteria at Butler:

1. Is not seeking an approved certificate or degree from Butler, and
2. Is taking classes for personal enrichment/skill enhancement or for transfer, and
3. Is not seeking federal financial aid or institutional aid.

Guest Students must meet Butler course prerequisites. Butler is accredited by the North Central Association of Colleges and Schools; therefore, a majority of Butler credits will transfer to other institutions of higher learning. If transferring courses to another institution, it is the students' responsibility to check with the advising office at the receiving institution to ensure transferability of courses. Students may be concurrently enrolled at Butler and another college or university.

Guest Students at Butler will experience a streamlined admissions process and will have the opportunity to bypass the student advising process.

Guest Students who wish to declare a major/seek a degree and /or receive federal financial aid should follow the general admissions process.

A Guest Student who falsifies admission information will be subject to dismissal.



High School Student Admission

High school students may take courses for credit, if they:

1. Are classified as a sophomore, junior, or senior by the standards where the student attends high school.
2. Have a High School/Home School Release Form signed by the school **PRINCIPAL** certifying the student is at least a sophomore. This form should be submitted to the Registrar's Office **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, ASSET or COMPASS). Scores must be certified on the High School/Home School Release Form prior to submission to the Registrar's Office.
4. Are classified as a gifted student in his/her freshman level of high school. A copy of the Individual Education Program (IEP) and a High School/Home School Release Form signed by the high school **PRINCIPAL** certifying giftedness, must be turned into the Registrar's Office **before enrollment takes place**.

Note: High school students who are below the sophomore level or who do not have IEPs can only enroll in college courses for audit (noncredit). Students must meet placement score requirements.

The KBOR policy and procedure manual states the following regarding HS concurrent enrollment: "Remedial/developmental course work or course work that does not apply to a Regents' approved degree program at the postsecondary partner institution in a CEP agreement is not considered appropriate for college-level credit or eligible for financial reimbursement" (Ch IV, 8 (3) v).

Based on this policy, Butler does not allow high school students to enroll in developmental courses. High school students include those enrolled in public and private institutions and those in home school.

International Student Admissions

Butler welcomes international students. To be considered for admission to Butler, international students must have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents. All items must be on file at Butler before an I-20 will be issued. Application deadlines are as follows:

Fall semester June 15.

Spring semester..... November 15

I-20s are not issued for summer overseas admissions.

1. **Application for Admission:** Contact an international advisor, the Office of International Admissions or access <http://butlercatalog.butlercc.edu/forms/intapp.cfm> to obtain an application.
2. **Processing Fee.** Butler requires a \$75.00 USD processing fee for F-1 international students. This includes all overseas and transfer students from other institutions. The \$75.00 USD processing fee must be received before a student's documents can be processed and an I-20 issued from Butler. International guest students pay a \$25.00 USD processing fee each semester.
3. **Academic Records (Transcripts):** Official copies of academic records for all course work completed in secondary schools, colleges and universities within and outside of the U.S. must be submitted. Students who wish to have foreign coursework accepted for credit at Butler, must have their foreign credits evaluated by an independent agency such as World Education Services (www.wes.org) or Educational Credential Evaluators, Inc. (www.ece.org) or Education Perspectives (www.edperspective.org).
4. **Financial Sponsor Letter:** A hand-signed letter or statement from the student's sponsor verifying financial support. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.

5. Bank Statement: A certified bank statement dated within six months of the start of classes showing the equivalent of \$18,106.00 USD. This verifies that the sponsor has sufficient funds for sponsoring one year of study at Butler. This is the estimated one year cost for tuition, books, fees, housing and living expenses.

6. English Proficiency: 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.
- e. A minimum Pearson Test of English (PTE) score of 50.

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, including permanent residents. Failure to do so will result in a hold being placed on your enrollment. Call College Health Services for questions or appointments: 316.218.6282 Andover (BOA) or 316.733.3371 El Dorado (BOE).

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 Lewer Mark Student Medical Insurance at 1.800.821.7710 or email lewermarksupport@lewer.com.

10. All international students attending Butler on a non-immigrant visa are subject to international student tuition and fee rates.

11. International Guest students may enroll at Butler for **one or two** classes. The student must bring a letter of permission **each semester** from the school indicated on their current I-20. The student must also meet the English proficiency requirement for admission at Butler and provide a current TB test before enrollment. If a student wishes to enroll in the majority of their classes at Butler, he or she should transfer to Butler. Please refer to #6 above.

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. Permanent Resident Aliens must obtain a TB test with



negative test results before enrolling or moving into residence halls. Failure to do so will result in a hold being placed on their enrollment. Please contact the international advisor for more details, (316) 322-3230 or from the Wichita/metro area (316) 733-3230.

Policies for Continuing International Students

To facilitate compliance with SEVIS, the 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 a reduced course authorization in SEVIS with strong rationale and documentation.

Concurrent Enrollment: Butler international students must enroll in 12 credit hours at Butler before they are allowed to enroll as a guest student at other colleges in the area, such as Wichita State University or Cowley College. Students enrolled for 12 credit hours may be given a guest letter to enroll in additional courses at other colleges.

Reinstatement: International students who are "out-of-status" will be required to apply for reinstatement before they are permitted to enroll for the next semester. The international office will assist students with their reinstatement application but the student is responsible to see that it is mailed.

Orientation: International student F-1 visa holders attending Butler for the first time and with less than 12 passed credit hours from a U.S. institution are required to enroll in OR 102-0 Student Connect.

NURSING PROGRAM SELECTIVE ADMISSIONS

Step One: Admission to the College

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free [Application for Admission](#) is required.

The following applicants may be admitted:

- Graduates of accredited high schools.
 - Individuals who have completed the General Educational Development (GED) test.
 - Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.
1. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's Office.
 2. College admission does not automatically mean admission to the nursing program.

Step Two: Admission to the Associate Degree Nursing Program

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree Nursing Program.
- Butler grants admission twice yearly with a limited number of applicants accepted each fall and spring semester.
- Prospective students must understand the
 - Qualifications for writing the state board licensure examinations.

<http://www.ksbn.org/npa/pages/65-1115.pdf>

- Grounds for disciplinary action/denial of license
<http://www.ksbn.org/npa/pages/65-1120.pdf>
 - Crimes against persons
http://www.kslegislature.org/li_2012/b2011_12/statue/
- 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 135 or above. MA 131 College Algebra with Review will satisfy this requirement.
 2. Complete the admission assessment exam: An Admission Assessment Exam is offered on the El Dorado campus. Exam dates are available by calling the Nursing Office or accessing the Nursing web site. Students must register to take the exam at least two weeks prior to the exam date. It is a computerized exam and is monitored in a campus computer lab. The applicant is responsible for the nonrefundable exam fee, paid at the time of registration. The admission assessment exam may be repeated one time, with the composite and reading score used in the selective admission formula. It is the student's discretion as to when 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. If the exam administrator is other than Butler, the applicant must request that the exam results be sent to the Butler Nursing Department by the testing company. Butler will not accept hand carried, faxed or mailed exam results from the applicant.
 3. Submit application for the Nursing Program.
 4. Submit official college transcripts showing completed prerequisites to Butler Registrar's Office.
 5. Submit documentation of patient care experience. Students must show documentation of completion with a diploma or have passed a state certification for patient care experience points.
 6. All application materials must be received in the Nursing Department before May 20, for the following fall semester, and September 20 for the following spring semester to guarantee consideration for admission.
 7. Address all application materials to:

Selective Admissions
Department of Nursing
Butler Community College
901 S. Haverhill Road
El Dorado, KS, 67042

Step Three: Ranking for Final Selection

Selective Admission policy:

The nursing program has a selective admission process in which students are rank ordered by the sum of grades earned in the prerequisite courses of Anatomy and Physiology, English Composition I and General Psychology, the composite TEAS score and TEAS raw reading score. Additional points are considered for applicants with documented patient care experience. Examples of patient care experience include: Certified Nurse Aide, Patient Care Tech, Emergency Medical Service, Medical Assistant, Physical Therapy Assistant.



**Anatomy & Physiology	20 pts max	10 pts minimum
General Psychology	12 pts max	6 pts min.
English Comp I	12 pts max	6 pts min.
TEAS Composite %	99 pts max	*Nat'l mean
TEAS Raw Reading	42 pts max	*Nat'l mean
Patient Care Experience	5 pts max	
Total points	190 max.	113 minimum points required

***Applicants must score at the TEAS Exam National mean or higher for admission consideration.**

**A&P must be within the last 5 years.

Grades earned: A = 4 x number of credit hours, B=3, C=2.

- Students must have completed the math requirement with a grade of C or better, but it will not be included in the grade point calculation.
- Only official transcripts and verification of admission assessment test scores will be used.
- Applicants not meeting the deadline 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. Admission to the program is contingent upon a satisfactory background check.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of class, the vacancy created will be offered to the next highest ranked applicant up to a maximum of 56 students.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to May 20 and September 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.

Step Five: Selected Student Responsibilities

Upon admission to the program, students must complete a specified background check. Admission to the program is contingent upon a satisfactory background check. The following responsibilities are to be completed by the beginning of the clinical component of the nursing courses.

1. Physical examination report annually including documentation of immunizations. Required immunizations: Tdap in last 2 years, 2 MMR's, 2 Varicella or doc of disease, TB screening, and the influenza vaccine..
2. Highly recommended: Hepatitis B immunization.
3. Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction. The American Heart Association BLS Health Care Provider Course or American

Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.

4. Liability insurance purchased through the Butler Business Office is included in student fees.

Note: For students currently enrolled in prerequisites at the time of application, official grades are to be received in the Nursing Department office no later than May 20 for fall admissions, and Sept. 20 for spring admissions.

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity
2. Sufficient auditory perception
3. Sufficient gross and fine motor coordination
4. Sufficient communication skills
5. Sufficient intellectual and emotional functions.

Special policies and procedures regarding admissions criteria for the Nursing Program are contained in the Nursing Student Handbook.

ADMISSION PROCESS FOR ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES

Butler Community College's Department of Nursing, in support of the Nursing Education Articulation Plan for Kansas, provides an opportunity for articulation of the licensed practical nurse LPN into the second year of the associate degree nursing program. At the time of graduation, the student earns an Associate in Applied Science Degree and is eligible to take the state board licensure examination to become a registered nurse (RN).

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience he/she has already achieved in reaching his/her own individual potential. The nursing faculty encourages the LPN to evaluate his/her resources and abilities in order to establish realistic career goals.

Step One: Admission to the College

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free [Application for Admission](#) is required.

1. The following applicants may be admitted to the college:
 - Graduates of accredited high schools.
 - Individuals who have completed the General Educational Development (GED) test.
 - Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.
2. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's Office.
3. College admission does not automatically mean admission to the nursing program.



Step Two: Admission to the Associate Degree Nursing Program

- LPNs seeking admission to the associate degree nursing program must be admitted to Butler and must also apply for admission as an Advanced Standing Student.
 - Completion of the Advanced Standing for LPNs application and direct submission of the application to the nursing department is the student's responsibility.
- Butler grants admission each fall and each spring, based on space availability. All application materials must be received in the Nursing Department before May 20th for the following fall semester and September 20th for the following spring semester to guarantee consideration for admission.
- Prospective students must understand the
 - Qualifications for writing the state board licensure examinations.
<http://www.ksbn.org/npa/pages/65-1115.pdf>
 - Grounds for disciplinary action/denial of license
<http://www.ksbn.org/npa/pages/65-1120.pdf>
 - Crimes against persons
http://www.kansasstatutes.lesterama.org/Chapter_21/Article_34/
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility. To meet this responsibility the student must:

1. Complete successfully with a grade of C or better, with a cumulative GPA of 2.8, the following courses 24 college credit hours to be eligible for advanced placement:

a. Anatomy & Physiology*	5 credits
b. Pathophysiology	4 credits
c. English Composition I	3 credits
d. Developmental Psychology	3 credits
e. Math 135 or above**	3 credits
f. General Psychology	3 credits
g. Therapeutic Nutrition	3 credits
	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.

** MA131 will meet this requirement.

2. Submit the application for the Nursing Program.
3. Submit evidence of IV Therapy certificate and evidence of LPN licensure in the State of Kansas.
4. Submit official college transcripts showing completed prerequisites and copy of transcript of practical nursing education.
5. Student identifies which of the following classifications applies to him/her and completes those requirements:

○ - 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 have:

- a. Graduated from a Kansas LPN program more than 10 years ago. Credit will be evaluated individually for out-of-state applicants not from an NLN accredited program and
- b. Successfully completed the seven prerequisite classes listed above.
- c. Provide documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years and

6. All application materials must be received in the Nursing Department before May 20 for the following fall semester, and Sept. 20 for the following spring semester to guarantee consideration for admission.

7. Address all application materials to:

Selective Admissions
Dept. of Nursing, Butler
901 S. Haverhill Road
El Dorado, KS 67042

Step Three: Ranking for Final Selection

- A maximum of sixteen positions may be available for qualified Advanced Standing LPNs in the third semester.
- Applicants will be ranked according to GPA of the required prerequisites in decreasing order.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the GPA cannot discriminate a rank order, the department will review all application materials of the applicants with the same GPA 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, the student will enroll in NR 108 Nursing Concepts for Advanced Standing. This is a three-



credit-hour course offered prior to fall and spring semester classes. This course will introduce the philosophy and conceptual framework of the nursing curriculum

- After successful completion of NR 108 the student will receive credit for the appropriate first-year courses. No grade will be earned - only credit recorded.

Credit by Advanced Placement Examination: For Advanced Standing students entering into third semester, these courses will appear on the transcript: NR 105 Foundation of Patient Centered Care, 10 hours credit, NR106 Patient Centered Care of the Developing Individual and Family, 10 hours credit, and NR 107 Care of the Aging Adult, 1 hour 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

Upon admission to the program, students must complete a specified background check. Admission to the program is contingent upon a satisfactory background check. The following responsibilities are to be completed by the beginning of the clinical component of the nursing courses:

1. Physical examination report annually including documentation of immunizations.
Required immunizations: Tdap in last 2 years., 2 MMR's, 2 Varicella or doc of disease, TB screening, and the influenza vaccine.
2. Highly recommended: Hepatitis B immunization.
3. Health care provider CPR verification. CPR course must include adult, child and two-person instruction. The American Heart Association BLS Health Care Provider or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
4. Liability insurance purchased through the Butler Business Office is included in student fees.
5. 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.
6. 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. A letter of recommendation from the dean or director of the prior nursing program is required. An evaluation will be completed on an individual basis to determine the student's admission into the appropriate semester of the program.

A letter requesting the evaluation and a Department of Nursing application must accompany the transcripts and be mailed to

Butler Community College
Department of Nursing
901 S. Haverhill Rd.
El Dorado, KS 67042

Pending space available, the student is selected on a 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 135 or above, and Pathophysiology, prior to entering at that level.

Transfer Student Admission

A student in good academic standing from another accredited college or university seeking admission to Butler must submit official transcripts of all previous college work to the Office of the Registrar. The availability of transcripts is essential to enable Butler to provide appropriate advising and course placement services.

Professional Nursing Licensure Application

1. Graduated from an accredited high school or obtained the equivalent, as determined by the Kansas Department of Education.
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing.
3. Other qualifications as the board may determine.

KSA 65-1120 (a) The Board of Nursing shall have power to deny, revoke, limit or suspend any license or certificate in the event the applicant or licensee be found after hearing:

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.

- Qualifications for writing the state board licensure examinations. <http://www.ksbn.org/npa/pages/65-1115.pdf>
- Grounds for disciplinary action/denial of license <http://www.ksbn.org/npa/pages/65-1120.pdf>
- Crimes against persons http://www.kansasstatutes.lesterama.org/Chapter_21/Article_34/



ENROLLMENT AND ACADEMIC INFORMATION

LEARNING CALENDAR

The school year generally consists of a fall and a spring semester of 16 weeks each and a summer session of eight weeks. A variety of other scheduling options are available i.e., four-, six-, eight-, and 12-week sessions, depending on the semester. Intersessions are typically scheduled the two weeks prior to the beginning of Fall, Spring and Summer sessions. Credit is granted on the semester hour basis. To graduate in four semesters, a student should plan to complete at least 15 to 16 hours of college-level credit each semester.

ENROLLMENT CHECK LIST

- **Do you have current information on file?** Be sure to verify address, phone numbers, and other pertinent information each semester via Pipeline or with an advisor.
- **Do you have an Educational Plan?** Visit with an academic advisor for assistance in developing a plan for success.
- **Placement Test Requirement.** Before enrolling in courses, **degree seeking students** and those enrolling in **math or English courses** must complete one of the items below:
 - Submit ACT/SAT scores (test must have been taken within the last 3 years),
 - Complete a Butler placement test, or
 - Provide a college transcript showing completion of the course prerequisites for the courses you plan to enroll

The scores from the tests are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Advising Center at any Butler location.

Students are required to take the courses and/or courses based on the scores received from the placement tests. Any exception must go through the Dean of the academic area in question. Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.
- **Study Skills Requirement.** All first time students who are enrolled in a developmental math course are required to enroll in PD102: Math Study Skills. All first time students who are enrolled in a developmental English course or Reading course are required to enroll in PD103: Introduction to Study Skills. Should a student not be successful in either of these classes, he/she assumes the responsibility to re-enroll until the course is successfully completed.
- **Courses with prerequisites will be strictly monitored.** Courses taken at other institutions to fulfill these requirements need to be submitted to the Registrar via an official transcript prior to enrolling.

In limited situations, advisors may (with appropriate documentation) temporarily override prerequisites.

- **Do you plan to enroll online?** First time students at Butler must meet with an advisor in person before enrolling online. Other students wishing to enroll online must complete an enrollment update/release to enroll form each semester before enrolling in classes. Students may choose to meet with an advisor in person each semester to develop or check on their Education Plan before using online enrollment.

Remember: If registering online, you as a student, take responsibility for the implementation and fulfillment of your Educational Plan. Advisors are available to assist you in meeting your educational goals and aspirations.

- **Can I enroll at any location?** If you choose to enroll in person rather than online, you can enroll at any location with the exception of McConnell. Due to military regulations, international students and other non U.S. citizens are not allowed to take courses at McConnell Air Force Base. **The Air Force also requires a background check prior to the start date of classes.**
- **Are there deferments by third party payments?** Tuition payments deferred by third party payments must have written authorization from paying party.
- **What if I need to simultaneously drop and add?** 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 or email.

COLLEGE ORIENTATION

College Orientation Requirement

All first-time, full-time freshmen students are required to enroll in Student Connect, OR 102-0. To successfully complete this course, students must attend a six hour, non-credit class. The student assumes the responsibility to re-enroll until the course is successfully completed. For more information, contact the Dean of Student Life at 316.323.6941.

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 in person each semester or go to the release to enroll link located on the Academic Advising homepage in order to have your registration account enabled. Some classes are not available to add and drop online due to dates or durations outside of the normal structure. Contact an advisor (316-322-3163 or e-mail advising@butlercc.edu) for information regarding these classes.

** Don't forget to log out when you're finished by clicking the "Logout" icon and closing your browser. This will ensure your records are secure. Not all classes are available for dropping or adding once the semester begins. Please allow time prior to published deadlines in case you need advisor assistance.

COLLEGE CREDIT HOURS

The college credit hour is the standard measure of advancement toward academic goals, certificates, and degrees. Students earn credit hours by meeting course requirements at identified levels in defined time frames. A traditional lecture course worth three credit hours could meet 3 times a week for 1 hour, 2 times a week for 1½ hours, or 1 time a week for 3 hours for 16 weeks or their equivalent. Laboratory and skill courses usually require meeting twice as many clock hours as the credit hours earned through them. Students should attend class and, on a weekly basis, plan to spend an average of 2 hours outside of class preparing for every 1 credit hour in which they are enrolled.

ACADEMIC LOAD

Fall and Spring

Full-time Status12 hours or more of semester credit
Part-Time Status...less than 12 hours of semester credit
Maximum Load18 hours of semester credit

Summer

Full-Time Status...6 hours of semester credit
Part-Time Status...less than 6 hours of semester credit
Maximum Load12 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 Associate Vice President, Student Services, or Director of Advising. Permission may, or may not, be granted based on, but not limited to, the student's past academic record and extracurricular demands such as student activities and employment situations.

ENROLLMENT PERIODS

It is **strongly recommended** that students enroll early to improve their chances of getting the schedule of classes desired.

Enrollment for the fall semester begins in March. Enrollment for the spring semester begins in October, followed by summer enrollment a few weeks later. Check the Learning Calendar in Pipeline for exact dates.

Students wishing to take responsibility for their own educational plan, must contact an advisor in person or complete the release to enroll form each semester to enable their online Pipeline registration at advising.butlercc.edu.

Students wishing to enroll in an English or Math course or a course requiring prerequisites, must provide appropriate documentation of previous test scores or coursework before enrolling in the classes. As always, advisors are available to assist any student as needed.

New Enrollment Deadlines

Butler is committed to helping all students succeed. Students are more successful when they attend the first class meeting and maintain their attendance throughout the semester. **The College no longer allows students to enroll for or add classes that have already met.** Students may enroll online by adding classes up to the day prior to the class start date. Students may enroll through an advisor on the class start date, providing the class has not already met. No online registration will be available on the class start date. After the first day, late enrollment will only be allowed under extraordinary circumstances if approved by the dean or associate dean of the academic division for the class.

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 "Add/Drop/Withdrawal 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: Registrar’s Office. Hubbard Center.
2. Andover: Copy Center , 6000 building.
3. Wichita: Butler Service Center

PLACEMENT TESTING

The Butler Testing Centers administer 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.

ALTERNATE SOURCES OF CREDIT

ACT CREDIT

Students may earn credit for English Composition I and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition I is given at the completion of English Composition II and the same grade will be assigned for both courses. Students need to notify the Registrar’s Office by signing a retroactive credit form if they are eligible for this credit.

CLEP CREDIT

College Level Examination Program (CLEP) exams are administered through the Butler Testing Center. Interested students should contact the Advising (316) 218-6259 for more information regarding CLEP testing.

To make an appointment to test, students must complete the Butler CLEP registration form. The form can be obtained via email to testing@butlercc.edu. Butler Testing Center hours are published at http://www.butlercc.edu/testing_center/index.cfm. Butler charges a fee of \$20.00 for CLEP test administration services. In addition, an \$80.00 exam fee is paid directly to CLEP. This fee must be paid prior to taking the exam.

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 nursing prerequisite courses should check the current college catalog for the college level examination program (CLEP) testing information. 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 prerequisite courses, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

General Examinations

Butler Community College awards college credit for College Level Examination Program (CLEP) exams in a number of different subject areas. CLEP exam grades will be posted as CR.

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 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 (credit for one only)		
*College Algebra credit.....	31	3
**Pre-Calculus Math.....	31	3
*Students must also have completed the equivalent of algebra II and one year of high school geometry with at least a “B” average.		

**Students must also have completed the equivalent of algebra II, one year of high school geometry, and one-half unit of trigonometry with at least a “B” average.



Additional CLEP Exams Awarding Credit by Examination:

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
French I	50	5
French II	62	5
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
Spanish I	50	5
Spanish II	63	5
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 request here:

<https://apscore.collegeboard.org/scores>

Request ordered reports to be sent to

For Registrar's Office
901 S. Haverhill Road
El Dorado, KS 67042
316-322-3123

When calculating grades from the Advanced Placement tests, scores of 5, 4, or 3 are granted credits as indicated in the following column. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at Butler. Advanced placement courses can be used toward Butler's General Education requirements.

The following list of course equivalencies, credit hours and grades shown indicate Butler's acceptance policy only. Other institutions may interpret recommendations differently.

Butler Community College offers college credit for set scores in several subject areas on Advanced Placement (AP) examinations.

	Butler Score	Course Credit	Hours	Grade
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	B
Chemistry				
	5	Chemistry I & Chemistry II	5	A
	4	Chemistry I & Chemistry II	5	A
	3	Chemistry I	5	B
	3	Chemistry I	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	Eng Comp I	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



	Butler Score	Course Credit	Hours	Grade
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
	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	Applied Statistics	3	A
	4	Applied Statistics	3	B
	3	Applied Statistics	3	CR

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

Butler Community College awards college credit for scores in several individual subject areas on International Baccalaureate (IB) standard level (SL) and higher level (HL) examinations. These exams are administered in IB high schools by the IB organization. Students who have completed these exams should request that IB forward their official transcripts to the Butler Community College Registrar for evaluation:

Registrar’s Office
 901 S. Haverhill Road
 El Dorado, KS 67042

Butler’s IB subject area acceptance policy includes the IB subject area scores, Butler credit hours awarded for the scores, and Butler course equivalencies listed below. Other IB subject area scores may be submitted to the Registrar for evaluation. Upon acceptance of exam scores, the Registrar will place CR for credit and the appropriate number of credit hours on a transcript after a student has earned 15 hours of other credit at Butler. Students are responsible for notifying the Registrar’s Office after completing the 15 credit hours. Grades are not awarded for IB credit. Butler Community College considers an IB diploma to be equivalent to a high school diploma. Other institutions may interpret IB credit differently.

Subject	Score	Credit Hour	Course Equivalency
Biology	SL 5	4	BI 110
	HL 4	4	BI 110
	HL 5	4	BI 110
	HL 6	8	BI 120, 130
Chemistry	SL 5	5	CH 105
	HL 4	5	CH 110
	HL 5	10	CH 110, 115
English	HL 5	3	EG 101
	HL 6	6	EG 101, 102
French	SL 5	5	FL 118
	SL 6	10	FL 118, 119
Math Methods	SL 5	5	MA 151
	HL 4	5	MA 151
Mathematics	HL 6	10	MA 151, 152
	SL 6	5	PH 130
Physics	HL 6	10	PH 143, 146
	SL 6	3	BS 160
Psychology	HL 6	3	BS 160
	SL 5	5	FL 107
Spanish	SL 6	10	FL 107, 108
	HL 4	10	FL 108, 201
	HL 5	8	FL 201, 202
	HL 6	11	FL 201, 202, 205

MILITARY SERVICE CREDIT

Butler is a Service Member Opportunity College (SOC) which means credit for military experience and training can be awarded to assist the student in completing his/her degree. Butler will act as a credit-holding institution by which a service member can enroll with Butler, be transferred and still complete an associate degree program.

Students who have previously served in any branch of the United States Armed Forces may receive college credit for their military training and experience. Four semester hours of credit in physical education may be allowed for certain service schools completed. All military schools are evaluated upon request.

Students who desire credit for their military service should submit an official transcript (CCAF, AARTS or SMART) to the Registrar.

U.S. Air Force enlisted and formerly enlisted personnel must submit an official copy of their Community College of the Air Force transcript. U.S. Army and formerly enlisted personnel must submit an official copy of the AARTS transcript.

A maximum of 30 hours of elective credit may be granted for military training and experience. 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 grade for the lower will be the same as earned in the more advanced class.

Retroactive credit is available in a limited number of courses. Please visit with the Registrar's Office to obtain additional information.

Students wishing to receive retroactive credit must obtain a Retroactive Credit Form from their instructor at the first class meeting, obtain appropriate signatures, and return the form to the Registrar by the stated deadline.

CAREER PATHWAYS

Butler is pleased to partner with the Kansas State Department of Education in support of the Career Pathways initiative through the creation and maintenance of articulations agreements with high schools. Students who receive a grade of C or better in selected and approved courses, will be awarded credit at Butler Community College for use with Associate of Applied Science degrees, certain Associate of Arts or Associate of Science degrees and/or for certain Certificate Programs. The credit can be requested by the student up to 15 months after their high school graduation date. Articulation program details, and articulation credit applications for students are located at http://www.butlercc.edu/career_pathways. Students are also encouraged to see their Butler advisor or high school counselor for further information.

SERVICE-LEARNING

Service-learning is more than volunteerism. It combines service with hands-on learning projects on or off campus. Through service-learning activities, students connect practice to theory while getting the kind of experience employers value. Service-learning participants have the opportunity to fulfill real community needs, as well as to meet and see community leaders in action. By reflecting on their service, students meet course learning outcomes and Learning PACT goals.

Students may enroll in classes designated as service-learning. Service-learning experiences may be integrated into non-designated classes as well. A service-learning project may last an entire semester or be incorporated into a single unit of study.

Butler values traditional volunteering and community service, as well. All students are encouraged to report hours of service (both community service and service-learning). Service hours recorded using the college's online reporting tool will also be listed on official transcripts by the Registrar's office.

For more information, please visit http://butlercc.edu/service_learning, or contact the Service-Learning Office at (316) 323-6877 or servicelearning@butlercc.edu.

TRANSFER HOURS

Students 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 receive Financial Aid until all transfer hours are on file in the Registrar's Office. A final high school transcript may be required prior to any financial aid being awarded. Butler accepts transfer hours from only those institutions regionally accredited by the Council for Higher Education (CHEA) and/or the U.S. Department of Education (ACE).

All accepted transfer hours will be included in the overall grade point average, whether or not the classes apply specifically to the degree or certificate being sought. Courses considered developmental are not accepted for credit and are not counted in the student's final grade point average.

All transfer hours must follow the same policies and procedures as Butler hours, 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 overall GPA calculation.

Student grades may be interpreted as follows:

GRADES	EXPLANATION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
IP	Class still in progress	0
NR	Grade not reported by instructor	0
NCR	Zero-credit course	No credit 0
CRE	Zero-credit course	No credit 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.”

You should consult with the Financial Aid office to verify if your financial aid will be affected by repeating a course.

ACADEMIC RENEWAL

Students wishing to petition for academic renewal must file a formal letter of petition with the Registrar’s Office indicating why they no longer wish their previous Butler academic record considered for college credit. The Registrar will make a determination as to whether a petition has met the following criteria. Students filing petitions will be informed of the final decision in writing.

Academic Renewal Petition Criteria

1. Only those courses taken five years ago or more may be petitioned.
2. Students petitioning must have shown academic progress by completing a minimum of 12 hours with at least a 2.00 GPA since the semester or class being considered, at Butler or any other accredited institution.



Regulations Regarding Academic Renewal

1. Only Butler hours can be petitioned for academic renewal. Hours from another institution will need to be petitioned at that institution since academic renewal policies vary.
2. Students will only be eligible to receive academic renewal one time.
3. Students may choose to petition either a single course or an entire semester of courses keeping in mind the opportunity to petition for academic renewal is given only once.
4. The course or courses granted academic renewal remain on the Butler transcript marked with the symbol #, but will no longer be counted in the final GPA or total hours earned.
5. Academic renewal disqualifies students from eligibility for Order of the Purple or Gold.

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 Academic Support and Effectiveness. **Candidacy** for this honor is based on Butler 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 Butler grade point average earned, calculated to include the semester of graduation.

Both honors are based on the student's final Butler grade point average, including developmental hours, and 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

Student' success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook and materials, and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors, if at all possible. Students are responsible for notifying instructors of any absence.

Procedural Clarifications

All instructors will maintain attendance as required for reporting. Excessive unexcused absences may result in a student being withdrawn from the course by the instructor. Withdrawal from a course may affect a student's financial aid.

For lecture/blended courses, excessive unexcused absences are defined as missing more than 20% of the courses scheduled meeting time. Students that have missed more than 20% of the courses scheduled meeting and are not passing will be dropped by the instructor.

For an online student to make satisfactory progress in the course, the student must login regularly (at least twice per week) and participate in the assigned learning activities. Students who have not logged in regularly and who are not passing will be dropped by the instructor.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot drop a student who is regularly attending for below average performance. A faculty member cannot drop a student after the published last day to drop. Any exceptions to this policy must be approved by the Dean. Students who want to drop the course may do so before or on the published last day to drop. Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work missed as a result of college approved activities. Students will make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.



DROP AND WITHDRAWAL POLICY

Administrative Withdrawals

Students can be administratively withdrawn from a course for 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 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.

If the withdrawal does not occur within the "refund period" charges will remain on the student account.

Note: Students who fail to officially drop from class(es) may receive "WT" or "F" at the instructor's 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 earning an overall grade point average (GPA) of less than 2.0 will be placed on academic probation. Students will be automatically taken off of academic probation when their overall GPA reaches 2.0 at the end of an academic term. At the close of the probation semester, students failing to improve their GPA's to at least a 2.0 will be placed on academic suspension, during which time they will not be allowed to take classes at Butler, will automatically be dropped from pre-enrolled courses for the subsequent semester. In order to continue taking classes at Butler, students placed on suspension must meet with the Retention Specialist and complete the suspension appeals process for reinstatement into the college. If reinstated, at the close of the appeal semester, students failing to improve their overall GPAs to at least 2.0 will be suspended from Butler for one semester without the opportunity for an additional appeal.

Academic Probation

Students placed on academic probation shall not enroll in more than twelve (12) hours and may be assigned an academic advisor for academic counseling. All students assigned to an Advisor are required to meet regularly with their assigned Advisor throughout the semester. Academic probation status will be removed once the student reaches an overall grade point average of 2.0 or higher. Students on Academic

Probation are encouraged to make use of campus resources, such as tutoring or study skills classes, to help improve their overall GPAs.

Academic Suspension

If the student has been placed on academic probation and then earns an overall grade point average below 2.0, the student will be placed on academic suspension and automatically dropped from all pre-enrolled courses for the subsequent semester. Academic suspension means a student will not be allowed to re-enroll at Butler for at least one semester. A student may appeal their suspension to be reinstated to enroll in courses. After not attending for one semester, the student may be readmitted on probationary status and must maintain a 2.0 grade point average. Students placed on academic suspension will have a hold placed on their account and are required to contact the Retention Specialist at retention@butlercc.edu or 316-322-3286 prior to the start of the next semester to complete an appeal form and to schedule an appointment for reinstatement into the college. If a student is granted an appeal and is suspended a second time, the student may not return for one semester. Appeals will be accepted and granted on a case-by-case basis.

For reinstatement into the college or to appeal a suspension, the following procedures will be followed and completed:

- The student must contact the Office of Retention to request and submit the academic suspension appeal form.
- The appeal form will be reviewed by the appeals committee with guidance from the appropriate academic dean, associate dean and/or instructor.
- Students will be notified by the Office of Retention regarding the status of their appeal.
- If appeal is granted, the student must schedule an appointment with the Retention Specialist to complete and sign a student success contract.

If appeal is granted, student must attend a "Bounce Back" workshop designed to provide the tools and resources struggling students need to succeed. Also, students on academic suspension must follow-up with the Retention Specialist at least once a month throughout the time of enrollment.

EXPECTATION OF STUDENT CONDUCT

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

Student Code of Conduct

At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services 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 disciplinary actions and/or sanctions will result from:

1. **General Rules & Policies** - Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. **Disorderly Conduct** – Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, and/or hazing/bullying.
3. **General Laws** – Students at BCC shall abide by all regulations federal and state laws and local city ordinances. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States upon registration at Butler Community College may result in independent disciplinary action taken by the College.
4. **Official Requests** – Students must comply with the reasonable and lawful request of College officials. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity is prohibited.
5. **Alcoholic Beverages and Drugs** – Under the influence, possessing, and/or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations)
6. **Theft** – Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen.
7. **Vandalism/Damage of Property** – Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.
8. **Firearms and other Weapons** – The unauthorized possession or use of firearms or other weapons of any kind. This includes displaying of any object or instrument in a dangerous or threatening manner.
9. **Computer Misuse** – Students are subject to all computer lab policies. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited to): using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the college's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.
10. **Acts of Dishonesty** – Students that intentionally and/or maliciously violate the Academic Integrity policies or falsify College documents or records (including financial aid, admissions and registration) or make a false report or statement to a College official. (See Academic Integrity)
11. **Sexual Behavior and Harassment** – Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Sexual Harassment Policy)

Students are expected to fully cooperate with any investigation affecting the College by local law enforcement or college officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

HARASSMENT POLICY AND COMPLAINT PROCEDURE

Butler Community College expects ALL administration, faculty, staff and students to behave in a manner that supports a positive educational environment for all. Butler Community College prohibits any form of harassment based on racial, religious, sexual, national origin, age, disability and/or any other status protected by federal, state, or local law. Butler also prohibits any type of retaliation against any participant in an investigation of harassment. For purposes of this policy, these prohibitions also apply to Butler Community College Trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Butler Community College.

Prohibited Sexual Harassment under Title IX, Education Amendments of 1972

Harassment that is so severe, pervasive, and objectively offensive that it effectively bars the student's access to educational opportunity and benefit.

Prohibited Sexual Harassment under Title VII of The Civil Rights Act of 1964 as to Students Employed by the College

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment or educational development; or
2. Submission to or rejection of that conduct or communication by an individual and is used as a factor in decisions affecting either the individual's employment or educational decisions affecting that individual; or
3. Conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may include but is not limited to: Gender harassment, Seductive behavior, Sexual bribery, Sexual coercion, Sexual imposing conduct, and/or Prohibited Racial, National Origin, and Disability Harassment.

Procedure for handling complaint

Butler Community College is committed to providing its students an educational environment free of unlawful discrimination. If a student believes he or she has been the victim of harassment, the student should contact the Dean of Student Life.

Depending upon the circumstances, the College encourages individuals who believe they are being subjected to any form of harassment to promptly advise the offender that his or her behavior is unwelcome and to request that it cease. However, the College recognizes that an individual may not be comfortable doing this, and is not required to do so. Whether or not the matter is discussed with the offender, when it is reported there will be an investigation.

Any student who believes he or she has been the victim of harassment by a student or a faculty member, administrator, or other personnel of Butler Community College should report the conduct immediately to:

Dean of Student Life	or	Title IX Coordinator
		Kent Williams, VP Finance
BOE 1000 Building		BOE 900 Building
316-323-6915		316-322-3103
kgelvin@butlercc.edu		kwilliams@butlercc.edu

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 prior to removing a student from a course. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to:

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.

Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:

- Reduction or cancellation of a college scholarship.
- Suspension from college activities.
- Being barred from the course and/or program for a set time.
- Being barred from the course and/or program permanently.
- Suspension from the college for a set time.
- Expulsion from the college.

Students will be informed of administrative consequences in writing. Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the dean's or administrator's decision, students may appeal to the Student Review and Appeals Committee, which consists of student and faculty representatives and the Vice President for Student Services. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President of Academics, whose decision is final. Students will be notified of appeal results in writing.

STUDENT GRIEVANCE PROCEDURES

Academic Appeals

The Butler Community College academic appeals process is to be used for disagreements regarding grade assignments or violations of the academic integrity policy. If a student does not agree with a grade assignment or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal at the lowest possible level:

A written appeal is initiated with the appropriate academic dean, associate dean or site director. If the student is not satisfied with the decision of the academic dean, associate dean or site director, he or she can appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. The student should indicate the initial concern, the decision by the academic dean, associate dean or site director, and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the academic dean, associate dean or site director regarding the basis for their decision. Once all documents are received, the committee will review the information and notify the student of the committee's decision by certified mail. Should the student wish to appeal this decision, he or she may do so to the Vice President of Academics within 10 days of receipt of the committee decision. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.
- If the issue cannot be resolved between you and the faculty member, you have the right to appeal in writing within six weeks of the date the grade was officially posted by the Registrar's Office. To initiate an appeal, provide a detailed written summary of the situation and any supporting documentation in writing to the appropriate academic dean, associate dean, or site director. The academic dean, associate dean, or site director will notify you his or her decision in writing.
- If you are not satisfied with the decision of the academic dean, associate dean, or site director, you may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. You should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; and explain why this decision is not satisfactory. The Student Review and Appeals Committee may request additional information from the instructor, academic dean, associate dean, site director, or others. Once all documents are received, the committee will review the information and notify you of the committee's decision in writing.
- If you are not satisfied with the decision of the Student Review and Appeals Committee, you may appeal this decision within 10 days with the Vice President of Academics. The appeal must be made in writing. You should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; indicate the decision by the Student Review and Appeals Committee; and explain why these decisions are not satisfactory. The Vice President of Academics may request additional information from the Student Review and Appeals Committee, instructor, academic dean, associate dean, site director, or others. Once all documents



are received, the Vice President of Academics will review the information and notify you of her decision in writing. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs. A College counselor, administrator, or other college staff may be consulted and included in these discussions if either party so desires.
- If a resolution is not forthcoming, then the student may initiate the academic appeals procedure as detailed above.

All proceedings will occur in a professional manner and every effort will be made to protect the rights of all parties involved. Students must comply with the Student Code of Conduct. Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action.

Formal Complaint Process

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.
- If you feel the grievance has not been resolved, you may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform you in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.
- The Vice President for Student Services will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

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/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. Students who have been sanctioned for violating College Policies and or the Student Code of Conduct are assured due process. Generally if dissatisfied with the consequences set by the Dean of Student Life's (or designee's) decision, students may appeal in writing to the Student Review and Appeals Committee (chaired by VP of Academics) within two days from receiving the disciplinary sanctions. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal in writing to the Vice President for Student Services, whose decision is final. Students will be notified of appeal result in writing.

APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE

No extended-term suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In all cases wherein a student might be suspended for an extended-term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any decision to suspend for an extended term or to expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving the initial decision. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded.

REPORTS OF HEARING

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice-President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice-President for Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such



student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice-President for Student Services. The Vice-President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice-President has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Should the student wish to appeal the decision made by the Vice-President for Student Services, the student has a final appeal with the Board of Trustees. (Refer to the Appeal to Board of Trustees section.)

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

PROCEDURAL DUE PROCESS

The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing described in the previous Appeal to the Student Review and Appeals Committee section, hereof shall afford procedural due process including but not limited to the following:

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

APPEAL TO BOARD OF TRUSTEES

Written notice of any hearing results in an extended-term suspension or expulsion shall be given to the student suspended or expelled and to his 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.

STUDENT RECORDS

The Registrar's Office provides services to students and academic departments related to the processes of registration, veteran's educational benefits, withdrawal and graduation. The office also maintains students' academic records and issues transcripts. Staff members are available to students for consultation. For detailed information about registration procedures, student records, and academic regulations, please contact the Registrar's Office at (316)-322-3123, or 733-3123 from the Wichita/metro area or registrar@butlercc.edu.

FERPA and Directory Information

FERPA (Family Educational Rights and Privacy Act, sometimes called the Buckley Amendment), passed by Congress in 1974, grants four specific rights to the adult student: the right to see the information that the institution is keeping on the student, the right to seek amendment to those records and in certain cases append a statement to record, the



right to consent to disclosure of his/her records, and the right to file a complaint with the FERPA Office in Washington.

A student educational record includes just about any information provided by a student to the college for use in the educational process including: personal information, enrollment records, grades, and schedules.

Some information is considered public, or "Directory Information." This information can be released without the student's written permission. Directory Information includes: name, date and place of birth, addresses (both local and permanent), e-mail addresses, phone, dates of attendance, year in school, awards and academic honors, degrees received and dates awarded, major program, activity participation, and enrollment status full-time, part-time, or not enrolled.

In compliance with FERPA, non-directory information will not be released for students by the college unless students give written permission. A student may have a confidentiality flag placed on their directory information as well, by contacting the Registrar's or Admission's Office, which would prevent any information from being released, even in the case of a verification for employment or insurance purposes. The confidentiality flag remains until the student requests its removal. Release of Information permission forms are available in the Registrar's Office which students may sign giving access to their records to parents or other designated individuals.

Information/Personal Data

It is the responsibility of the student to keep their personal data up to date. Any changes in name, address, phone, major or degree-seeking status must be submitted to the Registrar's Office or registration personnel at one of the other campus locations as soon as possible. Name changes must be accompanied by legal documentation, i.e., copy of driver's license, social security card, or court order.

Transcript Request

To have an official transcript sent, the Registrar's Office must receive a written request with the student's name, date of birth, dates of attendance, address, signature, social security number or Butler ID number, and appropriate transcript fee, or simply go to www.getmytranscript.com to order and pay for the transcript online. A hold is placed on transcripts of students with outstanding financial obligations to the college. Request forms are available on the Butler website, Registrar pages.

Changing Your Major

Students who wish to change their degree/certificate major must contact an advisor either in person or from their Butler email address.

To better assist students in meeting their academic goals, a periodic review of students' academic progress may take place to determine placement in the appropriate declared major. In the event that a student's classes and declared major do not align, the major will be updated to the major most closely aligning with the student's completed courses. Students will be notified of this change via email and by U.S. Mail. Students should contact advising if the major does not reflect their actual intent.

EXPECTATION OF FINANCIAL RESPONSIBILITY

It is the expectation of Butler Community College that every student enrolled in classes meet the financial obligation associated with their enrollment. 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 (and initial payment made). 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 (and make agreed upon payment) at time of enrollment. If they do not do so the account will be subject to deferred payment and late fees as a delinquent account.

Students Receiving Federal Financial Aid must make prior arrangements with the Accounts Receivable office for deferment of fees. Any balance not covered by aid, at the deadline date, is subject to deferred payment and late fees if not on a payment plan. If you are not sure about the amount of aid, please check your student account from within Pipeline.

Students On Activity Scholarships must pay tuition and fees, not covered by the scholarship, in accordance with the payment policies previously stated above. Any balance not covered by scholarships, at the deadline date, is subject to deferred payment and late fees if not on a payment plan. If you are not sure about the amount of aid, please check your student account from within Pipeline.

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 above. Any balance not covered by aid, at the deadline date, is subject to deferred payment and late fees if not on a payment plan. If you are not sure about the amount of aid, please check your student account from within Pipeline.

Students Receiving Veterans' Benefits for the first time may make arrangements for deferment of tuition and fees by making prior arrangements with the Veterans' Coordinator in the Registrar's Office and Accounts Receivable Office.

ANY EXCEPTIONS TO THE ABOVE DIRECTIONS MUST BE COORDINATED WITH ACCOUNTS RECEIVABLE. COURSE FEES ARE SUBJECT TO CHANGE. 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 DEFERRED PAYMENT AND LATE PAYMENT FEES AT THE END OF EACH MONTH. STUDENTS WITH DELINQUENT ACCOUNTS MAY BE REQUIRED TO SIGN A FINANCIAL RESPONSIBILITY STATEMENT BEFORE BEING ALLOWED TO ENROLL.

NOTE: BUTLER IS REQUIRED, BY STATUTE, TO PROVIDE THE IRS AND QUALIFYING STUDENT FORM 1098T. THE STUDENT SOCIAL SECURITY NUMBER IS REQUIRED FOR THIS FORM AND MUST BE SUBMITTED BY THE STUDENT TO THE INSTITUTION TO ADEQUATELY COMPLETE THE FORM.

STUDENT TUITION AND FEE REFUND POLICY

Written notification required. Any student enrolled in a class must provide written notification of withdrawal by using a course scheduling form drop slip. The form must be completed by the student and signed by an advisor and turned into the Registrar's Office or an advisor at a community location. For most classes, students may withdraw themselves on the Web via pipeline@butler 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 Education and Training Analysis classes. Call for a current course schedule and related refund policy, 316.218.6118.**

Cooperative Education and Internship Courses: No refund after the training plan has been signed.

100 Percent Refund Period For Books

Students are entitled to a 100 percent refund for books returned to the bookstore as posted on the Butler Bookstore web site or available from the Andover or El Dorado bookstores.

Cash register receipt is required and books must be in purchased condition. If books are not in purchased condition a partial refund may be possible.

The above does not apply to Business Education and Training Analysis 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 "Add/Drop/Withdrawal 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, Academic Advising, 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.



TOBACCO FREE CAMPUS POLICY

I. Definitions

For the purpose of this policy

- **Smoking** is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- **Tobacco** includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

II. BACKGROUND AND RATIONALE

Because 1) Butler Community College supports the health, safety, and well-being of students, faculty, staff, and visitors and 2) the Surgeon General has determined that the use of tobacco and exposure to second hand smoke cause preventable disease, Butler campuses must be free of tobacco and second hand smoke. Each year, more than 440,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC 2010). In addition to creating health hazards, tobacco and smoke increase institutional costs, including the costs of paying for fire damage, cleaning and maintenance, property and health insurance, and absenteeism.

III. POLICY

- A. Effective August 1, 2013, Butler Community College prohibits the use of tobacco by students, faculty, staff and visitors on its campuses.
- B. This policy applies to all previously mentioned tobacco products and all visitors, including vendors and contractors.
- C. The use of tobacco products is prohibited
 1. In all interior spaces on Butler Community College campuses;
 2. On all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways.
 3. In Butler Community College vehicles, including buses, vans, and all other College vehicles;
 4. In all indoor and outdoor athletic facilities associated with Butler Community College.

- D. Organizers and attendees at public events held in or at Butler facilities are required to abide by the tobacco free policy. The organizers of these events, which include conferences, meetings, and lectures and social, cultural, and sporting events, are responsible for both communicating the policy to attendees and enforcing it.
- E. The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
- F. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

IV. COMPLIANCE

Butler Community College expects all students, faculty, staff, and visitors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance.

An individual who notes a violation of this policy should

1. Informally attempt to resolve the problem by requesting that the violator comply with the policy.
2. If the informal attempt fails, contact the Office of Human Resources or Office of the Vice President of Student Services for referral to the appropriate administrative official.

Repeat violations shall be dealt with according to established student, faculty, and staff codes of conduct, policy, and procedures





FINANCIAL AID

The Financial Aid Office is located in the Student Services area of the Hubbard Center and is open from 8 a.m. to 5 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. Friday. A full service financial aid office is also available at Butler of Andover M-Th from 8 a.m. until 7:15 p.m., and Fri 10 a.m. until 5:00 p.m.

For information regarding individual financial aid status and awards, go to www.butlercc.edu. 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.)

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.

Federal Sources of Aid

Butler participates in four federal aid programs and provides institutional scholarships and employment. The receipt of federal funds is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA), available on the web at www.fafsa.gov. A .pdf or FAFSA worksheet or assistance completing the FAFSA is available from the Office of Student Financial Aid at Butler. You/your parents should have a 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 \$5,645 a year or possibly higher depending on federal appropriations. The Pell Grant Award is based on actual hours enrolled — excluding audit and non-credit hours and repeated coursework. Once Pell funds are paid, additional Pell funds will not be disbursed for increased enrollment. You can only receive Pell funds at one college during each term you are enrolled.

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years (12 full-time semesters or its equivalent) of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each academic (award) year is equal to 100%, the six-year equivalent is 600%.

This provision applies to **all Federal Pell Grant eligible students**. The calculation of the duration of a student's eligibility will include **all** years of the student's receipt of Federal Pell Grant funding.

The U.S. Department of Education calculates the Pell Grant duration for a student by adding together each of the annual percentages of a student's scheduled award that was actually disbursed to the student.

- For example, a student whose 2012-2013 Federal Pell Grant scheduled award is \$5,550, but who received \$2,775 because she was only enrolled for one semester, will have used 50 percent of that award year's scheduled award
- If this same student was enrolled three-quarter time for the 2013-2014 Award Year, she would have used 75 percent of her scheduled award for the year.
- If this student did not receive Pell Grant funds for any other award year, her total Lifetime Eligibility Used (LEU) would be 125 percent (50 plus 75) after the 2013-2014 academic year.

Due to Pell Grant LEU, students do have the right to decline all or part of their Pell Grant awards, or return a previously received Pell Grant award that was awarded during the same academic (award) year you are enrolled in order to preserve future Pell Grant eligibility. This is not recommended. Students may not return any Pell Grant funds from a prior academic (award) year.

The procedure for declining a Pell Grant is by submitting to the Office of Student Financial aid a signed, written statement clearly indicating you are declining/returning Pell funds for which you were otherwise eligible and that those funds may not be available once the academic (award) year is over. Be sure to include your name and student ID number on your written statement.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is gift aid and requires no repayment unless the student withdraws during the semester or receives an overpayment. This award is provided to students who are Pell eligible, but FSEOG funds are limited. First priority will be given to students with completed financial aid files by March 1, or earlier, preceding the award year. Butler usually will award \$200-\$500 per student.

Federal Work-Study (FWS)

This program is funded by the federal government and is awarded to Butler students who demonstrate financial need. Students usually work 15-20 hours per week. Students benefit from an "Income Exclusion" of federal work-student earnings on the following year's application for Federal Student Aid.

Federal DIRECT Loan Program

This program includes the Federal DIRECT Subsidized Loan, the Federal DIRECT Unsubsidized Loan, and the Federal DIRECT Parent Plus Loan for Undergraduate Students.

Beginning July 1, 2013 all new Direct Loan borrowers will have a 150% limit on the amount of time they can borrow subsidized loans based on their program of study. For students seeking a 1-year certificate this time frame is 1.5 years. For students seeking an Associate's Degree this time frame is 3 years. Once loan borrowers reach this 150% limitation, eligibility for interest subsidy ends for all subsidized loans that were disbursed on or after July 1, 2013. If you completed online loan entrance counseling before July 1, 2013 and you are a new Direct Loan borrower, it would be to your benefit to complete online entrance counseling again at www.studentloans.gov to receive additional information about the new 150% subsidized loan limit.

Butler students can keep track of their student loans by signing up for SALT at www.saltmoney.org/butlercc. Butler has teamed up with SALT to bring this service to our students free of charge for life. All Butler students that borrow Federal Direct loans need to sign up for SALT. SALT can also assist students with scholarship searches, job/internship searches, and financial literacy.

Federal DIRECT Subsidized Loan

This loan is available to students who demonstrate eligibility through the FAFSA. The Financial Aid Office then determines the amount of loan for which a student is eligible. Entrance and exit counseling is required. The annual loan limit is \$3,500 per year for first-year students who have 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 3.86 percent (starting July 1, 2013). 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 Financial Aid Office determines the amount of unsubsidized loan for which a student is eligible. The interest rate is fixed at 3.86 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 6.41 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.

Gainful Employment

Gainful Employment disclosures are available on Butler's website:

www.butlercc.edu/cert_prgrm/cert_index.cfm

Student Eligibility for Federal Aid:

In addition to having financial need, federal student aid programs require student recipients to:

1. Have a high school diploma or a GED.
2. Enroll as a regular student in an eligible degree or certificate program. A certificate program must be at least one year in duration.
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

Butler Community College Financial Aid Satisfactory Academic Progress (SAP) Requirements

Federal regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study, or Federal Direct Loans to be making "satisfactory academic progress". This progress is measured at the end of each semester according to three factors: a semester and overall grade point average (GPA); completion rate (CR) of credit hours; and the time frame allowed for completing a certificate or degree.

Good Standing: Students maintaining the following *minimum* criteria will be considered in Good Standing for Federal Financial Aid purposes:

GPA: 2.0 semester and overall GPA.

CR: 67% minimum, semester and overall. CR is determined by dividing the hours passed by hours attempted.

Warning: Will occur when a student's overall GPA and CR meet the criteria for good standing, but the semester does not meet those standards. Students on Financial Aid Warning are eligible for all types of Federal Financial Aid for one additional semester.

- At the end of the Warning semester if the student meets the 2.0 GPA and 67% CR, semester and overall, they will be placed back to Good Standing
- Students that do not meet these federally mandated standards will be placed on Financial Aid Suspension

Suspension: All suspended students will receive a Financial Aid Suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Office of Student Financial Aid or on Butler Pipeline. All students placed on Financial Aid Suspension have the right to appeal except Terminated Academic Plans. Students on Financial Aid Suspension are not eligible for any type of Federal Financial Aid including loans.

Suspension from all Federal Financial Aid occurs when:

- The overall CR is below 67% or overall GPA is below 2.0 or
- A student on Warning or Probation does not meet the criteria for Good Standing
- Previous Butler students that never received Federal Financial Aid and transfer students not meeting the criteria for Good Standing will be placed on Financial Aid Suspension with the right to appeal

Excluded Grades: Audit hours are NOT considered for Federal Financial Aid. Grades of "CD", "I", "NR", "WD", or "WT" do not count as hours completed. A grade of "F" may not count as hours completed depending on the last date of attendance in the class (es).



Remedial Hours: For financial aid purposes, GPAs are recalculated to include remedial grades for the current semester. However, remedial grades are not included in the overall GPA calculation for graduation. Once a student has attempted 30 remedial credit hours (whether or not they received Federal Financial Aid for those hours), any additional remedial hours cannot be counted in the student's enrollment status or cost of attendance.

Repeated Coursework:

- Passed Courses: Once a student has passed a course with a 'D' or better, can receive federal financial aid funds to repeat the course one time, with the exception of withdrawn classes
- Failed/Withdrawn Courses: If a student fails (F) or withdraws (WD, WT) from a course, which has never been passed, they can receive Federal Financial Aid until they pass the class with a 'D' or better

Transfer Credits : All previous college attempted and completed coursework will be counted when determining a student's GPA, minimum CR and maximum timeframe, regardless whether the student received Federal Financial Aid for those hours or not.

Reinstatement: Students who are suspended from Federal Financial Aid may be reinstated in the following manners:

- Submit a Satisfactory Academic Progress Appeal Form – the appeal form and any other appropriate documentation must be submitted with the initial appeal. The decision of the Financial Aid Review Committee is **final**. A student may not appeal multiple semesters citing the same reasons and be considered for reinstatement. If the appeal is granted, the student will continue to receive aid as a probationary student. If the appeal is denied the student may discuss their denial with the Director of Financial Aid; this may or may not affect the final decision of the committee
- Self-Reinstatement – If an appeal is not submitted or granted a student must:
 - Meet the **minimum** criteria for Good Standing- overall 2.0 GPA and 67% CR, and
 - Cannot owe a repayment or overpayment of Federal Financial Aid, and
 - Student account balances must be paid in full before Federal Financial Aid can be reinstated

Probation: Occurs when a suspended student submits an appeal form to the Office of Student Financial Aid and the appeal is granted. Probationary students will be eligible for Federal Financial Aid for one additional semester. During that semester if the student:

- Has a 2.0 GPA and 67% CR semester and overall they will go to Good Standing
- Does not meet a 2.0 GPA and 67% CR semester and overall they will go back to Financial Aid Suspension

A status of probation can only be assigned to students for whom it is mathematically possible to meet the minimum SAP standards within one semester.

Academic Plans: Academic Plans may be granted for students who appeal their Suspension and it is not mathematically possible to meet the **minimum** SAP standards within one semester. Academic Plans:

- Are individualized, with the exception that no 'F's or withdrawals are allowed, and are developed by the Office of Student Financial Aid
- Provide further funding on a term by term basis
- Must be followed exactly in order to continue to receive Federal Financial Aid
- If not followed, will place a student back on Financial Aid Suspension, Academic Plan will be terminated, and student is no longer eligible for Federal Financial Aid

If placed back on Financial Aid Suspension, the student cannot appeal again. Exceptions may be approved by the Director in cases of extreme exceptional circumstances. Once a student meets the minimum Good Standing criteria, they are no longer on an Academic Plan and returns back to Good Standing.

Maximum Time Frame (PACE): Students who have exceeded the 150% maximum time frame allowed, are not eligible for Federal Financial Aid and need to submit a Pace Appeal Form for possible further funding.

150% maximum Time Frame =
 Associates Degree: 92 credit hours attempted
 Certification Degree: 45 credit hours attempted

PACE Appeals are:

- Not reviewed until all prior college transcripts are received and reviewed
- For students with a 2.0 GPA and a 67% CR – few exceptions will be made
- Reviewed in conjunction with the Academic Advising office
- Granted only for the classes required to complete your degree/certificate/transfer requirements (if approved)

PACE may be denied or terminated:

- For taking non-required classes

PACE will be terminated:

- For receiving an 'F' or withdrawing from a class
- For not meeting the criteria for Good Standing
- For a major change

PACE exceptions may be approved in cases of extreme exceptional circumstances. If a student runs out of fundable hours OR it is determined that no hours are needed, the student is not eligible for additional Federal Financial Aid. There is no appeal once a student is out of hours. Students will not be allowed additional hours for repeated, failed, or withdrawn classes.

Go to the online link for the Policy of Financial Aid Satisfactory Academic Progress Requirements at:

http://www.butlercc.edu/fin_aid/parts/1sap.pdf

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 overall high school GPA including at least six completed semesters of high school. The seventh or eighth semester of high school can increase an award for these scholarships, but will not reduce an award. Exception: final coursework must be a 3.5 for students accepting an athletic scholarship. Students must complete 12 credit hours with a semester and overall 3.0 GPA to maintain the scholarship. Exception: students on athletic scholarships must maintain a 3.5 GPA per Jayhawk Conference rules.

The following accrediting organizations are recognized: State of Kansas North Central, National Association of Private Schools, Associated Christian Schools International, Independent Schools Association of the Southwest.



2. **ACTIVITY/ATHLETIC SCHOLARSHIPS:** These are provided by various departments to students who wish to participate in activities such as sports, livestock judging, journalism-radio/television, theatre, music, spirit squad, dance team, and the Student Government Association. These scholarships may cover up to the cost of tuition and the loan or use of textbooks for the semester. Selection is made by the individual department and students should contact the division dean, instructor or coach for information.
3. **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. **KANSAS BOARD OF REGENTS SCHOLARSHIPS:** The state of Kansas provides various scholarships. Examples: Ethnic Minority, Nursing, State, Teacher, Military, and vocational. Applications and a complete list of scholarships are available through their website at www.kansasregents.org.

Academic Achievement programs and services help meet the diverse needs of Butler's students. These include a variety of college credit courses, developmental courses and other programs and services that assist students in meeting their academic, career, and life goals.

Butler Foundation Scholarships

The Butler Foundation is a not-for-profit 501(c)3 organized that exists to provide support for the college. The Foundation solicits and accepts gifts of cash and other assets. The Foundation also accepts deferred gifts and gifts-in kind. The Foundation, established in 1966, is overseen by a board of directors representing Butler's service area and is responsible for maintaining donor and alumni information. Disbursements from endowed scholarships as well as annual scholarships are provided to students and administered by the Foundation through the Office of Student Financial Aid. Scholarship applications can be found online, at the Foundation office, or at the Office of Student Financial Aid. The priority deadline for all Foundation scholarship applications is March 1. All Foundation scholarships vary in amount and criteria. An overall grade point average (GPA) of 2.0 on a 4.0 scale must be maintained to be eligible to receive a Foundation scholarship. An athlete must have and maintain a 3.5 GPA per Jayhawk Conference rules to be eligible to receive a Foundation scholarship. Athletes are allowed a \$1,000 maximum academic package due to the Jayhawk Conference rules, this includes Foundation scholarships. Visit the Foundation webpage at <http://foundation.butlercc.edu> or call 316-323-6731 for more information regarding Foundation scholarships.

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 DCF childcare assistance while enrolled in classes. Eligible students are Pell Grant recipients, enrolled in at least 6 credit hours at Butler and can enroll their child at EduCare. Contact Sue Barrientos or Jamie Jellison at 316.323.6845 for more information.

State Assistance

Butler works with multiple state programs to assist many different types of students to overcome a variety of continuing education barriers. WIA (Workforce Investment Act) is one example of assistance. WIA is a federally funded program, which can assist individuals to attend school in a demand occupational field, within an educational program that can be completed in two years or less with an approved provider.

Another example is TAAC (Trade Adjustment Assistance Act). TAAC is a federally funded program to assist individuals that have been laid off due to lack of work from a manufacturing company who has a United States Department of Labor certified petition issued because production of products have been moved to a foreign country and/or sales production has been directly affected by imports from foreign countries.

For more information on any state assistance program you can contact Carol Hull in Accounts Receivable at 316.218.6201 for application procedures and program administration in your area.

Outside Scholarships

Scholarships are available from many different kinds of organizations, companies, churches, hospitals, etc. Some entities have scholarships available for members/employees and their children. Others accept applications from any individual that meets their criteria.

Outside scholarship checks should be made payable to Butler. The student's name and Butler student identification number, but not a social security number, should be listed on the check and mailed directly to the Office of Student Financial Aid – 901 S Haverhill Rd – El Dorado, KS 67042.





ACADEMIC ACHIEVEMENT CENTER

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 Associate Dean of Academic Support Services and College Readiness.** 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
- Sentence and Paragraph Writing
- 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, jmclendon@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 each semester to inform students of immigration regulations and activities of the International Student Association. The International advisors maintain office hours at Butler of Andover.

Career Coach

Career Coach is a user-friendly web-based tool designed to help students and others explore the most current data on wages, employment, job postings, and Butler's educational offerings for our region. Career Coach also provides a "Resume Builder" template and assessments for job seekers. For more information contact Career Services (Loretta Patterson at 316.322.3294 or lpatterson@butlercc.edu) or visit the Butler homepage (www.butlercc.edu).

Career Exploration Services

Counselors and Advisors at all sites provide career information for students. Free assessments and career exploration links are available at www.careeronestop.org. Students may use this information to research occupations, values, interests, skills and educational programs. Additionally, students may access career and occupational training information through the Steve Pershall and Distinguished Alumni Community Success Centers (CSC). The centers are designed to provide on-line computer information in the areas of career exploration, job information, plus college and university information. The centers also include specialized access booths with information about Wichita State University, Pittsburg State University, Newman

University and Southwestern College. The centers are located in El Dorado and Andover and are available to anyone in the community.

TRiO - Student Support Services

The TriO Student Support Services program is designed to assist students in developing skills essential to college success. Students receive assistance with advising, educational counseling, mentoring, financial aid resources, career planning, study skills, free tutoring, and academic development. The TRIO staff, including an advisor/counselor and specialist in math and reading/writing, provides one-on-one guidance in a supportive environment. If you are a first-generation college student, low-income, or a student living with a disability please apply in room 5201N (5000 Building at Butler of Andover) or call (316) 218-6379.

Tutoring Services

Butler provides a tutoring service that is free to all students. Tutoring is provided by both instructors and Tutor Ambassadors at Butler of El Dorado and Butler of Andover. Butler students who have successfully completed the classes in a requested subject and have recommendations from their instructors may apply to be Tutor Ambassadors. If chosen, they will receive a tuition/books scholarship to Butler. All tutoring takes place in Butler facilities and may involve group tutoring. The scheduling of tutoring services depends on the availability of tutors and not all subjects may be available each semester at each Butler site. We also offer a professional 24/7 Online tutoring service to students through NetTutor. You can access NetTutor by logging in to Pipeline and looking under MyCourses. For more information on tutoring services, visit <http://www.butlercc.edu/tutoring/peertut.cfm> or call 316.322.3167.

Testing Services

The Butler Testing Centers provide a quality, secure testing environment in which high testing standards are maintained. The Centers are located at Butler of Andover and Butler of El Dorado and provide a variety of testing services. These include placement tests for prospective Butler students, tests for Butler Online courses, and make-up tests for Butler instructors. In addition, the Centers offer CASAS and GED testing. On a limited basis the Centers administer academic and certification tests to non-Butler students. For more information on testing services e-mail testing@butlercc.edu or access www.butlercc.edu/testing_center/index.cfm on the web.

Counseling

Often students find themselves confronted with personal difficulties while attending college. Butler employs professional counselors at El Dorado, Andover and McConnell who assist students in coping with their life situations. Students are encouraged to consult a counselor to discuss personal concerns, coping with problems or stress, and relational issues in a comfortable, confidential environment.



Butler also offers a drug and alcohol educational program for students who violate campus policies. Support groups are also formed for a variety of issues for students, faculty and staff as the need arises. For more information contact a Counselor at El Dorado (316) 322-3162, Andover (316) 218-6231 and at McConnell (316) 681-0236.

Course Placement

The Advising center requires students to take either the ACT, SAT, 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 Services (SCS)

Student Career Services assists Butler students in their job search while pursuing their degrees or upon completion of a program. Career Services provides assistance with resume development and practice for an interview. Butler's Student Career Services office is located in the 600 Bldg. on the El Dorado campus (901 S. Haverhill Road). A partnership with the Workforce Centers of South Central Kansas increases our ability to serve more students. Similar career services are available through the Workforce Centers in Wichita (1220 E. 1st Street) and in El Dorado (2318 W. Central Ave.). Students are invited to register at www.kansasworks.com for job openings and to post resumes; and meet one-on-one with Workforce Center staff. Go to www.kansasworks.com to start your online registration and www.workforce-ks.com to find scheduled workshops.

Libraries

The 5 Butler Libraries focus on your needs as a student, and include information and tech instruction, computers/printing, assistance with research papers, interlibrary loan, and great spaces for study. Our librarians are people who:

- Explain how to use the library on campus or from your home
- Help you find answers/resources for your research papers
- Answer "how-to" questions
- Assist with internet and printer use
- Help you create citations for your papers

Come in or contact our librarians via email or text 316.448.2225 or even "Butler Live Chat" on the website! Call 1-316-322-3235 for hours.

Locations for both on-campus and online study include:

- The website http://www.butlercc.edu/nixon_library/ or through your Pipeline home page (look for the library tab)
- El Dorado Campus – L.W. Nixon Library, 600 Building, 2nd floor
- Andover Campus –
 - 6000 Building, shared with Andover High School Media Center
 - 5000 Building, in the hallway near the bookstore
- Rose Hill – shared with Rose Hill High School Library
- McConnell Air Force Base, Wichita – Library, 412 Building

We buy amazing, in-depth online resources, including eBooks and full-text magazines and journals, as well as extraordinary videos. All are easily accessible to you from computers in the libraries or from your home via your Pipeline account. Interlibrary loan adds the resources of libraries around the world to our collection of 45,000 items. The catalog can be searched online 24 hours a day; books, music, and movies may be picked up or returned at any campus location.

Find our largest library, the L.W. Nixon Library, on the El Dorado campus (second floor of the 600 Building directly above Student Services). We are open 71.5 hours a week during the semester. Online resources are augmented by numerous books, journals, and audio-visual materials to checkout, including a popular movies and new video games collection, or watch/play on our TV/Wii right here. Our *Library Latte* coffee bar features **Starbucks** coffee, lattes, cappuccinos and muffins, cookies and popcorn and microwave meals. Meanwhile, a number of computers, including laptops, and printing are here for your use. It's a pleasant place to study or meet with friends.

The Andover campus library is in two sites: the shared high school library or the Learning Commons Library near the bookstore in the 5000 building. Both provide expert library assistance as well as books, movies, computers/printers and study space (and a microwave to heat water for your tea in the 5000 building). Borrowing DVDs and books from El Dorado is easy and quick through our branch-to-branch loan service.

McConnell AFB and Rose Hill High School both provide extended outreach to Butler students for library needs.

For more information and to get a feel for the Butler Libraries, explore our blog <http://livelibrary.blogspot.com/> or visit us on Facebook as Butler Community College Libraries.



Online Learning Opportunities

In online learning, technology is used to provide convenient accessibility for students who need flexible scheduling options. Butler offers two formats of online learning: Online courses and Blended Learning courses.

With the increased flexibility comes an increased responsibility. Students who are considering accessing an online learning option should realize it requires:

- More self-discipline than a traditional on site course.
- Above average skill in following written directions.
- Time-management skills.

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. Most online courses have 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 \$47 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

Adult Education

Adult Education classes assist adults who lack a high school diploma or who have a high school diploma and want to improve basic skills in reading, grammar, spelling, vocabulary, writing, technology, mathematics, or prepare for college or a career. The program provides support and an engaging learning environment to increase student success. Transition activities are incorporated with classroom instruction to encourage student involvement in the college community and to prepare students for entry into degree and certificate programs at Butler Community College. Butler Community College operates the Adult Education program in conjunction with the Kansas Board of Regents. 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 awarded by the Kansas Board of Regents. This diploma is widely accepted by employers, colleges, and Butler Testing Centers by

appointment scheduled online. Call Adult Education at 316-323-6074 for information.

- **College Readiness Preparation**
Adult Education Math, Language Arts, and Jumpstart classes are a skill development option for students placing into math, reading, and English classes that are not eligible for federal financial aid funding.
- **Special Interest Classes**
Several short-term classes are offered throughout the year that are designed to build skills while focusing on a topic of interest. Some examples include technology skills, money management, work readiness, and employability skills.
- **Student Achievement in Reading (STAR)**
STAR classes are designed to develop the reading skills of intermediate level learners by focusing on alphabetic, vocabulary, fluency, and comprehension.
- **Kansas WORKReady! Certificate**
Butler's Adult Education Program is a testing site for the Kansas WORKReady! Certificate. Adult Education students, and other interested individuals, can earn a certificate by successfully completing the WorkKeys® Applied Math, Reading for Information, and Locating Information Assessments. WorkKeys® preparation instruction is integrated in Adult Education classes.

Multi-Media Learning Resource Center/BCTV

The Multi-Media Learning Resources Center provides a full range of production and presentation technology services in support of classroom teaching, the Learning College principles and Butler's mission. MMLRC services include new digital video production services, with digital video, field and/or studio recording. Avid Meridian and Express DV editing workstations are utilized and CD and DVD authoring and duplication, as well as traditional analog duplication and production are available for both internal (educational) and external clients. Butler Community Television currently local cable channel 20 provides both college production and The NASA Channel which is broadcasted on the El Dorado, Towanda, and Augusta cable systems with the community cable system. Additionally, Telenet 2 (Kansas Regents Network) distance learning and taped satellite downlinks and downlink satellite video conference services are provided. MMLRC is also integrating activities with the electronic media areas in Butler's Mass Communications educational program.

Computer Labs

To meet ever increasing student needs for computer and Internet access, the Information Services Division maintains up-to-date open computer labs at various college sites which contain state-of-the-art hardware and the latest word processing, databases and spreadsheet software. The El Dorado open lab in the 1500 Building is on the second floor, Room 1529. Butler of Andover's open lab is in the 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.



Online Writing Lab (OWL)

The Butler Online Writing Lab is a free service available to students currently enrolled in courses on any Butler campus or in Butler online courses. The OWL is staffed by Butler English faculty. For more information about this service, visit <http://www.butlercc.edu/writinglab/index.cfm> on the web or look up Online Writing Lab under the A-Z index on the Butler website.

World Wide Web

Butler maintains a homepage Web site on the World Wide Web: www.butlercc.edu. 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, Coordinator, Coordinator of Student Involvement and Development. The Student Government Association (SGA) office is adjacent to the Student Life Center in the Purple Room

The Student Life Center at Andover is located in the Student Union at the 5000 Building. This space serves as the central location to receive information about the many exciting programs and services offered in Student Life. The Student Life Center contains several large monitor computers and a printer, workspace, student organization workroom, student life conference 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 Welcome Week which is designed to support the adjustment of new students prior to and during the first week of classes. FYE also provides several programs, experiences and opportunities for students to connect with the College and succeed personally and academically during their first year. Such efforts include mentoring, welcome week events in the fall and spring, intervention for students identified as needing support personally or academically, communication with parents on updates and happenings at Butler, educational programming, activities, faculty and staff interaction with students outside of the classroom, and ongoing evaluation and assessment of current experiences while also implementing established 'best practices' from across the country. The FYE office is dedicated to the success of our students and we strive to support our new students so that they can achieve their stated goals for attending Butler. The FYE office is also responsible for Student Connect (College Orientation).

The FYE office is located in the Student Life Center on the Andover campus. You can also contact the First Year Experience Office at 316-218-6373.

Residence Hall/On Campus Housing

Butler's residence halls at El Dorado accommodate over 376 students. The housing complex is made up of 3 halls and 4 smaller apartments: West Hall (all males), East Hall (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, \$25 application fee, \$100 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 or also requesting one from the Office of Residence Life by calling 316-322-3295 or emailing housing@butlercc.edu.

All residents are required to accept a combined room and meal contract. Our dining facility provides students with nineteen well-balanced meals per week. This includes 3 meals a day on weekdays and brunch and dinner on weekends. During official school holidays, including Thanksgiving Break, Winter Break and Spring Break, the residence halls and dining facility are closed.

Residents who return to the residence halls for the following academic year will have first choice in room selection. When placing residents, every attempt is made to honor requests for roommates. The Housing Contract is for the academic year, both Fall and Spring Semesters. All residents must be a full-time student, maintaining a minimum of 12 academic hours, to live in the residence halls.

Any student wishing to live off campus and in need of assistance in finding housing to rent may contact the Housing Liaison at Butler at 316-322-3245. This individual will assist you in finding housing to meet your needs. Additional information can be found on the BCC website or by contacting the Office of Residence Life at 316-322-3295 or email housing@butlercc.edu.

Student Union Services

The Student Union Building at El Dorado contains a snack bar (Bear Necessities), a commons/lounge area with 10 computers and a printer, meeting rooms, a bookstore, cafeteria and Student Life Center. Pizza, sandwiches, drinks, chips, etc. are available in the snack bar. The cafeteria serves meals every day of the week and operates on a controlled-access basis. Residence hall students and those on meal contracts are admitted upon presentation of their ID card with the proper marking. In addition to residence hall students, other students or visitors can purchase meals on an individual meal basis.

The Student Union in Andover contains a number of commons/lounge areas, food court/cyber café, game room, study lounge, television lounges, The Grizzly Den (a large multi-purpose room), Student Life Center as well as a mall walkway with seating and gathering space. Additional student services at Andover includes a snack bar at the 6000 building which has a variety of vending machines and gathering area.

Bookstores

Butler operates bookstores at El Dorado and Andover - books, supplies, clothing and gifts are sold. Butler bookstores also sell educationally priced software to students and employees of the college. A book buyback is held during finals week of each semester in which books that



are in good condition and needed for the upcoming semester are repurchased from the students at a discounted price. The El Dorado bookstore is located in the Student Union Building and maintains hours of 8 a.m. to 5:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. Summer hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. The Andover bookstore located at 715 E. 13th St. maintains hours of 9 a.m. to 6:30 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. Summer hours are 9 a.m. to 6 p.m. Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

Books can also be ordered online at www.butlercc.bkstr.com.

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 in Andover, room 6402 - 6000 Building.

**Bookstore hours may vary during peak periods in the summer and holidays. Call 322-3197 or 733-3197 direct from Wichita/metro area for El Dorado and 218-6232 from Wichita or 323-6232 from El Dorado for Andover to verify times.*

Information concerning the 100% refund period for books and refunds for cancelled classes can be found under the "Tuition and Fees" section of this catalog.

Child Care (EduCare Center)

The EduCare Center is a 9,385 square-foot, state-of-the-art child care facility as well as a learning lab for Butler Early Childhood Education students. The center is located off Towanda Avenue on the west edge of Butler's campus in El Dorado.

CCampus Scholarships are available for children's tuition for student parents who are Pell eligible. Contact the EduCare Center for availability.

The Center is accredited through the National Association for the Education of Young Children in addition to a 5 Star Center through the Kansas Quality Rating Improvement System. The Center cares for 121 children ranging from two-weeks to 12 years old. The Center provides child care services to Butler students, faculty, and staff, and community members on a first-come, first-served basis with priority given to full-time needs.

The Center is open year round, closing only for major holidays and the week between Christmas and New Years, Monday through Friday 5:45 a.m. - 6 p.m. For additional information regarding the EduCare Center call 316 323-6845 or direct 218-6845 from the Wichita/metro area.

College Health Services

Butler College Health Services supports the health needs of students and staff at the college.

Butler operates the College Health Services on the El Dorado campus located in Room 162 of the 1100 Building or West Residence Hall and the Andover campus, located in the 5000 building, room 5110-12N. 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.

Services are provided for a nominal fee: physicals, immunizations, lab tests, prescription medications, over-the-counter medications, dental, and vision referrals. Other services are provided by request.

Butler College Health Services also track immunization requirements for the nursing program, residence halls, international or foreign born students, and incoming freshmen.

Appointments are recommended. To schedule, please call BOE at 316-322-3371 or 316-733-3371, or BOA at 316.218.6282, or email collegehealth@butlercc.edu.

Public Safety and Security

The Butler Community College Public Safety Department includes a Kansas Law Enforcement Agency recognized as the Butler Campus Police Department, staffed by experienced state certified police officers. The other Public Safety officers are trained, experienced Security officers. The mission of the department is to maintain a safe and secure learning, living and working environment. That is accomplished through vigorous patrol, response to calls for assistance, critical incident management, utilizing video surveillance systems, vehicle service requests, investigations, crime prevention and generally maintaining the peaceful order of the campus.

The El Dorado campus is staffed by officers on duty 24 hours a day. The El Dorado Public Safety Office is located in the 1100 Bldg., and the phone number is 316-321-7657. The Andover Public Safety Department has officers on duty whenever the Andover Campus is open. It is located in the 5000 Bldg., and the phone number is 316-218-6112. At all other college locations, individuals are to contact local law enforcement and the local site director. If Public Safety related reports are filed at those locations (injury, damage, criminal acts or emergencies), a copy of the report must be sent to the El Dorado Public Safety office. The Department has outstanding working relationships with area emergency response agencies.

Butler Community College has an emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies or weather related cancellations. To enroll in this emergency notification system, individuals should follow the directions as provided on Campus Pipeline. Should individuals have questions regarding this system or the enrollment process, they may contact the College Information Systems office at 316-733-3306.



STUDENT ACTIVITIES & ORGANIZATIONS

Butler is proud of its comprehensive student activities program. These activity programs, ranging from athletics to livestock judging, are strongly supported by the Board of Trustees, the community, the student body, and the College administration.

Ag Ambassadors

The Butler Ag Ambassadors Club is made up of students whose purpose is to act as a public relations branch for the College of Agriculture at Butler. The organization also provides leadership in the field of agriculture to those within the school and the community.

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.

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 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 316-322-3328 or Luke Boyenger 316-253-2985 or lboyenger@butlercc.edu BOE Campus.

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 jmginley@butlercc.edu.

Emerging Professionals @ Butler

Emerging Professionals @ Butler is an organization geared toward students with a "professional" attitude. Focus of this organization will be making connections with Young Professionals of Wichita (a part of the Wichita Chamber of Commerce), to start networking, develop internship leads, and improve career skills (resume, interview, communication, stress management, and money management). As a new organization, student leaders are needed to design and develop their "vision" into a reality. Sign-up and be the defining link between Butler students and Young Professionals of Wichita. Contact Rickey Frierson 316.323.6243 or rfrierson@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.

Gay-Straight Alliance

The GSA provides a safe and respectful environment to educate and raise awareness and provide opportunities to share experiences, concerns, and ideas with other members regarding gay, lesbian, bisexual, transgender and allied students, faculty, and staff. Contact Dr. Phil Speary at 316.322.3226 or pspeary@butlercc.edu or Lainie Armstrong at 316.218.6377 or larmstrong2@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 the Service-Learning office at (316)323-6877 or servicelearning@butlercc.edu.*

Hispanic American Leadership Organization (HALO)

Butler's Hispanic American Leadership Organization (HALO) provides students the opportunities to better serve fellow students through leadership development, student recognition, fostering traditions, serving as a support system, and representing the community and Butler student body. *Contact Anna Villarreal at 316-218-6151 or avillarr@butlercc.edu or Rickey Frierson at 316-218-6243 or rfrierson@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 316-218-6241 or rbush@butlercc.edu and/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 compete and participate in Flag Football, 5 on 5 Soccer, Dodgeball, Co-Ed Softball, Golf, and many more activities. If you miss the court or field, or just like to have fun, consider participating in our Intramural program. For more information call (316) 322-3295.

Livestock Judging Team

Livestock Judging at Butler helps young people interested in the agricultural industry become more proficient at selecting livestock. A judging team is selected from those students interested in college competition on a local, state and national level. During the year, the team has a rigorous workout schedule to prepare for competition. These young men and women are ambassadors for Butler's Agriculture program. The team travels to a number of contests within the United States. Contact Marcus Arnold at marnold@butlercc.edu.

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 William Buchhorn at wbuchhorn@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 Dr. 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 3:30-4:30 pm. *Contact Sherri Conard at 316-218-6373 or sconard@butlercc.edu &/or Andrea Weiss at 316-323-3353 or aweiss2@butlercc.edu.*

Student Life Department

Student Life at Butler is dedicated to providing co-curricular programs and opportunities that allow students to interact with other students, faculty and staff. The Butler experience is not complete without Student Life! At Butler there are many programs and services that will assist you to be successful in your college and lifelong endeavors. The many areas that exist within Student Life are focused on providing fun activities and programs for social interaction and engagement, living and learning experiences, leadership opportunities, 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 Sabrina Olson at 316-322-2293 or solsons@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.

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 go-voice Butler Concert Choir presents four major concerts per year and is open to all with the instructor's approval. An audition process is used to select members of the Headliner's show choir, the Chamber Singers, and the ladies vocal ensemble. The Headliners, a show choir consisting of 28 singers/dancers and an instrumental combo, specializes in performing show and pop music. The Headliners do numerous performances each semester, including hosting the annual Butler show choir Festival and performing at the Butler Summer show choir Camp each July. The Sweet Melodies sing a variety of music and also performs at home concerts. There are also smaller select ensembles, the Smorgaschords barbershop quartet and a vocal jazz ensemble that performs for various college functions.

A full spectrum of courses for music majors is also available, including music theory, aural skills, music fundamentals, music appreciation, piano lessons, voice lessons, instrumental lessons, and dance classes.





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.

"Golden Grizzly" Policy

Senior citizens from the Butler service area (Butler, Chase, Marion and Morris counties) who are 60 years of age or older will be given, upon request a college identification card entitling them to become a "Golden Grizzly". This will allow them free admission to regularly scheduled, non-athletic college-related activities, provide discounted tickets to athletic events* and a tuition waiver (fees not included) for all Butler credit courses on a space available basis. Golden Grizzly cards will be issued through the Registrar's Office.

*Golden Grizzly members can receive General Admission tickets to all home, regular season athletic contests at the Golden Grizzly/Youth rate. Discounted tickets are not available for NJCAA national and Region VI events.





BUSINESS EDUCATION & TRAINING ANALYSIS

The Business Education and Training Analysis serves the community beyond the traditional college setting by working collaboratively with business, economic development and workforce development organizations to strengthen the region's economy. Programs and services address distinct learning needs, yet share the common goal of helping companies, organizations, and individuals develop their most valuable asset – PEOPLE.

The center provides a wide-range of services to meet the needs of our local stakeholders and is committed to adding value to local economic development efforts through a number of services and initiatives.

This extensive selection of workplace learning options for organization and individuals includes: customized group training, open-enrollment classes and online courses. We specialize in supervision and leadership, technical skills, occupational language and business communication. Expertise of faculty and staff from throughout Butler Community College makes it possible for us to deliver customized content in a wide variety of other subject matter areas.

Customized Training Solutions

Customized training solutions are targeted to meet the specific needs of each client organization. We design, develop and deliver affordable, leading-edge training services and programs to local, national, and global employers. This provides employees with the new skills, knowledge and abilities they need to help businesses become more productive, innovative and profitable. Programs can be tailored to address the unique concerns of an organization, or we can develop solutions specifically for a company. The expertise of our trainers, faculty, staff, Growth Development Associates, and the Global Corporate College, partnered with leading training vendors, provides us with a wealth of resources from which to create customized training solutions to reduce performance gaps at multiple levels within corporations.

Upon identifying the specific business needs, experienced consultants will work with the business to develop a customized solution to provide employers with the professional skills needed in today's diverse, fast-paced, lean, global business environment.

Open Enrollment Training

Optimizing productivity and marketability are critical to every business. Training is offered publically as one of several opportunities easily accessed by organizations or individuals. These trainings are chosen to appeal to people working in a wide range of industries and occupations.

Our open Enrollment training schedule is based on demand. If you are interested in a training that is not listed, please call us at 316.218.6118 to offer your ideas. If you have a group of people to train, we can schedule a training just for you. If you prefer working at your own pace in your own space, be sure to explore our online offerings.

Online Training

In today's fast-paced world, many of us find it difficult to take time away from work and family for needed training. Butler's Business Education and Training Analysis has partnered with several companies to offer a wide range of highly interactive non-credit training. These are available over the internet, requiring only internet access to begin experiencing learning outside a traditional environment.

Education To Go: Ed2go instructor-facilitated non-credit online courses are informative, fun, convenient, and highly interactive. Ed2go instructors are known for their ability to create supportive communities of learners. These courses run for six week periods, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, and supplementary resource links. Courses can be completed entirely from the home or office anytime of the day or night.

Growth Development Associates: Our Consultative Sales training is a comprehensive sales and management skills curriculum provided through our partnership with Growth Development Associates, Inc. (GDA). GDA has a 22 year track record of helping organizations from American Express to Apple Computer achieve world-wide record-level growth. Now it is our turn to add your company to their impressive client list. GDA training programs are exciting, challenging, and renowned in national and international sales training markets for delivering powerful results. The program can be delivered online, face-to-face, or in blended format. Join other major companies as you experience positive success using GDA's specialized approach to selling.



Grizzly Adventures, ROPES Challenge Course

Climb outside your comfort zone with Grizzly Adventures. When you and your teammates take on this state-of-the-art outdoor challenge course, you'll learn taking risks most often stands in the way of achieving goals. Grizzly Adventures provides the ultimate training for building a successful team and improving your individual self-confidence. Butler Community College is excited to offer this demanding and rewarding tool for growth in leadership, problem-solving, communication skills, and more.

It's hard to imagine as you venture down the beautiful, serene nature trail at the southwest corner of Butler Community College's campus in El Dorado, Kansas that a physical and mental challenge awaits you of such proportions that it'll stir your blood and spike your adrenaline. Butler sets out to create an experience that breaks through traditional classroom walls. Grizzly Adventures, as part of Butler's academic Leadership program, is open to youth, civic, non-profit business and corporate groups who wish to stretch their skills to the brink! For more information, call Shane Steinkamp at 316-323-6874 or 218-6874 from the Wichita/metro area. **Climb outside the box...and hang on!**

Grizzly Adventures Zip Line Tours

Butler Community College Grizzly Adventures (Grizzly Adventures) started running zip line tours as an advertising, marketing campaign. It has since grown in demand to a new business, entrepreneurship within Butler Community College. The mission of Grizzly Adventures Zip Line Tours is to provide an experiential, fun and safe element available to the public.

Kansas Small Business Development Center

Kansas Small Business Development Center (KSBDC) provides opportunities for applying knowledge gained from programs offered in the College to organizations within the community and region the College serves. The mission of the KSBDC is to increase economic prosperity in Kansas by helping entrepreneurs start and grow their businesses through professional consulting, training and resources.

KSBDC confidential business consulting services are provided at no cost to the client by our network of eight regional and nine outreach centers. Individualized counseling sessions are designed to help clients address start-up issues, marketing, managing a business, business planning, financing, accounting, strategic planning, human resources, taxes, and many other areas. In addition to our business counseling services, the KSBDC Network offers a diverse range of low-cost live seminars and no-cost online training that is accessible 24/7.



COMMUNICATION DIRECTORY

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BUTLER COMMUNITY COLLEGE SITES

BUTLER OF EL DORADO

901 South Haverhill Road
El Dorado, KS 67042
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

131 West Main
Council Grove, KS 66846
620 767-5158 • FAX 620 767-5150

BUTLER OF MARION

Bown-Corby Building
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 EDUCATION AND TRAINING ANALYSIS (BETA)

715 E. 13th Street
Andover, KS 67002
316 218-6118 • FAX 316 733-4691
www.wpa.butlercc.edu

BUTLER WEB SITE

www.butlercc.edu



Academic Studies for Division Of Academic Support And Effectiveness

Dean

322-3226

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

Academic Studies for**Behavioral Science/Math/Science/Fitness and Wellness**

Dean

322-3129

The Behavioral Science, Math, Science and Fitness and Wellness 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 and Advanced Technology Center**

Dean

218.6302

The Career and Technical Education and Advanced Technology Center Division enables students to acquire basic knowledge and skills in business and industrial technology fields. Program offerings fill the elective and specific programmatic needs of college transfer students, as well as specific needs of students entering the field of business or industrial technology after completing a two-year program.

Academic Studies for**Fine Arts and Communication**

Dean

322-3328

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

Academic Studies for**Humanities and Social Sciences**

Dean

322-6725

The Division of Humanities and Social Sciences provides general education courses to all students and freshman or sophomore degree requirements for those students majoring in Economics, English, Foreign Language, History, Humanities, Literature, Philosophy, Political Science, Religion, and Social Sciences.

Academic Studies for**Nursing/Allied Health/Early Childhood Education**

Dean

322-3146

The Division offers an Associate of Applied Science degree in nursing which prepares the graduate for practice as a registered nurse. Allied Health offerings include 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.

Admissions/Catalogs/General Info.

Admissions

322-3255

Adult Education/GED

Director

323-6074

The Adult Education center provides basic skills instruction from literacy through college readiness. Butler is an official testing center for the General Educational Development test.

Advising, Transfer Information

Director, Academic Advising

218-6242

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements.

Assistance with Special Needs/Class Accommodations/ADA

Director

322-3166

The Office of Disability Services is comprised of two office locations. The El Dorado office is located in room 604, of the 600 building on the main campus and primarily services the El Dorado, Council Grove, and Marion campuses. The Andover Disability Services office is located in room 429A of the 6000 administration building. The Andover campus serves the Andover, McConnell, and Rose Hill campuses. The Disability Services Office, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, is committed to providing reasonable accommodations and equal access for students, faculty, staff, and guest with disabilities that limit their life functioning. For further information, please call (316)322-3166 or (316)733-3166 from the Wichita Metro area.

Athletic Programs/Scholarships

Director

322-3201

An athletic program of national prominence, Butler is a member of the Kansas Jayhawk Conference qualifying and competing in many state, regional and national events. Grizzly athletics is well-known for its winning tradition.

Bookstores El Dorado/Andover

Bookstore Manager

322-3197

Butler of Flinthills/Butler of Rose Hill/Butler of McConnell/Butler Online

Associate Vice President of Academics

322-3345

Career Pathways

Director

322-3254

Butler supports the Kansas State Department of Education's Career Pathways initiative in creating and maintaining articulation agreements with secondary schools. For up to 15 months after the graduation date for the high school, selected and approved courses with a grade of "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.

College Health Services

Director

733-3371, 322-2271 (BOE)

218.6282, 6131 (BOA)

Promotional Publications

Director, Institutional Marketing

323-6086

The Marketing Communications Department manages the College's image and marketing initiatives.



College Research

Director
322-3338

Community Education/Noncredit Programs

Director
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.

Cooperative Education/Internships

Director
218-6211
Students enrolled in Cooperative Education and/or internships can earn college credit while gaining valuable work experience.

Corporate Training

Training Specialist
218-6118
Butler offers corporate training programs for individuals and groups. Companies establish learning objectives and determine format, schedule and location.

Educare Center Child Care Facilities

Director or Assistant Director
323-6845

El Dorado/Local Dialing

From El Dorado, extensions you must dial 323-6 plus 3 digit extension. For all other extensions dial 322- plus 4 digit extension.

Enrollment/Transcripts/Academic Records

Registrar
322-3123

Establishment of Memorials/Trusts/Scholarships

Director, Foundation
323-6729
The Butler Foundation serves as the primary vehicle for securing and stewarding private funds from individuals, corporations, businesses and private foundations and advances the comprehensive mission of the college by creating community awareness, building and nurturing meaningful relationships with our many constituencies, and connecting the college with resources to promote student opportunities and program growth.

Faculty Policies Academic Regulations

Vice President of Academics 322-3110

Financial Aid/Scholarships

Director
322-3121
The Financial Aid Office is located in the Hubbard Center for Student Services and is open from 8 a.m. to 5 p.m., Monday through Friday. A financial aid counselor is also available daily at Butler of Andover

Financial Operations Business Matters

Vice President for Finance
322-3103

General Welfare Interest of College

Resident
322-3100

International Students

International Student Advisor
218-6241 or 218-6226

Long Distance Dialing

Dial 1-800-794-0188 El Dorado campus.

L.W. Nixon Library/Affiliate Libraries Andover/

Rose Hill
Director
322-3235

Online Education

Director
322-3345
If you do not know the number of the department you wish to contact call the College switchboard operator at 316 321-BCCC(2222) for assistance.

Physical Plant Planning/Maintenance

Director
322-3144

Public Safety and Campus Police

Director, Public Safety
321-7657
The Public Safety Department includes a campus Police Department. This is a state certified law enforcement agency. The Public Safety Department works to ensure the safety and security of all stakeholders, property and facilities, and to maintain order throughout the college.

Residence Life

Director
322-3295

Student Accounts

Accounts Receivable Manager
322-3113

Student Career Services

Director
322-3294
Student Career Services assists Butler students in their job search while pursuing their degrees or upon completion of a program. Career Services provides assistance with resume development and practice for an interview. Butler's Student Career Services office is located in the 600 Bldg. on the El Dorado campus (901 S. Haverhill Road). A partnership with the Workforce Centers of South Central Kansas increases our ability to serve more students. Similar career services are available through the Workforce Centers in Wichita (1220 E. 1st Street) and in El Dorado (2318 W. Central Ave.). Students are invited to register at www.kansasworks.com for job openings and to post resumes; and meet one-on-one with Workforce Center staff. Go to www.kansasworks.com to start your online registration and www.workforce-ks.com to find scheduled workshops.

Student Life/Student Activities Dean

323-6915
Butler is proud of its comprehensive student activities program. We offer more than 30 activity programs, ranging from athletics to livestock judging.

Telecommunications/Information Technology

Chief Information Officer
322-3133

Wichita/Metro Area Dialing

To call any telephone extension at Butler of El Dorado from any Wichita exchange dial 733-plus the 4 digit extension, except for all 6000 numbers, dial 218-6 - - -.





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Director, Organization and Staff Development
Professional in Human Resources
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B.B.A., Wichita State University

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