



HOW WILL
power
CHANGE
YOU?



Butler
Community College



LEARNING COLLEGE OF CHOICE

INTRODUCTION

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

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

OUR MISSION

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

OUR VISION

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

OUR STRATEGIC PRIORITIES

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

TIMELESS INSTITUTIONAL VALUES

- Quality
- Integrity
- Service
- Caring

BUTLER'S PURPOSES

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

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



BUTLER LEARNING COLLEGE PRINCIPLES

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

FOCUS ON LEARNING

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

ASSUME PERSONAL RESPONSIBILITY

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

ADVANCE ACTIVE ENGAGEMENT IN LEARNING

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

PROVIDE MULTIPLE LEARNING OPPORTUNITIES

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

VALUE OUR HUMAN RESOURCES

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

MAKE DECISIONS BASED ON FACTS

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

PLAN STRATEGICALLY FOR THE FUTURE

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

RESPOND WITH AGILITY

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

LINK WITH EXTERNAL COMMUNITIES

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

MODEL OUR PRINCIPLES AND TIMELESS VALUES

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

BUTLER'S LEARNING PACT WITH STUDENTS

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

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

The Butler Learning PACT consists of:

P= Personal Development Skills

A= Analytical Thinking Skills

C= Communication Skills

T= Technological Skills

STUDENTS' WORK SHALL DEMONSTRATE:

P = PERSONAL DEVELOPMENT SKILLS

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

A = ANALYTICAL THINKING SKILLS

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

C = COMMUNICATION SKILLS

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

T = TECHNOLOGY SKILLS

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

LEARNING OUTCOMES ASSESSMENT

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

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

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

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



DEGREE & GRADUATION REQUIREMENTS

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

GENERAL EDUCATION AT BUTLER COMMUNITY COLLEGE

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

P = PERSONAL DEVELOPMENT SKILLS

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

A = ANALYTICAL THINKING SKILLS

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

C = COMMUNICATION SKILLS

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

T = TECHNOLOGY SKILLS

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

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

Upon successful completion of required credit hours, fulfillment of the specified General Education Requirements (in the case of the four degrees), and major requirements, with a minimum cumulative GPA of 2.0 and the following additional requirements, the student will be awarded the appropriate associate degree or certificate. Official documentation of all prior college work at other institutions must be on file in the Registrar's Office prior to issuance of a diploma or certificate. All transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree or certificate being sought.



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
Physical Education	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

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
and	
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
Physical Education	1 credit hour
One activity course in Physical Education or Dance	

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
and	
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

Courses:

Social or Behavioral Science
Physical Education

A = ANALYTICAL THINKING SKILLS

- Critical thinking
Make informed decisions for challenging situations

Courses:

Humanities or Fine Arts

- Problem solving
Find workable solutions for real life problems

Courses:

Required Math Course: 3 credit hours

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

Science

May include one laboratory science course as identified in the specific Program requirements

C = COMMUNICATION SKILLS

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

Required course:

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

T = TECHNOLOGY SKILLS

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

Required Gen Ed courses 15 hours

Required Technical Specialty/

Related Courses 45 hours (minimum)

Minimum Graduation Requirement 60 hours

ASSOCIATE IN GENERAL STUDIES (A.G.S.)

MINIMUM DEGREE REQUIREMENTS

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

P = PERSONAL DEVELOPMENT SKILLS

7 CREDIT HOURS

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

Required courses:

Social and Behavioral Science	6 credit hours
Social Science	3 credit hours
Behavioral Science	3 credit hours
Physical Education	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 119 or above) and one science course (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	3 credit hours
and one of the following:	
English Comp II,	
Public Speaking or	
Interpersonal Communication	3 credit hours

T = TECHNOLOGY SKILLS

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

Required Gen Ed courses 25 credit hours

Additional Courses Necessary

to complete Program of Study 37 credit hours (minimum)

Minimum Graduation Requirement 62 credit hours



CERTIFICATE PROGRAM

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

ADDITIONAL DEGREE POLICY

Students with a degree from an accredited institution may earn an additional degree at Butler upon completion of a minimum of 15 Butler hours earned beyond the previous degree, and upon satisfying the requirements for the degree sought. All 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:

I. COMMUNICATIONS

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

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

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

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

2. MATH

For the A.A. and A.S. degrees:

- MA 131 College Algebra or above

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

For A.G.S. degree:

- MA 119 Introduction to Statistics 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 130 Basic Physics I
- PH 143 General Physics I,
- PH 146 General Physics II
- PH 251 Physics I
- PH 252 Physics II,
- PS 100 General Physical Science
- PS 102 Physical Geology

4. COMPUTER LITERACY

AG 107 Microcomputers in Agriculture

(For Agricultural program students only)

- BA 104 Information Processing Systems,
- BE 165 Microcomputer Applications I, Word Processing
- BE 170 Microcomputer Applications I, Spreadsheet
- BE 180 Microcomputer Applications I, Database
- BA 245 Advanced Computer Applications
- BE 265 Advanced Applications - Word
- BE 270 Advanced Applications - Excel
- BE 280 Advanced Applications - Access

5. SOCIAL SCIENCE

AG 120 Agriculture Economics

(For Agricultural program students only)

- EC 200 Principles of Microeconomics
- EC 201 Principles of Macroeconomics
- HS 121 History of Western Civ. I
- HS 122 History of Western Civ. II
- HS 131 U.S. History I
- HS 132 U.S. History II
- HS 201 History of World Civilization I
- HS 202 History of World Civilization II
- PO 141 American Federal Government
- PO 142 State and Local Government
- PO 201 International Relations
- SC 120 Principles of Geography

6. BEHAVIORAL SCIENCE

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

7. HUMANITIES

Literature

LT any course except Children's Literature

Foreign Language

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

Religion/Philosophy

RG 190 New Testament

RG 191 Old Testament

RG 210 Comparative Religions

PL 290 Philosophy I

PL 291 Ethics Humanities

HU 100 Humanities - Ancient to Medieval

HU 101 Humanities - Renaissance to Modern

8. FINE ARTS

Art
AR 100 Art Appreciation
Music
MU 100 Music Appreciation
MU 224 Introduction to Music History & Literature
Theatre
TA 206 Introduction to Theatre Art

9. PHYSICAL EDUCATION

DN any dance course
PE any activity course
PE 254 Lifetime Fitness

CATALOG COMPLIANCE

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

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

DEVELOPMENTAL COURSES

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

BE 060 Computer Basics
EG 040 Sentence Structure
EG 050 Paragraph Groundwork
EG 060 Fundamentals of English
CH 050 Math Review for Science
IS 050 Writing Skills I
IS 051 Spelling Improvement I
IS 052 Vocabulary Development I
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 009 Multisensory Reading & Spelling I
RD 010 Multisensory Reading & Spelling II
RD 011 Basic Reading
RD 012 Reading Fundamentals

PHYSICAL EDUCATION REQUIREMENTS

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

MINIMUM BUTLER CREDITS

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

APPLICATION FOR GRADUATION

Students planning to graduate must submit an application for graduation to the Registrar's Office and pay the appropriate fee by the designated time each semester.

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

GRADUATION EXERCISES

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

BACHELOR'S DEGREE COMPLETION OPPORTUNITIES

BUTLER and EMPORIA STATE UNIVERSITY 2 + 2

Butler Community College and Emporia State University (ESU) have agreed to work collaboratively to provide learning opportunities for student populations interested in pursuing ESU's online Bachelor's of General Studies (BGS) degree program. Butler students wishing to pursue the online BGS degree offered by ESU will receive advising to assure that they are adequately prepared to pursue the final two years of their bachelor's degree program. Additionally, Butler agrees to allow their former students who are pursuing the BGS from ESU continued access to Butler library and computing resources to accommodate their continued success toward BGS degree completion. ESU will provide program information and application materials for students, sufficient course offerings required to complete a degree in a timely manner, and degree planning and advising for all students. B.E.S.T. Program (Butler and Emporia, from Students to Teachers)

Emporia State University offers junior and senior year courses for students pursuing B.S. in Elementary Education at Butler's El Dorado location. The partnership between ESU and Butler is known as the BEST program (Butler and Emporia – from Students to Teachers). See an advisor for more information.

WASHBURN UNIVERSITY 2+2 PLAN

The Partnership for Learning and Networking (PLAN) through Washburn University is a collaborative set of 2+2 baccalaureate degree completion programs that offer students the opportunity to earn a baccalaureate degree without traveling to Topeka. The PLAN programs will allow you to complete an associate degree at Butler and then a baccalaureate degree from Washburn in another two years via the Internet, live interactive television (ITV), or a combination of these delivery systems. Students may complete the Bachelor of Integrated Studies, Bachelor of Applied Science in Technology Administration, Bachelor of Applied Science in Human Services, Bachelor of Health Services, Bachelor of Science in Nursing or the Bachelor of Science in Criminal Justice degrees. For more information contact: Butler Counseling/Advising Offices of El Dorado at (316) 322-3163 or 733-3163 from the Wichita/metro area, Andover at 733-0071, ext. 259 or McConnell at 681-0236 or contact Al Dickes at (785) 633-1829 or aldikes@washburn.edu; or contact the Washburn University Admissions office at 1-800-332-0291 or visit the Web site www.washburn.edu/PLAN.

FRIENDS UNIVERSITY

Butler Community College and Friends University have partnered to provide students who have earned an Associate in Science in Business to matriculate into the Bachelor of Business Administration in Human Resource Management or a Bachelor of Business Administration in Marketing or a Bachelor of Business in Business Management. A maximum of 78 of specified credit hours from Butler will be accepted into the programs.

**KANSAS STATE UNIVERSITY—SALINA**

Butler Community College and the College of Technology and Aviation at Kansas State University at Salina agree to offer a joint program that will enable students to complete the KSU Bachelor of Science degree in Engineering Technology on the Butler of Andover campus. Students have a choice of degrees in either Mechanical Engineering Technology or Computer Systems Technology. Both programs articulate with degree programs at Butler.

NORTHWEST MISSOURI STATE UNIVERSITY

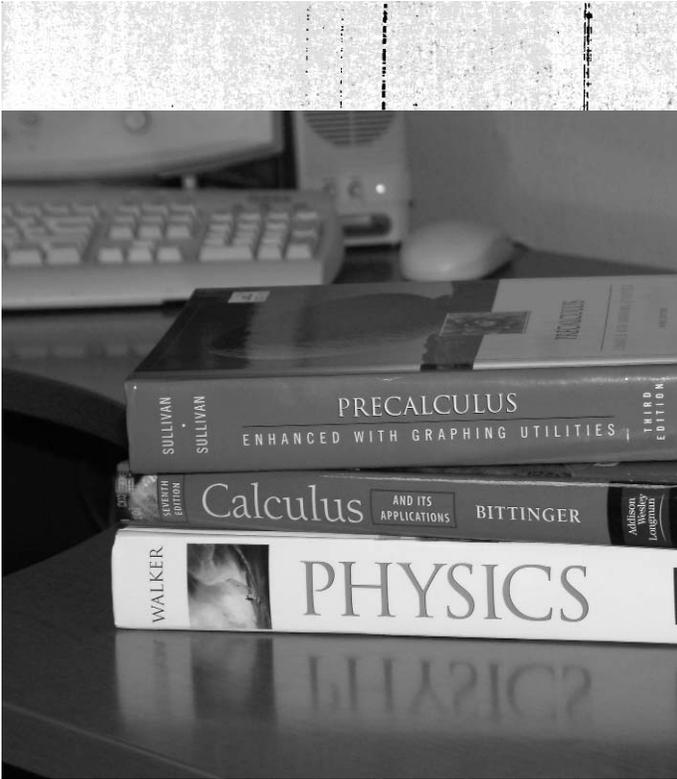
Butler Community College and Northwest Missouri State University have partnered to provide students who have earned an AS in Business Administration/Accounting the opportunity to complete a Bachelor of Science in Business Management. Students who have earned an AS in Marketing & Management have the opportunity to complete a Bachelor of Science in Business Management.

WICHITA STATE UNIVERSITY

Butler Community College and Wichita State University have partnered to provide a seamless articulation for students completing the AAS degree in Manufacturing Engineering Technology at Butler who pursue a Bachelors of Science in Manufacturing Engineering degree from the Industrial and Manufacturing Engineering Department at Wichita State University.

Butler Community College and Wichita State University have also partnered to provide students interested in Teacher Education, the opportunity to take education courses at a Butler campus. Core Education courses will be offered at the Butler Andover Campus beginning in the Fall semester of 2008.

BCC and WSU Professional Link for the Advancement of Nurses (PLAN): The "Professional Link for the Advancement of Nurses" (PLAN) is a collaborative program to facilitate the Associate in Applied Science Nursing Degree graduate to achieve the BSN degree. Butler nursing students declare their intent to complete the BSN degree early in their program and take prerequisites for the BSN program as they pursue the associate degree. In addition, the PLAN students may take the required BSN clinical pharmacology and nursing research course concurrently with their Butler nursing courses. The WSU health assessment class may be taken during the last semester of their associate degree nursing program. PLAN students are admitted to the WSU RN-BSN bridge course and professional nursing courses upon completion of their associate degree and RN licensure.



INSTRUCTIONAL DIVISIONS

The curriculum is organized around five 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 PHYSICAL EDUCATION

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

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

DIVISION OF CAREER AND TECHNICAL EDUCATION

The Career and Technical Education Division facilitates learning using industry certified instructors and state-of-the-art technology to give stakeholders the competitive edge in the high skill, high wage, high demand global marketplace. The following programs are offered in the Career and Technical Education Division: AGRICULTURE-Agribusiness, Agriculture, Livestock Management & Merchandising, Farm and Ranch Management, and Pre-Veterinarian; AUTOMOTIVE-Auto Collision Repair and Auto Technology; BUSINESS & PROFESSIONAL-Accounting Assistant, Advertising, Business Administration/Accounting, Hotel Management, Marketing & Management, Restaurant Management, Tourism, and Starting & Managing a Business; BUSINESS SYSTEMS TECHNOLOGY-Business Education, Business Administrative Professional, Business Legal Specialist, Business Medical Specialist, Realtime Reporting, Medical and Billing Specialist, and Medical Transcriptionist; COMPUTER INFORMATION TECHNOLOGY-Database Administration, Digital Media, Digital Media Specialist, Digital Media Business Specialist, Information Assurance & Digital Forensics, Internetworking Management, Internetworking Management Business Specialist, Software Development, Web Development, Web Development Specialist, Web Development Business Specialist, Windows Administration; ENGINEERING AND MANUFACTURING TECHNOLOGY-Engineering Graphics Technology, Composite Engineering Technology, Manufacturing Engineering Technology, Surveying Technology, and Welding; HUMAN SERVICES & PUBLIC SAFETY-Fire Science. REALTIME REPORTING-Realtime Steno Reporting, and Realtime Voice Reporting In addition, the following WORKFORCE DEVELOPMENT services are offered through the division: Cooperative Education, Student Career and Employment Services. For more information call (316) 322-3128 or direct 733-3128 from the Wichita/metro area.



DIVISION OF HUMANITIES/ FINE ARTS

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

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

DIVISION OF LEARNING RESOURCES AND SERVICES

The division provides a variety of programs and services to help meet the diverse needs of Butler's students. These include library services, concurrent credit, community education, disability services, tutoring and testing services, and distance learning as well as academic courses. The academic departments are college orientation, leadership studies, reading and Academic Achievement Centers. Courses in these departments are both developmental and college credit courses that support the educational pursuits of all students. For more information call (316) 322-3125 or direct from the Wichita/metro area (316) 733-3125.

DIVISION OF NURSING, ALLIED HEALTH AND EARLY CHILDHOOD EDUCATION

NURSING

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

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

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

ALLIED HEALTH AND CONTINUING NURSING EDUCATION

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

EARLY CHILDHOOD EDUCATION

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

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

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PROGRAMS OF STUDY

SUGGESTED PROGRAMS OF STUDY

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

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

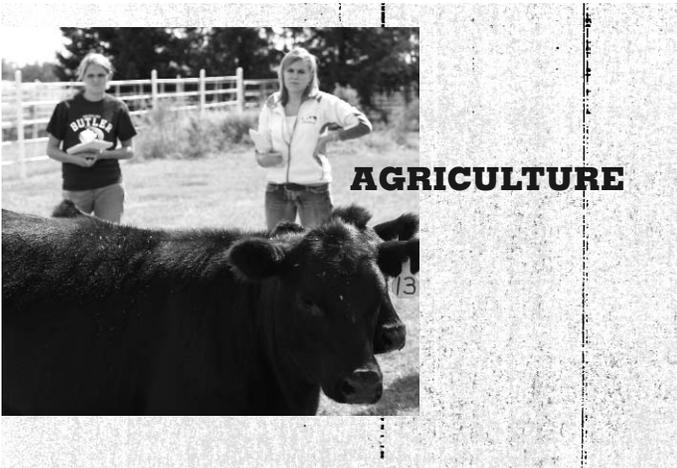
The programs of study for the Associate of Applied Science (A.A.S.) degree and certificate programs are required programs of study. To acquire a “major” designation on the transcript for the A.A.S. degree, the student must successfully complete all the required courses as outlined in the required program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

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

DEGREES

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

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



**AGRIBUSINESS
ASSOCIATE IN SCIENCE**

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

General Education Requirements 32 Hours

- Communications 9**
- ___ English Comp I (EG 101)
 - ___ English Comp II (EG 102)
 - ___ Public Speaking or Interpersonal Communication (SP 100 or SP 102)

- Science and Math 7**
- ___ Math Requirement (MA 131 or above)
 - ___ Crop Science (AG 220)

- Computer Science 3**
- ___ Microcomputer in Agriculture (AG 107)

- Social/Behavioral Science Requirement 6**
- ___ One Social Science Course (EC 201 Prin. of Macroeconomics recommended.)
 - ___ One Behavioral Science Course

- Humanities/Fine Arts 6**
- ___ Humanities Requirement
 - ___ Fine Arts Requirement

- Physical Education 1**
- ___ Physical Education Requirement

- Required Courses 11 Hours**
- ___ Principles of Animal Science (AG 102) 3
 - ___ Agriculture in Society (AG 111) 2
 - ___ Agriculture Economics (AG 120) 3
 - ___ Fund. of Livestock Nutrition (AG 211) 3

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

Related Electives		15 Hours
___ Crop and Soil Management	(AG 142)	3
___ Internship I	(AG 193)	1-3
___ Internship II	(AG 194)	1-3
___ Coop. Ed. I, II, III, IV	(AG 197, 198, 297, 298)	2-6
___ Fund. of Meat Science	(AG 212)	2
___ Financial Mgmt. in Agriculture	(AG 215)	3
___ Livestock Health and Disease	(AG 216)	3
___ Marketing Agriculture Products	(AG 217)	3
___ Principles of Future Mrkts.	(AG 218)	3
___ Beef Management	(AG 221)	3
___ Range Management	(AG 230)	3
___ Livestock Rations	(AG 240)	3
___ Livestock Concepts & Practices	(AG275)	3
___ Livestock Business Mgmt.	(AG 285)	3
___ Directed Ind. Study in Ag.	(AG 294,295)	3
___ Accounting I	(BA 126)	3
___ Accounting II	(BA 127)	3

AGRIBUSINESS

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Don Gronau, Lead Instructor
at 316.322.3145

Program Information

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

Ag Club

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

Articulation Agreements

Kansas State University
Oklahoma State University

Recommendations

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

Recommended Course Sequence

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

Related Programs

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

After Butler

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

Salary

Average Annual Wage: \$43,390

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



**AGRICULTURE
ASSOCIATE IN SCIENCE**

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

Agriculture
Transfer Program
Degree Offered: Associate in Science
Credits Required: 62
Contact: Don Gronau, Lead Instructor
at 316.322.3145

Program Information

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

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

Recommended Course Sequence

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

After Butler

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

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

General Education Requirements 32 Hours

Communications 9	
___ English Comp I	(EG 101)
___ English Comp II	(EG 102)
___ Public Speaking or Interpersonal Communication	(SP 100 or SP 102)

Science, Math and Computer Science 10	
___ Math Requirement	(MA 131 or above)
___ Crop Science	(AG 220)
___ Microcomputer in Agriculture	(AG 107)

Social/Behavioral Science 6	
___ One Social Science Course (EC 201 Princ. of Macroeconomics recommended)	
___ One Behavioral Science Course	

Humanities/Fine Arts 6	
___ Humanities Requirement	
___ Fine Arts Requirement	

Physical Education 1	
___ Physical Education Requirement	

Required Courses 11 Hours	
___ Principles of Animal Science	(AG 102) 3
___ Agriculture in Society	(AG 111) 2
___ Agriculture Economics	(AG 120) 3
___ Fund. of Livestock Nutrition	(AG 211) 3

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

Related Electives 11 Hours	
___ Feeder Livestock Prod. Mgmt.	(AG 108) 3
___ Breeding Livestock Prod. Mgmt.	(AG 109) 3
___ Livestock Selection I	(AG 133) 3
___ Livestock Selection II	(AG 134) 3
___ Crop and Soil Management	(AG 142) 3
___ Internship I	(AG 193) 1-3
___ Internship II	(AG 194) 1-3
___ Coop. Ed. I, II, III, IV	(AG 197, 198, 297, 298) 2-6
___ Fundamentals of Meat Science	(AG 212) 2
___ Livestock Health and Disease	(AG 216) 3
___ Marketing Agriculture Products	(AG 217) 3
___ Swine Management	(AG 219) 3
___ Beef Management	(AG 221) 3
___ Range Management	(AG 230) 3
___ Livestock Rations	(AG 240) 3
___ Horse Science	(AG 245) 3
___ Equine Production	[AG 247] 3
___ Livestock Concepts & Practices	(AG 275) 3
___ Livestock Business Mgmt.	(AG 285) 3
___ Dir. Ind. Study in Ag.	(AG 294,295) 3

LIVESTOCK MANAGEMENT AND MERCHANDISING

ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements 19 Hours

Communications	6
___English Comp I	
___One other course	(EG 102, SP 100, SP 102, EG 112)

Science, Math and Computer Science 10

___Math Requirement	(MA 114 or above)
___Crop Science	(AG 220)
___Microcomputers in Agriculture	(AG 107)

Social/Behavioral Science 3

___Agriculture Economics	(AG 120)
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Required Courses: 14 Hours

___Principles of Animal Science	(AG 102)	3
___Feeder Livestock Prod. Mgmt.	(AG 108)	3
___Breeding Livestock Prod. Mgmt.	(AG 109)	3
___Agriculture in Society	(AG 111)	2
___Fund. of Livestock Nutrition	(AG 211)	3

Related Electives 20 Hours

___Livestock Selection I	(AG 133)	3
___Meat Science Fund.	(AG 212)	2
___Financial Mgmt. in Agriculture	(AG 215)	3
___Livestock Health & Disease	(AG 216)	3
___Marketing AG Products	(AG 217)	3
___Principles of Futures Markets	(AG 218)	3
___Swine Mgmt.	(AG 219)	3
___Beef Management	(AG 221)	3
___Range Management	(AG 230)	3
___Livestock Rations Management	(AG 240)	3
___Horse Science	(AG 245)	3
___Equine Production	(AG 247)	3
___Livestock Concepts and Practices	(AG 275)	3
___Livestock Business Management	(AG 285)	3

A total of 62 credit hours is required for this degree. In addition to the 19 credit hours of general education requirements and 14 credit hours of required AG courses, choose a minimum of 20 hours of related electives of which Internship I or Cooperative Education I may be applied. The remaining 9 hours may be from the related elective list or any other courses that enhance transfer to the university of your choice.

Livestock Management and Merchandising

Career Program

Degree Offered: Associate in

Applied Science

Credits Required: 62

Contact: Don Gronau, Lead Instructor

at 316.322.3145

Articulation Agreement

Kansas State University

Related Programs

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

Recommended Course Sequence

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

After Butler

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

Median Wage for First-Line supervisors/managers of Farming Workers in South Central Kansas is \$30,905 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



LIVESTOCK MANAGEMENT AND MERCHANDISING

CERTIFICATE

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

Required Courses

___ Principles of Animal Science	(AG 102)	16 Hours	3
___ Agriculture Economics	(AG 120)		3
___ Fund. of Livestock Nutrition	(AG 211)		3
___ Financial Mgmt. in Agriculture	(AG 215)		3
___ Crop Science	(AG 220)		4

Agricultural Electives

___ Microcomputers in Agriculture	(AG 107)	15 Hours	3
___ Feeder Livestock Prod. Mgmt.	(AG 108)		3
___ Breeding Livestock Prod. Mgmt.	(AG 109)		3
___ Agriculture in Society	(AG 111)		2
___ Livestock Selection I	(AG 133)		3
___ Crop and Soil Management	(AG 142)		3
___ Fundamentals of Meat Science	(AG 212)		2
___ Livestock Health and Disease	(AG 216)		3
___ Marketing Agriculture Products	(AG 217)		3
___ Swine Management	(AG 219)		3
___ Beef Management	(AG 221)		3
___ Range Management	(AG 230)		3
___ Livestock Rations	(AG 240)		3
___ Horse Science	(AG 245)		3
___ Equine Production	(AG 247)		3
___ Internship I	(AG 193)		1-3
___ Internship II	(AG 194)		1-3
___ Coop. Ed. I, II, III, IV	(AG 197, 198, 297, 298)		2-6
___ Dir. Ind. Study in Agriculture	(AG 294, 295)		3

Certificate requires 31 credit hours.

Livestock Management and Merchandising

Certificate of Completion Program

Certificate Offered: Certificate in Agriculture

Credits Required: 31

Contact: Don Gronau, Lead Instructor

at 316.322.3145

Recommendations

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

Related Programs

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

Recommended Course Sequence

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

After Butler

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

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

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

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

General Education Requirements	19 Hours
Communications	6
___ English Comp I	
___ One other course	(EG 102, SP 100, SP 102, EG 112)

Science and Math	10
___ Math Requirement	(MA 114 or above)
___ Crop Science	(AG 220)
___ Microcomputer in Agriculture	(AG 107)

Social/Behavioral Science Req.	3
___ Agriculture Economics	(AG 120)

Required Courses	20 Hours
___ Principles of Animal Science	(AG 102) 3
___ Feeder Livestock Prod. Mgmt.	(AG 108) 3
___ Breeding Livestock Prod. Mgmt.	(AG 109) 3
___ Agriculture in Society	(AG 111) 2
___ Fund. of Livestock Nutrition	(AG 211) 3
___ Financial Mgmt. in Agriculture	(AG 215) 3
___ Range Management	(AG 230) 3

Related Electives	15 Hours
___ Livestock Selection I	(AG 133) 3
___ Crop and Soil Mgmt.	(AG 142) 3
___ Meat Science Fund.	(AG 212) 2
___ Livestock Health & Disease	(AG 216) 3
___ Marketing AG Products	(AG 217) 3
___ Principles of Futures Market	(AG 218) 3
___ Swine Mgmt.	(AG 219) 3
___ Beef Management	(AG 221) 3
___ Livestock Rations Management	(AG 240) 3
___ Horse Science	(AG 245) 3
___ Equine Production	(AG 247) 3
___ Livestock Concepts and Practices	(AG 275) 3
___ Livestock Business Management	(AG 285) 3

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

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

Farm and Ranch Management
Career Program
Degree Offered: Associate in Applied Science
Credits Required: 62
Contact: Don Gronau, Lead Instructor
at 316.322.3145

Articulation Agreement
Kansas State University

Related Programs
Agribusiness, Agriculture, Livestock Management and Merchandising Pre-Veterinarian

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

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

Median Wage for Farm and Ranch Managers in South Central Kansas is \$40,206 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



**PRE-VETERINARIAN
ASSOCIATE IN SCIENCE**

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

General Education Requirements **32 Hours**
Communications **9**

- ___ English Comp I (EG 101)
- ___ English Comp II (EG 102)
- ___ Public Speaking or
Interpersonal Communication (SP 100 or SP 102)

Science, Math and Computer Science **10**

- ___ Math Requirement (MA 131 or above)
- ___ Lab Science Requirement (CH 110 Chemistry I req.)
- ___ Microcomputers in Agriculture (AG 107)

Social/Behavioral Science **6**

- ___ One Social Science course
(EC 201 Princ. of Macroeconomics recommended)
- ___ One Behavioral Science course

Humanities/Fine Arts **6**

- ___ Humanities Requirement
- ___ Fine Arts Requirement

Physical Education **1**

- ___ Physical Education Requirement

Required Courses **30 Hours**

- ___ Principles of Animal Science (AG 102) 3
- ___ Agriculture in Society (AG 111) 2
- ___ Agriculture Economics (AG 120) 3
- ___ Crop Science (AG 220) 4
- ___ Fund. of Livestock Nutrition (AG 211) 3
- ___ General Biology (BI 110) 5
- ___ Chemistry II (CH 115) 5
- ___ General Physics I (PH 143) 5

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

Pre-Veterinarian

Transfer Program
Degree Offered: Associate in Applied Science
Credits Required: 63
Contact: Don Gronau, Lead Instructor at 316.322.3145

Articulation Agreements

Kansas State University

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

Recommended Course Sequence

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

After Butler

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

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

Median Wage for Veterinarians in South Central Kansas is \$57,116 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



**AUTOMOTIVE
COLLISION REPAIR
ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program includes training in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. You will be ready to sit for the Automotive Service Excellence (A.S.E.) exams at the completion of the program. Additional lab fees are assessed to each program course and subject to change. Students are required to purchase their own tools by the end of the first week of class. Estimated cost is \$2,000. These classes are in high demand and fill quickly. This program is Automotive Service Excellence (ASE) certified.

General Education Requirements **18 Hours**
Communications **6**

- ___ English Comp I (EG 101)
- ___ Public Speaking (SP 100)
or Interpersonal Communication (SP 102)

Science, Math and Computer Science **9**

- ___ Math Requirement (MA 114 or above)
- ___ Science Requirement (PH 109 or CH 105 or above)
- ___ Computer Science Requirement

Social/Behavioral Science Requirement **3**

- ___ Sociology (BS 105)
or
- ___ General Psychology (BS 160)

Required Courses **40.5 Hours**

- | | |
|---|------------|
| Semester 1 | |
| ___ Intro to Collision Repair | (AB 101) 2 |
| ___ Auto Body Welding | (AB 103) 4 |
| ___ Non-Structural Analysis and Damage Repair I | (AB 112) 3 |
| ___ Plastics and Adhesives I | (AB 115) 2 |
| Semester 2 | |
| ___ Non-Structural Analysis Damage Repair II | (AB 122) 2 |
| ___ P&R: Surface Prep/Safety | (AB 126) 3 |
| ___ Structural Analysis Damage Repair/Frames | (AB 124) 3 |
| ___ Plastics and Adhesives II | (AB 125) 2 |
| Semester 3 | |
| ___ Non-Structural Analysis Damage Repair III | (AB 232) 3 |
| ___ Structural Analysis Repair/Unibody | (AB 234) 3 |

- | | | |
|--|----------|-----|
| ___ P&R: Spray Gun Operation I | (AB 236) | 3 |
| ___ Non Structural Analysis Damage Repair IV | (AB 242) | 1.5 |
| Semester 4 | | |
| ___ P&R: Spray Gun Operation II | (AB 246) | 3 |
| ___ Structural Analysis Damage Repair/Per Comp | (AB 244) | 3 |
| ___ P&R: Problem Solving | (AB 247) | 3 |

Related Electives **6 Hours**

- | | | |
|------------------------------------|----------|---|
| ___ Small Business Management | (BA 109) | 3 |
| ___ Intro to Business | (BA 110) | 3 |
| ___ Personal Finance | (BA 112) | 3 |
| ___ Principles of Management | (BA 210) | 3 |
| ___ Personal Selling | (BA 215) | 3 |
| ___ Industrial Mgmt. & Supervision | (IT 141) | 3 |
| ___ Industrial Safety | (IT 205) | 3 |
| ___ Cooperative Education | (AB 197) | 2 |

This is a two-year degree program - no exceptions will be made to shorten the time. A total of 64.5 credit hours is required for this degree. In addition to the 18 credit hours of general education requirements and 40.5 credit hours of required courses, choose 6 credit hours from the list of related electives.

Collision Repair Technology

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 64.5
Contact: Donnie Smith, Lead Instructor, at 316.322.6890 or Dennis Rittle, Technical Advancement Director, at 316.322.3277

Program Information

Classes prepare students for the Automotive Service Excellence (ASE) certification test.

Recommendations

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

Accreditation

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

Additional Costs/Tool Requirement

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Recommended Course Sequence

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

- Fall Start
- Semester 1: AB 101, AB 103, AB 112, AB 115 (fall, first-year student)
- Semester 2: AB 122, AB 126, AB 124, AB 125 (spring, first-year student)
- Semester 3: AB 234, AB 232, AB 236, AB 242 (fall, second-year student)
- Semester 4: AB 246, AB 244, AB 247 (spring, second-year student)

Spring Start

- Semester 1: AB 101, AB 103, AB 112, AB 115 (spring, first-year student)
- Semester 2: AB 122, AB 126, AB 124, AB 125 (fall, first-year student)
- Semester 3: AB 234, AB 232, AB 236, AB 242 (spring, second-year student)
- Semester 4: AB 246, AB 244, AB 247 (fall, second-year student)

After Butler

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

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



**AUTOMOTIVE
COLLISION REPAIR
CERTIFICATE**

Your Butler experience will prepare you to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program includes training in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques and damage analysis and estimating. You will be ready to sit for the Automotive Service Excellence (ASE) exams at the completion of the program. Additional lab fees are assessed to each program course and subject to change. Students are required to purchase their own tools by the end of the first week of class. Estimated cost is \$2,000. These classes are in high demand and fill quickly. This program is Automotive Service Excellence (ASE) certified.

Required Courses		40.5 Hours
Semester 1		
___Intro to Collision Repair	(AB 101)	2
___Auto Body Welding	(AB 103)	4
___Non-Structural Analysis		
Damage Repair I	(AB 112)	3
Plastics and Adhesives I	(AB 115)	2
Semester 2		
___Non-Structural Analysis		
___Damage Repair II	(AB 122)	2
___P&R: Surface Prep/Safety	(AB 126)	3
___Structural Analysis		
Damage Repair/Frames	(AB 124)	3
___Plastics and Adhesives II	(AB 125)	2
Semester 3		
___Non-Structural Analysis		
Damage Repair III	(AB 232)	3
___Structural Analysis Repair/		
Unibody	(AB 234)	3
___P&R: Spray Gun Operation I	(AB 236)	3
___Non Structural Analysis		
Damage Repair IV	(AB 242)	1.5
Semester 4		
___P&R: Spray Gun Operation II	(AB 246)	3
___Structural Analysis		
Damage Repair III	(AB 244)	3
___P&R: Problem Solving	(AB 247)	3

Certificate requires 41 credit hours.

Collision Repair Technology

Career Program

Certificate Offered:

Automotive/Collision Repair

Credits Required: 40.5

Contact: Donnie Smith, Instructor, at 316.323.6890 or Dennis Rittle, Technical Advancement Director, at 316.322.3277

Program Information

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

Recommendations

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

Accreditation

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

Additional Costs/Tool Requirement

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Recommended Course Sequence

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

Fall Start

Semester 1: AB 101, AB 103, AB 112, AB 115

Semester 2: AB 122, AB 126, AB 124, AB 125

Semester 3: AB 234, AB 232, AB 236, AB 242

Semester 4: AB 246, AB 244, AB 247

Spring Start

Semester 1: AB 101, AB 103, AB 112, AB 115

Semester 2: AB 122, AB 126, AB 124, AB 125

Semester 3: AB 234, AB 232, AB 236, AB 242

Semester 4: AB 246, AB 244, AB 247

After Butler

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

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

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

AUTOMOTIVE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements		18 Hours
Communications		6
___English Comp I	(EG 101)	
___Interpersonal Communication	(SP 102)	
Science and Math		9
___Math Requirement	(MA 114 or above)	
___Science Requirement	(PH 109 or CH 105 or above)	
___Computer Science Requirement		
Social/Behavioral Science Requirement		3
___Sociology	(BS 105)	
or		
___General Psychology	(BS 160)	
Required Courses		34 Hours
Semester 1		
___Engine Performance I	(AT 101)	4
___Auto Electrical Systems I	(AT 102)	3
___Automotive Brakes I	(AT 103)	3
___Engine Performance II	(AT 104)	3
___Auto Electrical Systems II	(AT 105)	2
___Automotive Brakes II	(AT 106)	3
Semester 2		
___Engine Performance III	(AT 201)	3
___Auto Electrical Systems III	(AT 202)	3
___Suspension and Steering I	(AT 203)	2
___Engine Performance IV	(AT 204)	3
___Auto Electrical Systems IV	(AT 205)	2
___Suspension and Steering II	(AT 206)	3
Related Electives		10
___Small Business Management	(BA 109)	3
___Intro to Business	(BA 110)	3
___Personal Finance	(BA 112)	3
___Principles of Management	(BA 210)	3
___Personal Selling	(BA 215)	3
___Industrial Mgmt. & Supervision	(IT 141)	3
___Industrial Safety	(IT 205)	3
___Cooperative Education	(AT 197)	2

A total of 62 credit hours is required for this degree. In addition to the 18 credit hours of general education requirements and 34 credit hours of required courses, choose 10 credit hours from the list of related electives:

Automotive Technology

Career Program
 Degree Offered: Associate in Applied Science
 Credits Required: 62
 Contact: Jeremy Carlson, Lead Instructor, at 316.322.3287 or Dennis Rittle, Technical Advancement Director, at 316.322.3277

Program Information

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

Recommendations

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

Accreditation

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

Additional Costs/Tool Requirement

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

After Butler

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

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

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



AUTOMOTIVE TECHNOLOGY

CERTIFICATE

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

Required Courses

34 Hours

One-Year Program

Semester 1

___Engine Performance I	(AT 101)	4
___Auto Electrical Systems I	(AT 102)	3
___Automotive Brakes I	(AT 103)	3
___Engine Performance II	(AT 104)	3
___Auto Electrical Systems II	(AT 105)	2
___Automotive Brakes II	(AT 106)	3

Semester 2

___Engine Performance III	(AT 201)	3
___Auto Electrical Systems III	(AT 202)	3
___Suspension and Steering I	(AT 203)	2
___Engine Performance IV	(AT 204)	3
___Auto Electrical Systems IV	(AT 205)	2
___Suspension and Steering II	(AT 206)	3

Certificate requires 34 credit hours.

Automotive Technology

Career Program

Certificate Offered: Automotive Technology

Credits Required: 34

Contact: Jeremy Carlson, Lead Instructor, at 316.322.3287 or Dennis Rittle, Technical Advancement Director, at 316.322.3277

Program Information

These classes prepare students for the Automotive Service Excellence (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

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

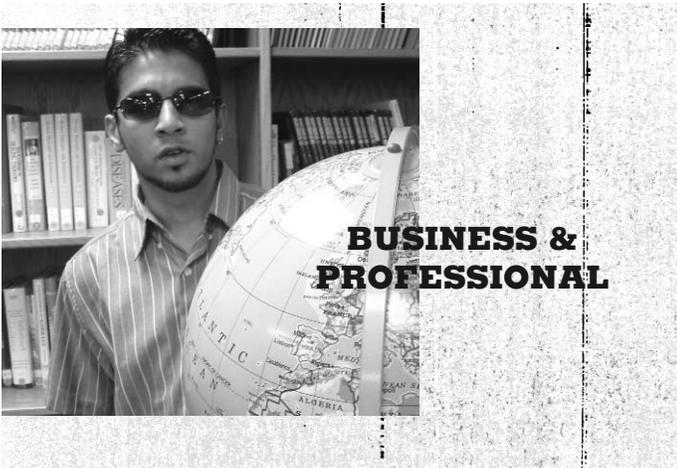
Prior to Admission

Appropriate placement score(s), see an advisor for details.

After Butler

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

Median Wage for Automotive Service Technicians and Mechanics in South Central Kansas is \$22,485 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



**BUSINESS ADMINISTRATION ACCOUNTING
ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you to plan, organize, direct and control the functions and processes of a firm while preparing to obtain entry-level positions in accounting or transfer to a four-year institution.

General Education Requirements 36 Hours

Communications		9
___ English Comp I	(EG 101)	
___ English Comp II	(EG 102)	
___ Public Speaking or Interpersonal Communication	(SP 100, SP 102)	

Science, Math and Computer Requirement 10

___ Math Requirement	(MA 131 or above)	
___ Lab Science	(BI 110 suggested)	
___ Computer Science	(BA 104 suggested)	

Social/Behavioral Science Requirement 9

___ One Behavioral Science	(BS 105 or BS 160 suggested)	
___ Two Social Science		
___ Microeconomics	(EC 200 required)	
___ Macroeconomics	(EC 201 required)	

Humanities/Fine Arts 6

___ One Humanities		
___ One Fine Arts		

Physical Education 1

___ Physical Education		
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Required Courses 17 Hours

First Semester		
___ Accounting I	(BA 126)	3
Second Semester		
___ Accounting II	(BA 127)	3
___ Calculus with Applications	(MA 148)	3
Third Semester		
___ Managerial Accounting	(BA 204)	3
Fourth Semester		
___ Statistics for Management, Life and Social Sciences	(MA 220)	5

Related Electives 9 Hours

___ Small Business Management	(BA 109)	3
___ Introduction to Business	(BA 110)	3

___ Personal Finance	(BA 112)	3
___ Business Law I	(BA 115)	3
___ Business Law II	(BA 116)	3
___ Introduction to Marketing	(BA 140)	3
___ Payroll Accounting	(BA 178)	3
___ Human Resource Management	(BA 184)	3
___ Principles of Management	(BA 210)	3
___ Microcomputer Accounting Apps.	(BA 211)	3
___ Business Ethics	(BA 220)	3
___ Cooperative Education I-IV	(max. 9)	2-6

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

Business Administration/Accounting

Transfer Program
Degree Offered: Associate in Science
Credits Required: 62
Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

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

Accreditation

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

Requirements

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

Online

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

Articulation Agreements

Northwest Missouri State
Friends University

After Butler

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

Median Wage for Bookkeeping, Accounting, and Audit Clerks in South Central Kansas is \$13.31 per hour. For first line supervisors/managers and administrative support, the median wage is \$17.23 per hour in South Central Kansas.

(Source: Occupational Outlook, 2006)



**ACCOUNTING ASSISTANT
ASSOCIATE IN APPLIED SCIENCE**

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

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

First Semester		15 hours
___Accounting I	(BA 126)	3
___Business Math/10 Key	(BE 121)	3
___IPS	(BA 104)	3
___English Comp I	(EG 101)	3
___Sociology	(BS 105)	
or		
___General Psychology	(BS 160)	3
Second Semester		15 hours
___Accounting II	(BA 127)	3
___MAP II –		
Advanced Application Excel	(BE 270)	3
___Business Communication	(BE 130)	3
___Math Requirement	(MA 131 or above)	3
Related Elective*		3
Third Semester		15 hours
___Introduction to Business	(BA 110)	3
___Payroll Accounting	(BA 178)	3
___MAP II –		
Advanced Application Access	(BE 280)	3
___Public Speaking	(SP 100)	3
Related Elective*		3
Fourth Semester		15 hours
___Microcomputer Accounting Apps	(BA 211)	3
___Business English	(BE 120)	3
___Managerial Accounting	(BA 204)	3
Related Electives*		6

A total of 63 hours is required for this degree, including 12 hours of general education requirements and 39 total hours of required courses. Choose 12 hours of related electives.

Related Electives:

___Small Business Management	(BA 109)	3
___Personal Finance	(BA 112)	3
___Business Law I	(BA 115)	3
___Business Law II	(BA 116)	3
___Human Resource Management	(BA 184)	3
___Business Ethics	(BA 220)	3
___Principles of Management	(BA 210)	3
___Cooperative Education I-IV	(max. 12)	2-6

Accounting Assistant

Career Program Degree Offered: Associate in Applied Science
Credits Required: 63
Contact: Janice Akao, Lead Instructor at 316-322-3186

Program Information

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

Accreditation

This program is accredited by the Association of Collegiate 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 the ASSET placement test prior to enrolling in English or mathematics courses.

Online

The Accounting Assistant degree program is also available online.

After Butler

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

Median Wage

Median annual earnings of bookkeepers and accounting clerks in 2004 were \$28,570. In Kansas, the median hourly wage is \$12.90.

**ACCOUNTING ASSISTANT
CERTIFICATE**

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

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

Required Courses:	33 Hours
___Information Processing Systems (BA 104)	3
___Introduction to Business (BA 110)	3
___Accounting I (BA 126)	3
___Accounting II (BA 127)	3
___Payroll Accounting (BA 178)	3
___Microcomputer Accounting Apps (BA 211)	3
___Managerial Accounting (BA 204)	3
___Business Math/10 Key (BE 121)	3
___Business Communications (BE 130)	3
___MAP II – Advanced Applications –Excel (BE 270)	3
___MAP II – Advanced Applications – Access (BE 280)	3

Accounting Assistant

Career Program

Degree Offered: Certificate

Credits Required: 33

Contact: Janice Akao, Lead Instructor at 316-322-3186

Program Information

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

Accreditation

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

Requirements

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

Online

The Accounting Assistant degree program is also available online.

After Butler

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

Median Wage

Median annual earnings of bookkeepers and accounting clerks in 2004 were \$28,570. In Kansas, the median hourly wage is \$12.90.



ADVERTISING

ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements	22 Hours
Communications	6
___English Comp I (EG 101)	
___One other course (EG 102, SP 100, SP 102, EG 112)	
Science, Math and Computer Science	9
___Math Requirement (MA 114 or above)	
___Lab Science Requirement	
___Computer Science Requirement	
Social/Behavioral Science Requirement	3
___One course from either Social or Behavioral Science	
Humanities/Fine Arts	3
___One course from either Humanities or Fine Arts	
Physical Education	1
___Physical Education Requirement	
Required Courses	21 Hours
___Two-Dimensional Design (AR 121)	3
___Principles of Advertising (BA 103)	3
___3-D Computer Animation I (BA 128)	3
___Intro to Marketing (BA 140)	3
___Personal Selling (BA 215)	3
___Computer Advertising Design (BA 225)	3
___3-D Computer Animation II (BA 228)	3
Related Electives	19 Hours
___Computer Graphics I (AR 185)	3
___Computer Graphics II (AR 275)	3
___Small Business Management (BA 109)	3
___Accounting I (BA 126)	3
___Accounting II (BA 127)	3
___Cooperative Education I* (BA 197)	2-6
___Cooperative Education II* (BA 198)	2-6
___Intro to Sport Management (BA 231)	3
___Cooperative Education III* (BA 297)	2-6
___Cooperative Education IV* (BA 298)	2-6
___XHTML and CSS (IN 112)	3
___Dreamweaver (IN 114)	3
___Logo Design w/Illustrator (IN 123)	3
___Intro to Digital Design (IN 124)	3
___Business Websites w/ Microsoft Expression Web (IN 137)	3
___Exploring Leadership (LS 150)	3
___The Emerging Leader (LS 160)	3
___Team and Community Building (LS 220)	3
___Leadership Dev. (Capstone) (LS 230)	3
___Photography I (MC 100)	3
___Television Production I (MC 175)	3

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

Advertising

Career Program
 Degree Offered: Associate in Applied Science
 Credits Required: 62
 Contact: Jared McGinley, Lead Instructor at 316.322.3240

Program Information

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

Accreditation

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

Related Programs

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

Requirements

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

Articulation Agreements

Northwest Missouri State
 Friends University

After Butler

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

Median Wage for Advertising Sales Agents in South Central Kansas is \$31,138 per year.

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

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

BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE

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

General Education Requirements 33 Hours

- Communications 9**
- ___English Comp I (EG 101)
 - ___English Comp II (EG 102)
 - ___Public Speaking or Interpersonal Communication (SP 100, SP 102)

- Science, Math and Computer Requirement 10**
- ___Math Requirement (MA 131 or above)
 - ___Lab Science Requirement
 - ___Computer Science Requirement (BA 104 Information Processing Systems suggested)

- Social/Behavioral Science Requirement 6**
- ___One Social Science Course
 - ___One Behavioral Science Course

- Humanities/Fine Arts 6**
- ___Humanities Requirement
 - ___Fine Arts Requirement

- Physical Education 1**
- ___Physical Education Requirement

- Required Courses 23 Hours**
- ___Introduction to Business (BA 110) 3
 - ___Accounting I (BA 126) 3
 - ___Accounting II (BA 127) 3
 - ___Principles of Microeconomics (EC 200) 3
 - ___Principles of Macroeconomics (EC 201) 3
 - ___Calculus with Applications (MA 148) 3
 - ___Statistics for Management, Life and Social Sciences (MA 220) 5

- Related Electives 6 Hours**
- ___Small Business Management (BA 109) 3
 - ___Introduction to Business (BA 110) 3
 - ___Personal Finance (BA 112) 3
 - ___Business Law I (BA 115) 3
 - ___Business Law II (BA 116) 3
 - ___Writing a Business Plan (BA 129) 3
 - ___Introduction to Marketing (BA 140) 3
 - ___Payroll Accounting (BA 178) 3
 - ___Human Resource Management (BA 184) 3
 - ___Principles of Management (BA 210) 3
 - ___Microcomputer Accounting Apps (BA 211) 3
 - ___Personal Selling (BA 215) 3
 - ___Cyber Marketing (BA 219) 3
 - ___Business Ethics (BA 220) 3
 - ___Special Topics (BA 253/254) 3
 - ___Exploring Leadership (LS 150) 3
 - ___The Emerging Leader (LS 160) 3
 - ___Team and Community Building (LS 220) 3
 - ___Leadership Development (Capstone) (LS 230) 3
 - ___Cooperative Education I-IV (max. 6) 2-6

A total of 62 credit hours is required for this degree. In addition to the 32 credit hours of general education requirements and 23 credit hours of required courses, choose 6 credit hours from the list of related electives:

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

Business Administration

Transfer Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Janice Akao, Lead Instructor, at 316.322.3186

Program Information

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

Accreditation

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

Requirements

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

Online

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

Articulation Agreements

Northwest Missouri State
Friends University

After Butler

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

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

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



**ECONOMICS
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___ English Comp I (EG 101)	
___ English Comp II (EG 102)	
___ Public Speaking or Interpersonal Communication (SP 100) or (SP102)	
Science and Math	10
___ Math Requirement (MA 131 or above)	
___ Lab Science Requirement	
___ Calculus with Applications (MA 148)	
Social/Behavioral Science	6
___ Principles of Microeconomics (EC 200)	
___ Behavioral Science Requirement	
Humanities/Fine Arts	6
___ Humanities Requirement	
___ Fine Arts Requirement	
Physical Education	1
___ Physical Education Requirement	
Required Course	3
___ Principles of Macroeconomics (EC 201)	
Related Electives, see following Degree below	27

**ECONOMICS
ASSOCIATE IN ARTS**

Communications	9
___ English Comp I (EG 101)	
___ English Comp II (EG 102)	
___ Public Speaking or Interpersonal Communication (SP 100) or (SP102)	
Science and Math	7
___ Math Requirement (MA 131 or above)	
___ Lab Science Requirement	
Social/Behavioral Science	9
___ Principles of Microeconomics (EC 200)	
___ Principles of Macroeconomics (EC 201)	
___ Behavioral Science Requirement	
Humanities/Fine Arts	9
___ Humanities Requirement	
___ Fine Arts Requirement	
___ One additional course	
Physical Education	1
___ Physical Education Requirement	
Required Course	3
___ Calculus with Applications (MA 148)	

Related Electives	24
___ AG 120	___ BA 110
___ BA 115	___ BA 116
___ BA 127	___ BA 140
___ BA 206	___ BS 105
___ EC 197/198	___ EC 297/298
___ HS 122	___ HS 131
___ HS 201	___ HS 202
___ PO 141	___ PO 142
	___ BA 112
	___ BA 126
	___ BA 204
	___ EC 193/194
	___ HS 121
	___ HS 132
	___ MA 220
	___ PO 201

Economics

Career Program

Degree Offered: Associate in Science and Associate in Arts

Credits Required: 62

Contact: Dr. Rodney Hiser, Lead Instructor for Economics, at 316.322.3165

Program Information

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

Recommended Course Sequence

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

Semester 1: EG 101, SP 100, Physical Education Requirement, Behavioral Science Requirement, Humanities Requirement, Related Elective
Semester 2: EG 102, MA 131 or above, Fine Arts Requirement, Related Electives

Semester 3: EC 200, Lab Science Requirement, Related Electives

Semester 4: MA 148, EC 201, Humanities or Fine Arts Requirement, Related Electives

After Butler

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

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

**HOTEL MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE**

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

General Education Requirements

Course		15 Hours
Communications		6
___English Comp I	(EG 101)	
___Public Speaking	(SP 100)	
or Interpersonal Communication	(SP 102)	
Science, Math and Computer Requirement		6
___Math Requirement	(MA 114 or above)	
___Computer Science Requirement	(BA 104)	
Social/Behavioral Science Requirement		3
___Sociology	(BS 105)	
or		
___General Psychology	(BS 160)	

Required Hospitality Courses

		27 Hours
___Career Planning for Hospitality	(HM 100)	1
___Hospitality Human Resources	(HM 115)	3
___Culinary Lab I	(HM 120)	3
___Intro. to Hospitality Management	(HM 180)	3
___Internship I	(HM 193)	2
___Facilities & Sanitation Mgmt	(HM 201)	3
___Quality Mgmt./Customer Service	(HM 202)	3
___Catering Management	(HM 215)	3
___Hospitality Law	(HM 255)	3
___Hospitality Marketing	(HM 258)	3

Required Hotel Courses

		21 Hours
___Food & Beverage Management	(HM 190)	3
___Beverage Control	(HM 195)	3
___Rooms Management	(HM 203)	3
___Convention Management	(HM 217)	3
___Culinary Lab II	(HM 220)	
OR Culinary Lab III	(HM 222)	3
___Hotel / Motel Operations	(HM 256)	3
___Hospitality Financial Management	(HM 260)	3

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

Hotel Management

Career Program
Degree Offered: Associate in Applied Science
Credits: 63
Contact: Tiffani Price, Lead Instructor, at 316.218.6236

Program Information

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

Articulation Agreements

Friends University, Southwestern College, Kansas State University

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

After Butler

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

Starting Salary:

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

**HOTEL MANAGEMENT
CERTIFICATE**

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

Required Courses

		15 Hours
___Career Planning for Hospitality	(HM 100)	1
___Internship I	(HM 193)	2
___Rooms Management	(HM 203)	3
___Convention Management	(HM 217)	3
___Hotel Motel Operations	(HM 256)	3
___Hospitality Financial Management	(HM 260)	3

Related Electives

		15 Hours
___Culinary Lab I	(HM 120)	3
___Food & Beverage Management	(HM 190)	3
___Facilities & Sanitation Mgmt	(HM 201)	3
___Quality Mgmt. /Customer Srv	(HM 202)	3
___Hospitality Law	(HM 255)	3
___Hospitality Marketing	(HM 258)	3

Certificate requires 30 credit hours. The Hospitality Hotel Management Certificate is designed for returning adults who are changing careers and have a 4-year degree.

Hotel Management

Career Program
Certificate in Hotel Management
Credits: 30
Contact: Tiffani Price, Lead Instructor, at 316.218.6236

After Butler

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



MARKETING & MANAGEMENT

ASSOCIATE IN SCIENCE

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

___Cooperative Education I, II, III, IV	(BA 197, 198, 297, 298)	2-6
___Exploring Leadership	(LS 150)	3
___The Emerging Leader	(LS 160)	3
___Team and Community Building	(LS 220)	3
___Leadership Dev. (Capstone)	(LS 230)	3

A total of 62 credit hours is required for this degree. In addition to the 32 credit hours of general education requirements and 20 credit hours of required courses, choose 9 credit hours from the list of related electives.

Marketing & Management

Transfer Program
 Degree Offered: Associate in Science
 Credits Required: 62
 Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Online

The Marketing & Management degree program is available online.

Related Programs

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

Requirements

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

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Articulation Agreement

Northwest Missouri State
 Friends University

After Butler

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

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

Median Wage for First Line Supervisors/Managers in South Central Kansas is \$24,794 per year. Median Wage for First Line Supervisors/Managers of Retail Employees in South Central Kansas is \$24,794 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

General Education Requirements

Course **32 Hours**
Communications **9**

___English Comp I	(EG 101)	
___English Comp II	(EG 102)	
___Public Speaking or Interpersonal Communication	(SP 100, SP 102)	

Science, Math and Computer Science **10**

___Math Requirement	(MA 131 or above)	
___Lab Science Requirement		
___Computer Science Requirement	(Highly suggest BA 104)	

Social/Behavioral Science Requirement **6**

___One Social Science Course	(In addition to EC 200 & 201)	
___One Behavioral Science Course	(Highly suggest BS 160)	

Humanities/Fine Arts **6**

___Humanities Requirement		
___Fine Arts Requirement		

Physical Education **1**

___Physical Education Requirement		
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Required Courses **20 Hours**

___Accounting I	(BA 126)	3
___Accounting II	(BA 127)	3
___Principles of Microeconomics	(EC 200)	3
___Principles of Macroeconomics	(EC 201)	3
___Calculations with Applications	(MA 148)	3
___Statistics for Management, Life and Social Sciences	(MA 220)	5

Related Electives **9 Hours**

___Principles of Advertising	(BA 103)	3
___Small Business Mgmt	(BA 109)	3
___Introduction to Business	(BA 110)	3
___Business Law I	(BA 115)	3
___Business Law II	(BA 116)	3
___3D Computer Animation I	(BA 128)	3
___Writing a Business Plan	(BA 129)	3
___Introduction to Marketing	(BA 140)	3
___Human Resource Management	(BA 184)	3
___Merchandising	(BA 203)	3
___Managerial Accounting	(BA 204)	3
___Intermediate Accounting	(BA 206)	3
___Principles of Management	(BA 210)	3
___International Marketing	(BA 212)	3
___Personal Selling	(BA 215)	3
___Cyber Marketing	(BA 219)	3
___Mgmt. Information Systems	(BA 221)	3
___Computer Advertising Design	(BA 225)	3
___3D Computer Animation II	(BA 228)	3
___Business Ethics	(BA 220)	3
___Intro to Sport Management	(BA 231)	3
___Internship I, II	(BA 193, 194)	1-3

MARKETING & MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements **22 Hours**

Communications	6
___ English Comp I (EG 101)	
___ One other course (EG 102, SP 100, SP 102, EG 112)	

Science, Math and Computer Science	9
___ Math Requirement (MA 114 or above)	
___ Lab Science Requirement	
___ Computer Science Requirement (BA 104 suggested)	

Social/Behavioral Science Requirement	3
___ One course from either Social or Behavioral Science (EC 200 suggested)	

Humanities/Fine Arts	3
___ One course from either Humanities or Fine Arts	

Physical Education	1
___ Physical Education Requirement	

Required Courses	32 Hours
___ Principles of Advertising (BA 103)	3
___ Business Law I (BA 115)	3
___ Accounting I (BA 126)	3
___ Accounting II (BA 127)	3
___ Introduction to Marketing (BA 140)	3
___ Merchandising (BA 203)	3
___ Principles of Management (BA 210)	3
___ Personal Selling (BA 215)	3
___ Cooperative Education I, II, III, IV (BA 197, 198, 297, 298)	8

Related Electives	8 Hours
___ Small Business Mgmt (BA 109)	3
___ Introduction to Business (BA 110)	3
___ Business Law II (BA 116)	3
___ 3D Computer Animation I (BA 128)	3
___ Writing a Business Plan (BA 129)	3
___ Human Resource Management (BA 184)	3
___ Managerial Accounting (BA 204)	3
___ Intermediate Accounting (BA 206)	3
___ International Marketing (BA 212)	3
___ Cyber Marketing (BA 219)	3
___ Mgmt. Information Systems (BA 221)	3
___ Computer Advertising Design (BA 225)	3
___ 3D Computer Animation II (BA 228)	3
___ Business Ethics (BA 220)	3
___ Intro to Sport Management (BA 231)	3
___ Principles of Microeconomics (EC 200)	3
___ Principles of Macroeconomics (EC 201)	3
___ Exploring Leadership (LS 150)	3
___ The Emerging Leader (LS 160)	3
___ Team and Community Building (LS 220)	3

___ Leadership Dev. (Capstone) (LS 230)	3
___ Calculations with Applications (MA 148)	3
___ Statistics for Management, Life and Social Sciences (MA 220)	5

A total of 62 credit hours is required for this degree. In addition to the 22 credit hours of general education requirements and 32 credit hours of required courses, choose 8 credit hours from the list of related electives.

Marketing & Management

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Online

The Marketing & Management degree program is available online.

Related Programs

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

Requirements

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

Articulation Agreement

Northwest Missouri State
Friends University

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

After Butler

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

Median Wage for Marketing Managers in South Central Kansas is \$67,912 per year. Median Wage for First Line Supervisors/Managers in South Central Kansas is \$24,794 per year. Median Wage for First Line Supervisors/Managers of Retail Employees in South Central Kansas is \$24,794 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



MARKETING & MANAGEMENT

- Radio Shack Partnership

ASSOCIATE IN APPLIED SCIENCE

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

___Leadership Dev. (Capstone)	(LS 230)	3
___Calculations with Applications	(MA 148)	3
___Statistics for Management, Life and Social Sciences	(MA 220)	5

A total of 62 credit hours is required for this degree. In addition to the 22 credit hours of general education requirements and 32 credit hours of required courses, choose 8 credit hours from the list of related electives below or any American Management Association (AMA)*** courses:

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.

***AMA courses are available at Butler's Business Performance Group. Courses taken at other locations can be transferred in with proper credentials.

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

Marketing & Management via

Radio Shack Partnership

Career Program

Degree Offered: Associate in

Applied Science

Credits Required: 62

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Accreditation

This program is accredited by the Association of Collegiate 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.

General Education Requirements

Course **22 Hours**

Communications **6**

___English Comp I	(EG 101)	
___One other course	(EG 102, SP 100, SP 102, EG 112)	

Science, Math and Computer Science **9**

___Math Requirement	(MA 114 or above)	
___Lab Science Requirement	(CH 105 available on-line)	
___Computer Science Requirement	(BA 104 suggested)	

Social/Behavioral Science Requirement **3**

___One course from either Social or Behavioral Science	(EC 200 Suggested)	
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Humanities/Fine Arts **3**

___One course from either Humanities or Fine Arts		
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Physical Education **1**

___Physical Education Requirement		
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Required Courses **32 Hours**

___Principles of Advertising	(BA 103)	3
___Business Law I	(BA 115)	3
___Accounting I	(BA 126)	3
___Accounting II	(BA 127)	3
___Introduction to Marketing	(BA 140)	3
___Merchandising*	(BA 203)	3
___Principles of Management*	(BA 210)	3
___Personal Selling*	(BA 215)	3
___Cooperative Education I, II, III, IV**	(BA 197, 198, 297, 298)	8

Related Electives **8 Hours**

___Small Business Management	(BA 109)	3
___Introduction to Business	(BA 110)	3
___Business Law II	(BA 116)	3
___3D Computer Animation I	(BA 128)	3
___Managerial Accounting	(BA 204)	3
___Intermediate Accounting	(BA 206)	3
___Cyber Marketing	(BA 219)	3
___Business Ethics	(BA 220)	3
___Mgmt. Information Systems	(BA 221)	3
___Computer Advertising Design	(BA 225)	3
___3D Computer Animation II	(BA 228)	3
___Intro to Sport Management	(BA 231)	3
___Principles of Microeconomics	(EC 200)	3
___Principles of Macroeconomics	(EC 201)	3
___Exploring Leadership	(LS 150)	3
___The Emerging Leader	(LS 160)	3
___Team and Community Building	(LS 220)	3

**RESTAURANT MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE**

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

General Education Requirements

Communications

- ___ English Comp I (EG 101)
- ___ Public Speaking (SP 100)
or Interpersonal Communication (SP 102)

15 Hours

6

Science, Math and Computer Science

- ___ Math Requirement (MA 114 or above)
- ___ Computer Science Requirement (BA 104)

6

Social/Behavioral Science Requirement

- ___ Sociology (BS 105)
or
- ___ General Psychology (BS 160)

3

Required Hospitality Courses

- ___ Career Planning for Hospitality (HM 100)
- ___ Hospitality Human Resources (HM 115)
- ___ Culinary Lab I (HM 120)
- ___ Intro. to Hospitality Management (HM 180)
- ___ Internship I (HM 193)
- ___ Facilities & Sanitation Mgmt (HM 201)
- ___ Quality Mgmt./Customer Service (HM 202)
- ___ Catering Management (HM 215)
- ___ Hospitality Law (HM 255)
- ___ Hospitality Marketing (HM 258)

27 Hours

1

3

3

3

2

3

3

3

3

3

Required Restaurant Courses

- ___ Food & Beverage Management (HM 190)
- ___ Beverage Control (HM 195)
- ___ Culinary Lab II (HM 220)
- ___ Culinary Lab III (HM 222)
- ___ Hospitality Financial Management (HM 260)

15 Hours

3

3

3

3

3

Related Electives

- ___ Event Planning I (HM 116)
- ___ Event Planning II (HM 216)
- ___ Hotel Motel Operations (HM 256)

6 Hours

3

3

3

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

Restaurant Management

Career Program

Degree Offered: Associate in

Applied Science

Credits: 63

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

Program Information

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

Articulation Agreements

Friends University, Southwestern College, Kansas State University

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

After Butler

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

Median Wage for Food Service Managers in South Central Kansas is

\$40,144 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2007 Edition, KDHR.)



**RESTAURANT MANAGEMENT
CERTIFICATE**

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

Required Courses		24 Hours
___ Career Planning for Hospitality	(HM 100)	1
___ Culinary Lab I	(HM 120)	3
___ Food & Beverage Management	(HM 190)	3
___ Internship I	(HM 193)	2
___ Facilities & Sanitation Mgmt	(HM 201)	3
___ Catering Management	(HM 215)	3
___ Culinary Lab II	(HM 220)	3
___ Culinary Lab III	(HM 222)	3
___ Hospitality Financial Management	(HM 260)	3
Related Electives		6 Hours
___ Hospitality Human Resources	(HM 115)	3
___ Intro. to Hospitality Management	(HM 180)	3
___ Beverage Control	(HM 195)	3
___ Quality Mgmt./Customer Service	(HM 202)	3
___ Hospitality Law	(HM 255)	3
___ Hospitality Marketing	(HM 258)	3

Certificate requires 30 credit hours. The Hospitality Restaurant Management Certificate is designed for returning adults who are changing careers and have a four-year degree.

Restaurant Management

Career Program

Certificate in Restaurant Management

Credits: 30

Contact: Tiffani Price, Lead Instructor, at 316.218.6236

After Butler

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

**STARTING and MANAGING
a BUSINESS
CERTIFICATE**

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

Required Courses		30 Hours
___ Principles of Advertising	(BA 103)	3
___ Small Business Management	(BA 109)	3
___ Business Law I	(BA 115)	3
___ Accounting I	(BA 126)	3
___ Writing a Business Plan	(BA 129)	2
___ Introduction to Marketing	(BA 140)	3
___ Merchandising	(BA 203)	3
___ Principles of Management	(BA 210)	3
___ Personal Selling	(BA 215)	3
___ Cyber Marketing	(BA 219)	3
___ Microcomputer App. - Quickbooks or Applications Elective	(BE 182)	1

Certificate requires 30 credit hours.

Starting and Managing a Business

Certificate of Completion in Starting and Managing a Business

Credits Required: 30

Contact: Jared McGinley, Lead Instructor, at 316.322.3240

Program Information

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

Accreditation

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

After Butler

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



**BUSINESS EDUCATION
ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you to teach vocational business education programs as a substitute teacher and transfer to a college or university to major in teaching vocational business.

General Education Requirements 33 Hours

Communications 9

- ___ English Comp I (EG 101)
- ___ English Comp II (EG 102)
- ___ Public Speaking (SP 100) or Interpersonal Communication (SP 102)

Science, Math and Computer Science 10

- ___ Math Requirement (MA 131 or above)
- ___ General Biology (BI 110)
- ___ Information Processing Systems (BA 104)

Social/Behavioral Science Requirement 6

- ___ Micro Economics (EC 200)
- ___ General Psychology (BS 160)

Humanities/Fine Arts 6

- ___ Introduction to Literature or Philosophy (LT 201 or PL 290)
- ___ Art Appreciation or Music Appreciation (AR 100 or MU 100)

Physical Education 2

- ___ Lifetime Fitness (PE 254)

Required Courses 29 Hours

- ___ Personal Finance (BA 112) 3
- ___ Accounting I (BA 126) 3
- ___ Accounting II (BA 127) 3
- ___ Intro to Marketing (BA 140) 3
- ___ Principles of Management (BA 210) 3
- ___ Inter. Document Processing (BE 102) 3
- ___ Business Communications (BE 130) 3
- ___ Coop Education (BE 197) 2
- ___ Intro. to Teaching (ED 206) 3
- ___ Intro. to Programming (IN 105) 3

A total of 62 credit hours is required for this degree, including 33 credit hours of general education requirements and 29 credit hours of required courses.

Business Education

Transfer Program
Degree Offered: Associate in Science
Credits Required: 62

For information contact:

Karen Waddell, Lead Instructor
316.322.3176 or 316.733.3176
kwaddell@butlercc.edu

Program Information

This program prepares students to teach in vocational business education programs.

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 Association of Collegiate Business Schools and Programs (ACBSP).

Articulation Agreements

Emporia State University
Friends University

Related Programs

Business Administrative Technology

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

After Butler

Upon completion of the associate's degree, students can gain employment as a substitute teacher in vocational business education programs. Students can transfer to a university or college to pursue a bachelor's degree in business education and obtain teaching licensure.

Median Wage for Business Teachers in South Central Kansas is \$41,681 per year. (Source: KS. Wage Survey, Local Area IV 2006 Edition, KDOL)



BUSINESS ADMINISTRATIVE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

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

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

General Education Requirements	15 Hours
Communications	6
___English Comp I (EG 101)	
___Business English (BE 120)	

Math and Computer Science	6
___Math Requirement (MA 114 or above)	
___MAP 1: Word Processing (BE 165)	
___MAP 1: Spreadsheet (BE 170)	
___MAP 1: Database (BE 180)	

General Education Elective	3
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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.

Required Courses	38 Hours
___Accounting I (BA 126)	3
___Business Ethics (BA 220)	3
___Advanced Computer Applications (BA 245)	3
___Inter. Document Processing (BE 102)	3
___Keyboard Skillbuilding (BE 103)	3
___Records Management (BE 108)	3
___Human Relations (BE 109)	3
___Business Math/10-Key (BE 121)	3
___Business Communications (BE 130)	3
___MAP 1: Presentation Graphics (BE 175)	3
___Internship I (BE 193)	2
___Business Procedures (BE 202)	3
___Desktop Publishing (BE 275)	3

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 38 credit hours of required courses, choose 9 credit hours from the list of related electives that follow:

Related Electives	9 Hours
___Accounting II (BA 127)	3
___Principles of Management (BA 210)	3
___MAP 1: Intro to Windows (BE 166)	1
___MAP 1: Intro to Internet (BE 176)	1
___Internship II (BE 194)	2
___Project Management (BE 255)	3
___Hypertext Markup Language (IN 112)	3
___Digital Graphics with Photoshop (IN 122)	3
___Networking Basics (IN 134)	3
___Business Web Sites w/ Microsoft Expression Web (IN 137)	3

Students interested in a legal emphasis should take the following courses as electives:

Legal Electives:	Hours
___Legal Terminology (BE 204)	3
___Business Law I (BA 115)	3
___Business Law II (BA 116)	3
___Adv. Doc. Proc.: Legal (BE 106)	3

Business Administrative Technology

Career Program
 Degree Offered: Associate in Applied Science
 Credits Required: 62

For information contact:

Karen Waddell, Lead Instructor
 316.322.3176 or 316.733.3176
 kwaddell@butlercc.edu

Program Information

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

Phi Beta Lambda

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

Accreditation

This program is accredited by the Association of Collegiate 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."

Related Programs

Business Medical Specialist

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.

Median Wage for First-Line Supervisor/Managers of Office and Admin Support workers in South Central Kansas is \$35,838 per year. (Source: KS Wage Survey, Local Area IV 2006 Edition, KDOL)

BUSINESS ADMINISTRATIVE TECHNOLOGY CERTIFICATE

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

Program Entry 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 the ASSET placement test prior to enrolling in English or mathematics courses.

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

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.

Required Courses

35 Hours

Semester 1		
___ Inter Document Processing	(BE 102)	3
___ Human Relations	(BE 109)	3
___ Business English	(BE 120)	3
___ Business Math/10-Key	(BE 121)	3
___ MAP 1: Word Processing	(BE 165)	1
___ MAP 1: Spreadsheet	(BE 170)	1
___ MAP 1: Presentation Graphics	(BE 175)	3
___ MAP 1: Database	(BE 180)	1
Semester 2		
___ Advanced Computer Apps	(BA 245)	3
___ Records Management	(BE 108)	3
___ Business Communications	(BE 130)	3
___ Internship I	(BE 193)	2
___ Business Procedures	(BE 202)	3
___ Desktop Publishing	(BE 275)	3

This certificate requires 35 hours to complete.

Business Administrative Technology

Certificate of Completion in Business Administrative Technology

Credits Required: 35

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Related Programs

Business Medical Specialist

After Butler

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

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Median Wage for Administrative Assistants in South Central Kansas is \$27,040 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDOL.)



**DATABASE ADMINISTRATION
ASSOCIATE IN APPLIED SCIENCE**

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

General Education Requirements 15 Hours

Communications		
___ English Comp I	(EG 101)	3
___ Technical Writing	(EG 112)	3
___ Public Speaking	(SP 100)	3
Science, Math and Computer Science		
___ Math Requirement	(MA 114 or above)	3
Social/Behavioral Science		
___ Sociology	(BS 105) OR	3
___ General Psychology	(BS 160)	

Required Courses 42 Hours

First Semester		
___ Programming Concepts	(IN 105)	3
___ Supporting Desktop Systems	(IN 106)	3
___ Supporting Networked Comp.	(IN 133)	3
Second Semester		
___ Network Servers**	(IN 131)	3
___ Principles of Infor Assurance	(IN 2001)	3
___ Introduction to SQL Language	(IN 228)	3
___ SQL Server 2005 Implementation	(IN 238)	3
Third Semester		
___ XHTML w/CSS	(IN 112)	3
___ Designing DB Serv. Infrastructure	(IN 268)	3
___ Optimizing/Maintaining Data Sol.	(IN 269)	3
___ C#	(IN201)	3
___ Network Clients	(IN 130)	3
Fourth Semester		
___ Small Bus Mgmt	(BA 109) OR	
___ Intro to Marketing	(BA 140)	3

Technical Electives
Any IN courses

9 Hours

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

- Windows Server 2008 Administrator**
- ___ Networking Management (IN 237)
 - ___ Network Directory Services I (IN 150)

- Windows Server 2008 Enterprise Administrator**
- ___ Enterprise Networking I (IN 140)
 - ___ Networking Management (IN 237)
 - ___ Network Directory Services II (IN 250)

- CompTIA Linux +**
- Linux on the Desktop (IN 240)
 - Linux as a Server (IN 249)

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

Database Administration Career Program
Degree Offered: Associate in Applied Science in Database Administration
Credits Required: 63
Contact: Steve Strom, Lead Instructor, at 316.218.6143 or sstrom@butlercc.edu

Prior to Admission
Students enrolling in Computer Information Technology programs need to be computer literate and able to manipulate basic computer applications. Because of the high level of math and reading required in Information Technology, students should have ASSET math and reading scores of 39 or ACT scores of 18 in English and 21 in Math.

Articulation Agreements
K-State at Salina

- Related Programs**
- Database Administration
 - Digital Media
 - Digital Media Specialist
 - Digital Media Business Specialist
 - Information Assurance & Digital Forensics
 - Internetworking Management
 - Internetworking Management Business Specialist
 - Software Development
 - Web Development
 - Web Development Specialist
 - Web Development Business Specialist
 - Windows Administration

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

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

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

DIGITAL MEDIA

Associate in Applied Science

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

General Education Requirements

Course		15 Hours
Communications		9
___English Comp I	(EG 101)	3
___Public Speaking	(SP 100)	3
___One other course	(EG 102 or EG 112)	3

Science, Math and Computer Science

___Math Requirement	(MA 114 or above)	3
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Social/Behavioral Science/Fine Arts

One course from the following		3
___Sociology	(BS 105)	3
___General Psychology	(BS 160)	3
___Art Appreciation	(AR 100)	3

Required Courses

First Semester		45 Hours
___Cyber Marketing	(BA 219)	3
___Programming Concepts	(IN 105)	3
___Flash Fundamentals	(IN 115)	3
___Digital Graphics w/Photoshop	(IN 122)	3
___Intro to Digital Design	(IN 124)	3

Second Semester

___XHTML w/CSS	(IN 112)	3
___Digital Video Editing	(IN 117)	3
___Digital Audio	(IN 119)	3
___Logo Design w/Illustrator	(IN 123)	3
___Digital Storyboarding	(IN 145)	3

Third Semester

___Digital Media Publishing Tools	(IN 208)	3
___Flash ActionScript	(IN 216)	3
___2D Animation & Cartooning I	(IN 217)	3
___Info Technology Ethics	(IN 275)	3

Fourth Semester

___Digital Media Capstone	(IN 299)	3
___3-D Computer Animation I	(BA 128)	3

Related Electives

___3D Computer Animation II	(BA 228)	3
___Dreamweaver	(IN 114)	3
___XML Programming	(IN 116)	3
___Info Tech Business Solutions	(IN 290)	3
___Internships	(IN 193, 194)	1-3
___Cooperative Ed I, II, III, IV	(IN 197, 198, 297, 298)	2-6
___Special Topics	(IN 253)	3
___Special Topics	(IN 254)	3

A total of 63 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 45 credit hours of required courses, choose 3 credit hours from the list of Related Elective:

Digital Media

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Shiva Kumar, Lead Instructor, at 316.218.6132 or e-mail skumar@butlercc.edu

Prior to Admission

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

Related Programs

Database Administration

Digital Media

Digital Media Specialist

Information Assurance & Digital Forensics

Internetworking Management

Software Development

Web Development

Web Development Specialist

Windows Administration

Recommended Course Sequence

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

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

Additional Costs

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



**DIGITAL MEDIA SPECIALIST
CERTIFICATE**

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

Required Courses		33 Hours
___Flash Fundamentals	(IN 115)	3
___Digital Video Editing	(IN 117)	3
___Digital Audio	(IN 119)	3
___Logo Design w/ Illustrator	(IN 123)	3
___Intro to Digital Design	(IN 124)	3
___Digital Media Publishing Tools	(IN 208)	3
___2D Animation & Cartooning	(IN 217)	3
___Digital Media Capstone	(IN 299)	3
___4D Animation Concepts	(IN 174)	3
___Digital Graphics w/Photoshop	(IN 122)	3
___Digital Storyboarding	(IN 145)	3

Certificate requires 33 credit hours.

Digital Media Specialist Certificate

Certificate of Completion in
Digital Media Specialist

Credits Required: 36

Contact: Shiva Kumar, Lead Instructor, at 316.218.6132 or
e-mail skumar@butlercc.edu

Program Information

This certificate program can be converted to the Digital Media Associate in Applied Science degree by adding the appropriate general education courses which will add to your employability and future income. Cooperative Education opportunities will also add to your income potential.

Prior to Admission

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

Related Programs

Database Administration, Digital Media, Digital Media Specialist, Digital Media Business Specialist, e-Business Application, Information Assurance & Digital Forensics, Internetworking Management, Internetworking Management Business Specialist, Software Development, Web Development, Web Development Specialist, Web Development Business Specialist, Windows Administration

Recommended Course Sequence

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

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

Additional Costs

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

INFORMATION ASSURANCE & DIGITAL FORENSICS

Associate in Applied Science

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

General Education Requirements 15 Hours

Communications 9

___English Comp I	(EG 101)	3
___Technical Writing	(EG 112)	3
___Public Speaking	(SP 100)	3

Science, Math and Computer Science 3

___Math Requirement	(MA 135 or above)	3
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Social/Behavioral Science 3

___Sociology	(BS 105) OR	
General Psychology	(BS 160)	3

Required Courses 45 Hours

First Semester

___Programming Concepts	(IN 105)	3
___Supporting Desktop Systems	(IN 106)	3
___XHTML w/CSS	(IN 112)	3
___Supporting Networked Comp	(IN 133)	3

Second Semester

___Network Clients	(IN 130)	3
___Network Server	(IN 131)	3
___Lennox on the Desktop	(IN 240)	3
___Principles of Info Assurance	(IN 2001)	3

Third Semester

___Network Management	(IN 237)	3
___SQL Server Implementation	(IN 238)	3
___Network Security	(IN 2002)	3
___Secure Electronic Commerce	(IN 2003)	3

Fourth Semester

___Enterprise Security Mgt.	(IN 2004)	3
___Digital Forensics	(IN2005)	3
___Small Business Management	(BA 109) OR	
Intro to Marketing	(BA 140)	3

A total of 60 credit hours is required for this degree.

Information Assurance and Digital Forensics

Career Program

Degree offered: Associate in Applied Science

Credits Required: 60

Contact: Larry Evans, Lead Instructor, at 316.218.6142

Additional Costs

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

Prior to Admission

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

Articulations

K-State at Salina

Related Programs

Database Administration
 Digital Media
 Digital Media Specialist
 Information Assurance & Digital Forensics
 Internetworking Management
 Software Development
 Web Development
 Web Development Specialist
 Windows Administration

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.



INFORMATION ASSURANCE & DIGITAL FORENSICS

CERTIFICATE

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

Information Assurance and Digital Forensics

Certificate of Completion

Credits Required: 27

Contact: Larry Evans, Lead Instructor, at 316.218.6142

Additional Costs

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

Prior to Admission

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

Articulations

K-State at Salina

Required Courses

27 Hours

___Supporting Desktop Systems	(IN 106)	3
___Network Clients	(IN 130)	3
___Network Server	(IN 131)	3
___Principles of Info Assurance	(IN 2001)	3
___Network Security	(IN 2002)	3
___Secure Electronic Commerce	(IN 2003)	3
___Enterprise Security Mgt.	(IN 2004)	3
___Digital Forensics	(IN 2005)	3
___Linux on the Desktop	(IN 240)	3

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

INTERNETWORKING MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements

15 Hours

Communications

9

___English Comp I	(EG 101)	3
___Technical Writing	(EG 112)	3
___Public Speaking	(SP 100)	3

Science, Math and Computer Science

3

___Math Requirement	(MA 114 or above)	3
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Social/Behavioral Science

3

___Sociology	(BS 105) OR	
___General Psychology	(BS 160)	3

Required Courses

36 Hours

First Semester

___Programming Concepts	(IN 105)	3
___Supporting Desktop Systems	(IN 106)	3
___Supporting Networked Comp.	(IN 133)	3

Second Semester

___XHTML w/CSS	(IN 112)	3
___Network Clients	(IN 130)	3
___Network Servers	(IN 131)	3

Third Semester

___Internetworking Fund	(IN 245)	3
___Router Technologies	(IN 246)	3

Fourth Semester

___Routing & Switching	(IN 247)	3
___Internetworking Protocols	(IN 248)	3
___Princ of Info Assurance	(IN 2001)	3
___Small Bus Mgmt	(BA 109) OR	
___Intro to Marketing	(BA 140)	3

Technical Electives

12 Hours

___PC Visual Basic Programming	(IN 108)	3
___Enterprise Networking	(IN 140)	3
___Network Directory Services I	(IN 150)	3
___JAVA Programming	(IN 211)	3
___JAVA Prog & Web Design	(IN 214)	3
___Networking Management	(IN 237)	3
___SQL Server 2005 Implementation	(IN 238)	3
___Linux on the Desktop	(IN 240)	3
___Linux as a Server	(IN 249)	3
___Network Directory Services II	(IN 250)	3

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

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

MCSA

___Network Management	(IN 237)
___SQL Server 2005 Implementation	(IN 238)

MCSE

___Enterprise Networking	(IN 140)
___Network Directory I	(IN 150)
___Network Management	(IN 237)
___SQL Server 2005 Implementation	(IN 238)
___Network Directory Services II	(IN 250)

MCDBA

___Enterprise Networking I	(IN 140)
___Intro to Database Management	(IN 223)
___Client Server Application Dev	(IN 224)

CompTIA Linux +

___Linux on the Desktop	(IN 240)
___Linux as a Server	(IN 249)

Internetworking Management

Career Program

Degree Offered:

Associate in Applied Science

Credits Required: 63

Contact: Larry Evans, Lead Instructor, at 316.218.6142

Articulation Agreements

K-State at Salina

Accreditation

Butler is an approved CISCO Academy.

Additional Costs

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

Prior to Admission

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

Related Programs

Database Administration, Digital Media, Digital Media Specialist, Digital Media Business Specialist, Information Assurance & Digital Forensics, Internetworking Management, Internetworking Management Business Specialist, Software Development, Web Development, Web Development Specialist, Web Development Business Specialist, Windows Administration

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.

After Butler

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

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



**SOFTWARE DEVELOPMENT
ASSOCIATE IN APPLIED SCIENCE**

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

Software Development

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 63
Contact: Shiva Kumar, Lead Instructor, at 316.218.6312 or skumar@butlercc.edu

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.

Related Programs

Database Administration, Digital Media, Digital Media Specialist, Digital Media Business Specialist, e-Business Application, Information Assurance & Digital Forensics, Internetworking Management, Internetworking Management Business Specialist, Software Development, Web Development, Web Development Specialist, Web Development Business Specialist, Windows Administration

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.

Articulation

K-State at Salina

After Butler

Recent graduates hold positions as computer programmers and related positions.

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

Additional Costs

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

General Education Requirements

Course		15 Hours
Communications		9
___English Comp I	(EG 101)	3
___Public Speaking	(SP 100)	3
___Technical Writing	(EG 112)	3

Science, Math and Computer Science		3
___Math Requirement	(MA 114 or above)	3

Social/Behavioral Science Requirement		3
___Sociology	(BS 105)	3
or		
___General Psychology	(BS 160)	3

Required Courses 36 Hours

First Semester		
___Programming Concepts	(IN 105)	3
___XHTML w/CSS	(IN 112)	3
___PC Visual Basic.NET	(IN 108)	3

Second Semester		
___Intro to Programming w/C++	(IN200)	3
___Intro to SQL Language	(IN 228)	3
___XML	(IN 116)	3

Third Semester		
___Client Side Scripting	(IN 2023)	3
___C#	(IN 201)	3

Fourth Semester		
___Java Programming	(IN 211)	3
___Server Side Programming	(IN2024)	3
___Programming for Wireless & ___ Handheld Devices	(IN 261)	3
___PHP & Databases	(IN 118)	3

Related Electives		12 Hours
___In any IN Courses		

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

**WEB DEVELOPMENT
ASSOCIATE IN APPLIED SCIENCE**

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

General Education Requirements

Course		15 Hours
Communications		
___English Comp I	(EG 101)	3
___Public Speaking	(SP 100)	3
___Technical Writing	(EG 112)	3

Science, Math and Computer Science		
___Math Requirement	(MA 114 or above)	3

Social/Behavioral Science Requirement

Humanities/Fine Arts		
One course from the following		
___Sociology	(BS 105)	3
___General Psychology	(BS 160)	3
___Art Appreciation	(AR 100)	3

Required Courses **42 Hours**

First Semester		
___Programming Concepts	(IN 105)	3
___XHTML w/CSS	(IN 112)	3
___Introduction to Digital Design	(IN 124)	3
___Web Graphics	(IN 135)	3

Second Semester		
___Flash Fundamentals	(IN 115)	3
___Dreamweaver	(IN 114)	3
___Network Basics	(IN 134)	3

Third Semester		
___Intro. to SQL Language	(IN 228)	3
___2D Animation	(IN 217)	3
___Logo Designs w/Illustrator	(IN 123)	3
___Network Servers	(IN 131)	3

Fourth Semester		
___Flash ActionScript	(IN 216)	3
___Princ. of Information Assurance	(IN 2001)	3
___Enterprise Networking	(IN 140)	3

Related Electives		6 Hours
Any IN class from multimedia, software development or networking. In addition, the following BA classes are acceptable:		
___3D Computer Animation I	(BA 128)	3
___3D Computer Animation II	(BA 228)	3
___Cyber Marketing	(BA 219)	3

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

Web Development

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 63
Contact: Shiva Kumar, Lead Instructor, at 316.218.6132 or skumar@butlercc.edu

Additional Costs

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

Prior to Admission

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

Related Programs

Database Administration, Digital Media, Digital Media Specialist, Information Assurance & Digital Forensics, Internetworking Management, Software Development, Web Development, Web Development Specialist, Windows Administration

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.

Articulation

Kansas State University/Salina

After Butler

Recent graduates hold entry-level positions as Web Designers, Web Developers, and Webmasters.

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

**WEB DEVELOPMENT SPECIALIST
CERTIFICATE**

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

Required Courses		33 Hours
___Introduction to Programming	(IN 105)	3
___Network Basics	(IN 134)	3
___XHTML w/CSS	(IN 112)	3
___Dreamweaver	(IN 114)	3
___Flash Fundamentals	(IN 115)	3
___Intro to Digital Design	(IN 124)	3
___Web Graphics	(IN 135)	3
___Intro. to SQL Language or	(IN 228) or	
2D Animation	(IN 217)	3
___Principles of Info Assurance	(IN 2001)	3
___Network Services	(IN 131) or	
Logo Design w/Illustrator	(IN 123)	3
___Enterprise Networks	(IN 140) or	
Flash ActionScript	(IN 216)	3

Certificate requires 33 credit hours.



WINDOWS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to manage the computer operations and networks based on Windows software. Includes instruction in computer hardware and software applications; local and wide area networking; network security; disc space and traffic load monitoring; data backup; resource allocation; and setup and take down procedures. This program provides training for the following certifications: CompTIA Network+, Microsoft Certified IT Professional (MCITP): Server Administrator, CompTIA Security+, Microsoft Certified Technology Specialist (MCTS): Windows VISTA Configurations, and MCTS: SQL Server 2005.

General Education Requirements	15 Hours
Communications	9
___ English Comp I (EG 101)	3
___ Technical Writing (EG 112)	3
___ Public Speaking (SP 100) or Interpersonal Communication (SP 102)	3
Science, Math and Computer Science	3
___ Math Requirement (MA 114 or above)	3
Social/Behavioral Science	3
___ Sociology (BS 105) OR	3
___ General Psychology (BS 160)	3
Required Courses	39 Hours
First Semester	
___ Programming Concepts (IN 105)	3
___ Supporting Desktop Systems (IN 106)	3
___ Supporting Networked Comp. (IN 133)	3
Second Semester	
___ Network Servers** (IN 131)	3
___ Princ. of Information Assurance (IN 2001)	3
___ Introduction to SQL Language (IN 228)	3
___ SQL Server 2005 Implementation (IN 238)	3
Third Semester	
___ XHTML w/CSS (IN 112)	3
___ Networking Management** (IN 237)	3
___ C# (IN 201)	3
___ Network Clients (IN 130)	3
Fourth Semester	
___ Network Directory Services I (IN 150)	3
___ Small Bus Mgmt (BA 109) OR	
___ Intro to Marketing (BA 140)	3
Technical Electives	9 Hours
Any IN course.	

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

CCNA

___ CCNA 1 Interworking Fund.	(IN 245)
___ CCNA 2 Router Technologies	(IN 246)
___ Routing and Switching	(IN 247)
___ Internetworking Protocols	(IN 248)

MCITP (Microsoft Certified IT Professional)

Windows Server 2008 Enterprise Administrator	
___ Enterprise Networking I,	(IN 140)
___ Network Directory Services II	(IN 250)
Database Administrator	
___ Designing a Database Server Infrastructure	(IN 268)
___ Optimizing and Maintaining a Database Solution	(IN 269)

CompTIA Linux +

___ Linux on the Desktop	(IN 240)
___ Linux as a Server	(IN 249)

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

Windows Administration

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 63
Contact: Steve Strom, Lead Instructor, at 316.218.6143 or sstrom@butlercc.edu

Articulation Agreements

K-State at Salina

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.

Related Programs

Database Administration, Digital Media, Digital Media Specialist Information Assurance & Digital Forensics
Internetworking Management, Software Development
Web Development, Web Development Specialist
Windows Administration

Recommended Course Sequence

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

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

Additional Costs

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



**EARLY CHILDHOOD EDUCATION
ASSOCIATE IN APPLIED SCIENCE**

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

General and elective courses

Communications

___ English Composition I (EG 101)

Electives (one of the following)

- ___ English Composition II (EG 102)
- ___ Public Speaking (SP 100)
- ___ Interpersonal Communication (SP 102)
- ___ Technical Writing (EG 112)
- ___ Business Communications (BE 130)

Science and Math

- ___ Math Requirement (MA 114 or above)
- ___ Laboratory Science Requirement
- ___ Computer Science Requirement

Social/Behavioral Science

___ General Psychology (BS 160)

Humanities/Fine Arts

___ One course from either Humanities or Fine Arts

Program courses - minimum 40 credit hours

Required Courses

	Hours
___ Child Care Administration (CD 222)	3
___ First Aid (or Red Cross Certified) (HL 130)	2
___ First Start: Care of Infant and Toddlers with Disabilities (CD 135)	3
___ Infant and Toddler Development (CD 124)	3
___ Child Care Practicum I (CD 223)	3
___ Child Care Practicum II (CD 224)	3
or	
___ Lic. Home Daycare Practicum I (CD 213)	3
___ Lic. Home Daycare Practicum II (CD 214)	3
___ Developmental Psych. (BS 260)	3
___ or Child Psychology (BS 270)	3
___ Prin. of Early Childhood Ed. I (CD 122)	3
___ Prin. of Early Childhood Ed. II (CD 123)	3

___ Child Nutrition, Health & Safety (CD 125)	3
___ Interaction Techniques with Young Children (CD 225)	3
___ Creative Experiences I (CD 115)	3
___ Early Childhood Program Curriculum Planning (CD 220)	3

Related Electives

___ Parenting (CD 219)	3
___ Creative Experiences II (CD 121)	2
___ Early Childhood Mentoring I (CD 230)	1
___ Early Childhood Mentoring II (CD 231)	1
___ Early Childhood Program and Curriculum Planning Lab (CD 221)	1
___ Coop Ed or Internship (CD 197)	3
(work experience must be with infant/toddler or preschool-age children in a licensed center, maximum 3 credit hours.)	
___ Survival Spanish for Early Childhood Staff (FL 140)	3

Early Childhood Education

Career/Transfer Program

Degree Offered: Associate in Applied Science

Credits Required: 62.

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

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 System (KQRS) five star center.

Requirements

Students must have completed a health physical on the Kansas Department of Health & Environment Form (KDHE) before participating in the required program practicums (CD 223 and CD 224). Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum (CD 223 or CD 213) and/or at the time of employment in a licensed childcare center. All students must achieve grades of C or better in all subjects courses with a CD indicator.

Recommended Course Sequence

Early Childhood Education students must have 9 hours of required courses with CD indicator before enrolling in practicum courses, CD 223 or CD 224. First semester program students with previous childcare experience may enroll in CD 223 or CD 213 with instructor permission. CD 123, Principles of Early Childhood II may be completed before CD 122, Principles of Early Childhood I. Red Cross First Aid Certification will fulfill the HL 130 First Aid 2 credit hour requirement, however the student will need to replace this requirement with 2 credit hours in Early Childhood or approved related courses. CD 222 Childcare Administration should be taken in the last semester of the program.

After Butler

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

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



EARLY CHILDHOOD ASSOCIATE APPRENTICESHIP PROGRAM

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

Program Requirements	Hours
First Year	10
Required Courses	
___ Early Childhood Program and Curriculum Planning (CD 220)	3
___ Early Childhood Program and Curriculum Planning Lab (CD 221)	1
One of the Following	
___ Principles of Early Childhood Education I (CD 122)	3
___ Principles of Early Childhood Education II (CD 123)	3
One of the Following	
___ Parenting (CD 219)	3
___ Interaction Techniques with Young Children (CD 225)	3

Apprentices are to apply for and complete the CDA at the end of the First year.

Second Year	Hours
Required Course	10
___ Child Practicum I (CD 223) or	3
___ Lic. Home Day Care Practicum I (CD 213)	3

AND

Any course listed as an option in the first year, not used as a requirement or any course from the following.

___ Infant and Toddler Development (CD 124)	3
___ Child Nutrition, Health & Safety (CD 125) (Child Health Safety and Nutrition)	3
___ Creative Experiences For Children I or II (CD 115, CD 121)	3/2
___ Children's Literature (LT 260)	3
___ First Start: Care of Handicapped Infants and Toddlers (CD 135)	3
___ Developmental Psychology (BS 260)	3
___ Child Psychology (BS 270)	3
___ Early Childhood Mentoring I (CD 230)	1
___ Early Childhood Mentoring II (CD 231)	1

Program Information

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

Early Childhood Associate Apprenticeship

Career Program

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

Credits Required: 20

On the job training: 4,000 hours

Prior to Admission

Many scholarship opportunities are available. Call The EduCare Center for more information, 316.323.6845.

Requirements

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

After Butler

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

CDA CHILD DEVELOPMENT ASSOCIATE

COURSEWORK

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

Program courses

Required Courses

___ Early Childhood Program and Curriculum Planning (CD 220)	3
___ Early Childhood Program and Curriculum Planning Lab (CD 221)	1

One of the Following

___ Prin. of Early Childhood Ed. I (CD 122)	3
___ Prin. of Early Childhood Ed. II (CD 123)	3

One of the Following

___ Parenting (CD 219)	3
___ Interaction Techniques with Young Children (CD 225)	3

Program Information

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

The Council for Early Childhood Professional Recognition

2460 16th Street NW

Washington, DC 20009-3575

For information contact: www.cdacouncil.org

EARLY CHILDHOOD EDUCATION, ONE-YEAR CERTIFICATE

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

Program courses

Required Courses

___ Child Care Administration	(CD 222)	3
___ Princ. of Early Childhood I	(CD 122)	3
___ Princ. of Early Childhood II	(CD123)	3
___ First Aid (or Red Cross certified)	(HL 130)	2
___ Infant & Toddler Dev.	(CD 124)	3
___ First Start: Care of Infants & Toddlers with Disabilities	(CD 135)	3
___ Early Childhood Program and Curriculum Planning	(CD 220)	3
___ Child Care Practicum I	(CD 223)	3
OR		
___ Lic. Home Daycare Prac. I	(CD 213)	3

One of the Following

___ Child Care Practicum II	(CD 224)	3
___ Lic. Home Day Care Practicum II	(CD 214)	3

One of the Following

___ Interaction Techniques with Young Children	(CD 225)	3
___ Parenting	(CD 219)	3

Three Hours from the Following

___ Creative Experiences I	(CD 115)	3
___ Child Nutrition Health & Safety	(CD 125)	3
___ Early Childhood Program and Curriculum Planning Lab	(CD 221)	1

Minimum of 1 Hour from the following or higher classes

___ Basic Sentence Structure	(EG 040)	1
___ Paragraph Groundwork	(EG 050)	1
___ Spelling Improvement	(IS 051)	1
___ Vocabulary Development	(IS 052)	1
___ Fundamentals of English	(EG 060)	3
___ English Composition I	(EG 101)	3

Minimum of 1 Hour from the following or higher classes

___ Basic Arithmetic	(MA 010)	1
___ Fractions, Dec. & Percents	(MA 020)	3
___ Basic Algebra Concepts	(MA 050)	3

Program Information

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

Early Childhood Education

Certificate of Completion in Early Childhood Education

Credits Required: 34. Contact: Sue Barrientoe, 316.323.6845 Early Childhood Education, Program Coordinator or Teresa Thompson, Early Childhood Education Lead Instructor 316.323.6883.

Accreditation

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

Requirements

Students must have completed a health physical on the Kansas Department of Health & Environment Form (KDHE) before participating in the required program practicums (CD 223 and CD 224). Criminal checks will be required for all Early Childhood Education students at the beginning of a practicum (CD 223 or CD 213) and/or at the time of employment in a licensed childcare center. All students must achieve grades of C or better in all subjects courses with a CD indicator.

After Butler

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

With a certificate or an associate's degree in Early Childhood Educational you can start a career as a: Child care director, Child care teacher, Special education paraprofessional, Head Start teacher or Early Head Start teacher

Program Information

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

The Council for Early Childhood

Professional Recognition

2460 16th Street NW

Washington, DC 20009-3575

For information contact: www.cdacouncil.org



ELEMENTARY EDUCATION

ASSOCIATE IN SCIENCE

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

Course	Hours
Communications	
___English Comp I (EG 101)	3
___English Comp II (EG 102)	3
___Public Speaking (SP 100)	3
Science and Math	
___Math Requirement (MA 131 or above)	3
___Lab Science Requirement	4-5
___ One additional course from Math, Science, or Computer Science	3-4
Social/Behavioral Science	
___Social Science Requirement	3
___General Psychology (BS 160)	3
Humanities/Fine Arts	
___Humanities Requirement	3
___Fine Arts Requirement	3
Physical Education	
___Physical Education Requirement	1
Required Courses	
___Intro to Teaching (ED 206)	3
___Children's Literature (LT 260)	3
Related Electives (see an advisor for transfer information)	
___Intro. to the Exceptional Child (ED 220)	3
___Instructional Technology (ED 222)	3
	24

ELEMENTARY EDUCATION

ASSOCIATE IN ARTS

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

Course	Hours
Communications	
___English Comp I (EG 101)	3
___English Comp II (EG 102)	3
___Public Speaking (SP 100)	3
Science and Math	
___Math Requirement (MA 131 or above)	3
___Lab Science Requirement	4-5
Social/Behavioral Science	
___Social Science Requirement	3
___General Psychology (BS 160)	3
___Behavioral or Social Science Req.	3

Humanities/Fine Arts		9
___Humanities Requirement		3
___Fine Arts Requirement		3
___One additional course		3

Physical Education		1
___Physical Education Requirement		1

Required Courses		
___Intro to Teaching (ED 206)		3
___Children's Literature (LT 260)		3

Related Electives (see an advisor for transfer information)		22-23
___Intro. to the Exceptional Child (ED 220)		3
___Instructional Technology (ED 222)		3

Elementary Education

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Shellie Gutierrez, Lead Instructor for Education at 316.322.3291

Program Information

If a teaching career interests you, Butler is the place for you to study elementary or secondary education. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges. Program planning and selection of options need careful consideration. Work with a Butler advisor so your transfer will be a smooth and complete process.

Recommended Course Sequence

Semester 1:

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

Semester 2:

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

Semester 3:

Lab Science Requirement, Fine Arts Requirement, Related Electives

Semester 4:

ED 206, Humanities or Fine Arts Requirement, Related Electives

After Butler

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

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

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

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

WSU/Butler-Preparing Educators Together- Allows students to complete WSU

Education courses in Elementary & Secondary Education at the Butler of Andover Campus.

SECONDARY EDUCATION

ASSOCIATE IN SCIENCE

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

Course	Hours
Communications	
___English Comp I (EG 101)	3
___English Comp II (EG 102)	3
___Public Speaking (SP 100)	3
Science and Math	
___Math Requirement (MA 131 or above)	3
___Lab Science Requirement	4-5
___One additional course from Math, Science, or Computer Science	3-4
Social/Behavioral Science	
___Social Science Requirement	3
___General Psychology (BS 160)	3
Humanities/Fine Arts	
___Humanities Requirement	3
___Fine Arts Requirement	3
Physical Education	
___Physical Education Requirement	1
Required Courses	
___Intro to Teaching (ED 206)	3
Related Electives (see an advisor for transfer information)	
___Intro. to the Exceptional Child (ED 220)	3
___Instructional Technology (ED 222)	3

SECONDARY EDUCATION

ASSOCIATE IN ARTS

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

Course	Hours
Communications	
___English Comp I (EG 101)	3
___English Comp II (EG 102)	3
___Public Speaking (SP 100)	3
Science and Math	
___Math Requirement (MA131 or above)	3
___Lab Science Requirement	4-5
Social/Behavioral Science	
___Social Science Requirement	3
___General Psychology (BS 160)	3
___Behavioral or Social Science Req.	3

Humanities/Fine Arts	9
___Humanities Requirement	3
___Fine Arts Requirement	3
___One additional course	3

Physical Education	1
___Physical Education Requirement	1

Required Courses	
___Intro to Teaching (ED 206)	3

Related Electives (see an advisor for transfer information)	24-25
___Intro. to the Exceptional Child (ED 220)	3
___Instructional Technology (ED 222)	3

Secondary Education

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Shellie Gutierrez, Lead Instructor for Education at 316.322.3291

Program Information

If a teaching career interests you. Butler is the place for you to study elementary or secondary education. Butler courses will fulfill the first two years toward a bachelor's degree at a four-year college. Requirements vary at four-year colleges. Program planning and selection of options need careful consideration. Work with a Butler advisor so your transfer will be a smooth and complete process.

Recommended Course Sequence

Semester 1: EG 101, BS 160, LT 260, MA 131 or MA 135, Social Science Requirement, Physical Education Requirement

Semester 2: EG 102, SP 100, Behavioral Science Requirement, Humanities Requirement

Semester 3: Lab Science Requirement, Fine Arts Requirement, Related Electives

Semester 4: ED 206, Humanities or Fine Arts Requirement, Related Electives

After Butler

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

WSU/Butler-Preparing Educators Together- Allows students to complete WSU

Education courses in Elementary & Secondary Education at the Butler of Andover Campus.



**PHYSICAL EDUCATION FOR ELEMENTARY MAJORS
ASSOCIATE IN SCIENCE**

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

Course		Hours
Communications		
___English Comp I	(EG 101)	3
___English Comp II	(EG 102)	3
___Public Speaking	(SP 100)	3
Science and Math		
___Math Requirement	(MA 131 or above)	3
___Lab Science Requirement		4-5
___One additional course from Math, Science, or Computer Science		3-4
Social/Behavioral Science		
___Social Science Requirement		3
___General Psychology	(BS 160)	3
Humanities/Fine Arts		
___Humanities Requirement		3
___Fine Arts Requirement		3
Physical Education		
___Lifetime Fitness	(PE 254)	2
Required Courses		
___Intro to Teaching	(ED 206)	3
___Intro to Physical Education	(PE 120)	3
___Personal and Public Health	(HL 100)	3
___First Aid	(HL 130)	2
Related Electives		
___Principles of Strength Training	(PE 116)	3
___Kinesiology/Biomechanics	(PE 276)	3
___Any Physical Education Activity Courses		
___Any Theory of Coaching Courses	(PE240, PE250, PE260, PE270)	

**PHYSICAL EDUCATION FOR ELEMENTARY MAJORS
ASSOCIATE IN ARTS**

Your Butler experience will prepare you for a career in teaching. Butler courses here 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.

Course		Hours
Communications		
___English Comp I	(EG 101)	3
___English Comp II	(EG 102)	3
___Public Speaking	(SP 100)	3
Science and Math		
___Math Requirement	(MA 131 or above)	3
___Lab Science Requirement		4-5
Social/Behavioral Science		
___Social Science Requirement		3
___General Psychology	(BS160)	3
___Behavioral or Social Science Req.		3
Humanities/Fine Arts		
___Humanities Requirement		3
___Fine Arts Requirement		3
___One additional course		3
Physical Education		
___Lifetime Fitness	(PE 254)	2
Required Courses		
___Intro to Teaching	(ED 206)	3
___Intro to Physical Education	(PE 120)	3
___Personal and Public Health	(HL 100)	3
___First Aid	(HL 130)	2
Related Electives		
___Principles of Strength Training	(PE 116)	3
___Kinesiology/Biomechanics	(PE 276)	3
___Any Physical Education Activity Courses		
___Any Theory of Coaching Courses	(PE240, PE250, PE260, PE270)	

Physical Education and Recreation

Career Program

Degree Offered: Associate in Science or Associate in Arts

Associate in Arts

Credits Required: 62

Contact: Fred Torneden, Lead Physical Education/Health Instructor, at 316.322.3215

Program Information

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

PHYSICAL EDUCATION FOR SECONDARY MAJORS ASSOCIATE IN SCIENCE

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

Course	Hours
Communications 9	
___English Comp I (EG 101)	3
___English Comp II (EG 102)	3
___Public Speaking (SP 100)	3
Science and Math 10	
___Math Requirement (MA 131 or above)	3
___Lab Science Requirement	4-5
___One additional course from Math, Science, or Computer Science	3-4
Social/Behavioral Science 6	
___Social Science Requirement	3
___General Psychology (BS 160)	3
Humanities/Fine Arts 6	
___Humanities Requirement	3
___Fine Arts Requirement	3
Physical Education 1	
___Lifetime Fitness (PE 254)	2
Required Courses 16	
___Intro to Teaching (ED 206)	3
___Intro to Physical Education (PE 120)	3
___Personal and Public Health (HL 100)	3
___First Aid (HL 130)	2
___Prevention and Care of Athletic Injuries (PE 280)	3
___Any Theory of Coaching (PE 240, PE 250, PE 260, PE 270)	2
Related Electives 14	
___Principles of Strength Training (PE 116)	3
___Kinesiology/Biomechanics (PE 276)	3
___Any Physical Education Activity Course	

PHYSICAL EDUCATION for SECONDARY MAJORS Associate in Arts

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

Course	Hours
Communications 9	
___English Comp I (EG 101)	3
___English Comp II (EG 102)	3
___Public Speaking (SP 100)	3
Science and Math 7	
___Math Requirement (MA 131 or above)	3
___Lab Science Requirement	4-5
Social/Behavioral Science 9	
___Social Science Requirement	3
___General Psychology (BS 160)	3
___Behavioral or Social Science Req.	3
Humanities/Fine Arts 9	
___Humanities Requirement	3
___Fine Arts Requirement	3
___One additional course	3
Physical Education 1	
___Lifetime Fitness (PE 254)	2
Required Courses 16	
___Intro to Teaching (ED 206)	3
___Intro to Physical Education (PE 120)	3
___Personal and Public Health (HL 100)	3
___First Aid (HL 130)	2
___Prevention and Care of Athletic Injuries (PE 280)	3
___Any Theory of Coaching (PE 240, PE 250, PE 260, PE 270)	2
Related Electives 11	
___Principles of Strength Training (PE 116)	3
___Kinesiology/Biomechanics (PE 276)	3
___Any Physical Education Activity Course	

Physical Education and Health

Career Program

Degree Offered: Associate in Science or Associate in Arts

Credits Required: 62

Contact: Fred Torneden, Lead Physical Education/Health Instructor, at 316.322.3215

Program Information

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



Engineering & Manufacturing Technology

**ENGINEERING GRAPHICS TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE**

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

General Education Requirements	20 Hours
Communications	9
___ English Comp I (EG 101)	
___ Public Speaking (SP 100)	
___ Technical Writing (EG 112)	

Science and Math	8
___ Trigonometry (MA 140)	
___ Gen. Physics (PH 143)	

Social/Behavioral Science Requirement	3
___ Ethics (PL 291)	

Mechanical Option Required Courses	38 Hours
___ Two-Dimensional Design (AR 121)	3
___ Engineering Graphics I (EN 101)	3
___ Engineering Graphics II (EN 102)	3
___ Manufacturing Processes (IT 204)	3
___ Engineering Concepts (EN 115)	2
___ Eng. Graphics Tech Capstone (EN 206)	3
___ AutoCAD Basics (EN 107)	3
___ AutoCAD Advanced (EN 207)	3
___ Networking Basics (IN 134)	3
___ Basic CATIA (IT 218)	3
___ 3D Modeling & CAD (EN 214)	3
___ Advanced CATIA (IT 219)	3
___ Internship I (EN 193)	3

Related Electives	6 Hours
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Any Engineering course not listed under required or any Manufacturing Technology course.

A total of 64 credit hours are required for this degree. In addition to the 20 credit hours of general education requirements and 38 credit hours of required courses, 6 credit hours of related electives are required.

Architectural/Civil/Structural Option

Required Courses		41Hours
___ Two-Dimensional Design (AR 121)		3
___ Engineering Graphics I (EN 101)		3
___ Engineering Graphics II (EN 102)		3
___ Residential Design and CAD I (EN 103)		3
___ Introduction to Surveying (SR 104)		3
___ Engineering Concepts (EN 115)		2
___ 3D Modeling & CAD (EN 214)		3
___ Commercial Building Design and CAD (EN 211)		3
___ Eng. Graphics Tech Capstone (EN 206)		3
___ Structural, Civil and Pipe Design & CAD (EN 217)		3
___ AutoCAD Basics (EN 107)		3
___ AutoCAD Advanced (EN 207)		3
___ Networking Basics (IN 134)		3
___ Internship (EN 193)		3

Related Electives		3
___ Any Manufacturing Engineering Technology (IT) Course.		
___ Surveying II (SR 204)		3
___ Statics (EN 260)		3
___ PC Visual Basic Programming (IN 108)		3
___ Introduction to Programming (IN 105)		3
___ Physical Geology (PS 102)		4
___ Special Topics (EN 253/254)		3

A total of 64 credit hours are required for this degree. In addition to the 20 credit hours of general education requirements and 41 credit hours of required courses, 3 credit hours of related electives are required.

Engineering Graphics Technology

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 64
Contact: Buford Pringle, Lead Instructor at 316.218.6136 or Pedro Leite, Executive Director, at 316.218-6302 or e-mail pleite@butlercc.edu

Accreditation
ABET-TAC.

Prior to Admission
Appropriate placement score(s), see an advisor for details.

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

Recommended Course Sequence
Engineering Graphics I (EN 101) is required before upper level EN Courses

After Butler
Recent graduates hold positions as Architectural and Engineering Technicians. After finishing a bachelor's degree, graduates hold positions as aeronautical, electrical, electronic or mechanical engineers, architects, and drafters.

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.

High School Articulation Credit
High schools must have a signed, current articulation on file. Students must also maintain a 3.0 GPA in all CAD/Drafting courses. Students may be eligible for additional articulated courses. Student must submit a drawing portfolio for review by lead instructor and pass a drawing exam prior to enrollment.

Median Wage for Mechanical Engineering Technicians in South Central Kansas is \$40,706 per year. (Source: Kansas Department of Human Resources Local Area IV, 2003 edition Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



ENGINEERING GRAPHICS TECHNOLOGY
CERTIFICATE

Your Butler experience will prepare you to apply advanced computer-aided design (CAD) skills to the creation of graphic representations and simulations in support of architectural and engineering projects.

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Required Courses

Table with 3 columns: Course Name, Course ID, and 3I Hours. Lists 14 required courses for the Engineering Graphics Technology Certificate.

Certificate requires 3I credit hours.

After Butler

Career opportunities include Aerospace Engineering, Chemical Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, and Nuclear Engineering.

Median Wage for Architectural and Civil Drafters in South Central Kansas is \$34,050 per year. Median Wage for Civil Engineering Technicians is \$34,258 per year.

CAD Technician

Career Program
Certificate in CAD Technician

Credits Required: 31
Contact: Buford Pringle, Lead Instructor at 316.218.6136 or Pedro Leite, Executive Director, at 316.218-6302 or e-mail pleite@butlercc.edu

Accreditation

Currently seeking ABET-TAC accreditation.

Recommended Course Sequence

AUTOCAD Basics (EN 107) is required before upper level EN Courses

Additional Costs

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

COMPOSITE ENGINEERING TECHNOLOGY
AAS DEGREE

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.

Prior to admission

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

General Education Requirements

Table with 3 columns: Requirement Name, Course ID, and Credit Hours. Lists communication requirements totaling 9 credits.

Science and Math

Table with 3 columns: Requirement Name, Course ID, and Credit Hours. Lists science and math requirements totaling 11 credits.

Required Courses

Table with 3 columns: Course Name, Course ID, and Credit Hours. Lists 14 required courses for the Composite Engineering Technology AAS Degree.

AAS Degree requires 64 credit hours.

Composite Engineering Technology

Career Program
AAS in Composite Engineering Technology
Credits Required: 64
Contact: Buford Pringle, CMFGT, Lead Instructor, at 316.218.6136 or Pedro Leite, Executive Director, at 316.218-6302 or e-mail pleite@butlercc.edu

Accreditation

ABET-TAC Pending



**COMPOSITE ENGINEERING TECHNOLOGY
MANUFACTURING AND COMPOSITES CERTIFICATE**

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

Prior to admission

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

Required Courses

___ Industrial Safety (August/Intersession)	(IT 205)	3
___ Intro to Composites	(IT 135)	4
___ Composites Manufacturing Practices	(IT 136)	4
___ Beginning Concepts of CNC	(IT 120)	3
___ Machine Processes I	(IT 100)	3
___ Basic Catia	(IT 218)	3
___ Machine Processes II	(IT 102)	3
___ Composite Structure Repair	(IT 235)	4
___ Adv. Techniques in Composites	(IT 236)	4
___ Intro to Quality Assurance	(IT 260)	3
___ Advanced Catia	(IT 219)	3

Certificate requires 37 credit hours.

Composite Engineering Technology

Career Program

Certificate in Composite Engineering Technology

Credits Required: 37

Contact; Buford Pringle, CMFGT, Lead Instructor, at 316.218.6136 or

Pedro Leite, Executive Director, at 316.218-6302 or

e-mail pleite@butlercc.edu

Accreditation

ABET-TAC Pending

**COMPOSITE ENGINEERING TECHNOLOGY
COMPOSITE TECHNICIAN CERTIFICATE**

Your Butler experience will prepare you to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using advanced materials and polymers in commercial manufacturing. Instruction will prepare students to design products via Catia and produce those products within a laboratory setting. Focuses on Composite Fabrication, Repair, Machining, Lay Up, and Basic Design.

Prior to admission

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

Required Courses

___ Intro to Composites	(IT 135)	4
___ Composites Manufacturing Practices	(IT 136)	4
___ Composite Structure Repair	(IT 235)	4
___ Adv. Techniques in Composites	(IT 236)	4

Certificate of Completion requires a total of 16 credit hours.

Composite Engineering Technology

Career Program

Certificate of Completion in Composite Technician

Credits Required: 16

Contact; Buford Pringle, CMFGT, Lead Instructor, at 316.218.6136 or

Pedro Leite, Executive Director, at 316.218-6302 or

e-mail pleite@butlercc.edu

Accreditation

ABET-TAC Pending

MANUFACTURING ENGINEERING TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements

Course		18 Hours
Communications		
___ English Comp I	(EG 101)	9
___ Public Speaking	(SP 100)	
___ One other course	(EG 102, EG 112)	

Science and Math		
___ Math Requirement	(MA 131)	6
___ Science Requirement	(PH 109 or CH 105 or above CH 105 strongly advised)	

Social/Behavioral Science Requirement		
___ Sociology	(BS 105) or	3
___ General Psychology	(BS 160)	

Required Courses		37 Hours
___ Machine Processes I	(IT 100)	3
___ Machine Processes II	(IT 102)	3
___ Beginning Concepts of CNC	(IT 120)	3
___ Machine Trades Print Reading	(IT 150)	1
___ Manufacturing Processes	(IT 204)	3
___ Industrial Safety	(IT 205)	3
___ Basic CATIA	(IT 218)	3
___ Advanced CATIA	(IT 219)	3
___ Adv. Automated Manufacturing with CNC	(IT 220)	3
___ Introduction to Material and	(IT 226)	3
___ Manufacturing Part Design	(IT 230)	3
___ Introduction to Quality Assurance	(IT 260)	3
___ Introduction to Metrology	(IT 263)	3

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

Related Electives		9 Hours
___ Engineering Graphics I	(EN 101)	3
___ Engineering Graphics II	(EN 102)	3
___ Engineering Concepts	(EN 115)	2
___ Industrial Supervision	(IT 141)	3
___ Mechanical Devices and Sys	(IT 116)	3
___ Fluid Power	(IT 117)	3
___ Cooperative Education	(IT 197)	3
___ Basic FeatureCAM	(IT 216)	3
___ Basic Mastercam	(IT 217)	3
___ Advanced FeatureCAM	(IT 221)	3
___ Advanced Mastercam	(IT 225)	3

Manufacturing Engineering Technology

Career Program

Degree Offered: Associate in Applied Science in
Manufacturing Technology

Credits Required: 64

Contact: Buford Pringle, CMFGT, Lead Instructor, at 316.218.6136 or
Pedro Leite, Executive Director, at 316.218-6302 or
e-mail pleite@butlercc.edu

Accreditation

ABET-TAC.

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Recommended Course Sequence

Semester 1: IT 100, IT 102, IT 204, IT 120, IT 218

Semester 2: IT 220, IT 141, MA 131,

Semester 3: IT 226, IT 227, IT 228

Semester 4: IT 117, IT 215, IT 205, Advanced Programming Course

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.

High School Articulation Credit

High schools must have a signed current articulation on file. Students must also maintain a 3.0 GPA in all Manufacturing courses.

Additional Costs

Courses with labs have a \$50 lab fee and are subject to change.

CATIA Courses have a \$150 lab fee.

After Butler

Recent graduates hold positions in manufacturing, manufacturing Engineering, machining, CNC (Computer Numerical Control) operation and Industrial Engineering.

Median Wage for Computer-Controlled Machine Tool Operators in South Central Kansas is \$37,523 per year. Median Wage for Numerical Tool and Process Control Programmers in South Central Kansas is \$44,357 per year. Median Wage for a Manufacturing Technologist in South Central Kansas is \$42,220 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



MANUFACTURING ENGINEERING TECHNOLOGY

CERTIFICATE

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Required Courses

		34 Hours
___Machine Processes I	(IT 100)	3
___Machine Processes II	(IT 102)	3
___Beginning Concepts of CNC	(IT 120)	3
___Machine Trades Print Reading	(IT 150)	1
___Manufacturing Processes	(IT 204)	3
___Advanced CATIA	(IT 219)	3
___Introduction to Quality Assurance	(IT 260)	3
___Industrial Safety	(IT 205)	3
___Basic CATIA	(IT 218)	3
___Adv. Automated Manufacturing with CNC	(IT 220)	3
___Intro to Material and Manufacturing Science	(IT 226)	3
___Manufacturing Part Design	(IT 228)	3

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

Related Electives

		Hours
___Engineering Graphics I	(EN 101)	3
___Engineering Graphics II	(EN 102)	3
___Mechanical Devices and Systems	(IT 116)	3
___Fluid Power	(IT 117)	3
___Geo. Dimensioning & Tolerancing	(IT 212)	3
___Basic Feature CAM	(IT 216)	3
___Advanced Feature CAM	(IT 221)	3
___Advanced Mastercam	(IT 225)	3

Certificate requires 37 credit hours.

Manufacturing Engineering Technology

Career Program

Certificate in Manufacturing Technology and eligibility to take the Society of Manufacturing Engineers (SME) certification test

Credits Required: 37

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

Pedro Leite, Executive Director, at 316.218-6302 or

e-mail pleite@butlercc.edu

Accreditation

ABET-TAC

Prior to Admissions

Appropriate placement score(s), see an advisor for details.

Recommended Course Sequence

Semester 1:

IT 100, IT 102, IT 204, IT 120, IT 205

Semester 2:

IT 220, IT 141, EN 101, MA 131,

Semester 3:

IT 226, IT 227, IT 228

Semester 4:

IT 117, IT 215, Advance Programming

High School Articulation Credit

High Schools must have a signed current articulation on file. Students must also maintain a 3.0 GPA in all Manufacturing courses.

Additional Costs

Courses with labs have a \$50 lab fee and are subject to change.

After Butler

Recent graduates hold positions in manufacturing, machining and CNC (Computer Numerical Control) operation, Manufacturing Engineering, and Industrial Engineering.

Median Wage for Computer-Controlled Machine Tool Operators in South Central Kansas is \$37,523 per year. Median Wage for Numerical Tool and Process Control Programmers in South Central Kansas is \$44,357 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

SURVEYING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

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

General Education Requirements Communications

24 Hours
12

___English Comp I	(EG 101)
___English Comp II	(EG 102)
___Public Speaking	(SP 100)
___Technical Writing	(EG 112)

Science and Math

9

___College Algebra w/Review or	(MA 131) or
___College Algebra	(MA 135)
___Trigonometry	(MA 140)
___Applied Physics or	(PH109) or
___Basic Physics I	(PH 130)

Social/Behavioral Science

3

___US History I or	(HS 131)
___ US History II	(HS 132)

Required Courses

39 Hours

___Introduction to Surveying	(SR 104)	3
___AutoCAD Basics	(EN 107)	3
___Introduction to GIS/GPS	(SR 110)	3
___Accounting I	(BA 126)	3
___Surveying II	(SR 204)	3
___Advanced GIS/GPS	(SR 210)	3
___Principles of Management	(BA 210)	3
___Boundary Control	(SR 220)	3
___Business Ethics	(BA 220)	3
___Survey Law	(SR 222)	3
___Legal Descriptions	(SR 224)	2
___Subdivision Planning and Design	(SR 112)	3
___Route Surveying	(SR 226)	3
___Internship	(SR 193)	1

A total of 63 credit hours is required for this degree; 24 hours of general education and 39 hours of technical courses.

Students who have completed the general education requirement and have previously earned an Associates Degree or a Bachelors degree may complete a Certificate of Completion in Surveying Technology by completing the 39 hours of required technical courses.

Surveying Technology

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 63

Contact: Buford Pringle, Lead Instructor at 316.218.6136 or Pedro Leite, Executive Director, at 316.218-6302 or e-mail pleite@butlercc.edu

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Additional Costs

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

Recommended Course Sequence

Semester 1: EG 101, MA 131 or MA 135, SR 104, EN 107, SR 110.

Semester 2: EG 102, PH 109 or PH 130, SR 204, HS 131 or HS 132, MA 140.

Semester 3: SP 100, BA 126, SR 220, SR 210, SR 222, EG 112.

Semester 4: SR 224, BA 210, BA 220, SR 112, SR 226, SR 193.

Median Wage for Surveyors in South Central Kansas is \$36,400 per year. (Source: Kansas Wage Survey, 2007.)

SURVEYING TECHNOLOGY CERTIFICATE

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Required Courses

39 Hours

___Introduction to Surveying	(SR 104)	3
___AutoCAD Basics	(EN 107)	3
___Introduction to GIS/GPS	(SR 110)	3
___Accounting I	(BA 126)	3
___Surveying II	(SR 204)	3
___Advanced GIS/GPS	(SR 210)	3
___Principles of Management	(BA 210)	3
___Boundary Control	(SR 220)	3
___Business Ethics	(BA 220)	3
___Survey Law	(SR 222)	3
___Legal Descriptions	(SR 224)	2
___Subdivision Planning and Design	(SR 112)	3
___Route Surveying	(SR 226)	3
___Internship	(SR 193)	1

Certificate requires 39 credit hours.

Students who have completed the general education requirement and have previously earned an Associates Degree or a Bachelors degree may complete a Certificate of Completion in Surveying Technology by completing the 39 hours of required technical courses.



**PRE-ENGINEERING
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___ English Comp I (EG 101)	
___ English Comp II (EG 102)	
___ Public Speaking or Interpersonal Communication (SP 100)	
Science and Math	10*
___ Calculus I with Analytic Geometry (MA 151)	
___ College Chemistry I (CH 110)	
___ Calculus II w/Analytic Geometry (MA 152)	
Social/Behavioral Science	6
___ Social Science Requirement	
___ Behavioral Science Requirement	
Humanities/Fine Arts	6
___ Humanities Requirement	
___ Fine Arts Requirement	
Physical Education	1
___ Physical Education Requirement	

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

Required Courses	Hours
___ Calculus III with Analytic Geometry (MA 253)	3
___ Differential Equations (MA 260)	3
___ Physics I (PH 251)	5
___ Physics II (PH 252)	5
___ Engineering Graphics I or College Chemistry II (EN 101 or CH 115)	3-5**
___ Engineering Concepts (EN 115)	2
___ Statics (EN 260)	3

Related Electives **3-6**
 *Some related elective hours are met with extra hours in Math and Science above.

**Students interested in civil, electrical, industrial and mechanical options of pre-engineering need Engineering Graphics I. Students interested in chemical, nuclear and petroleum options of pre-engineering should enroll in Chemistry II. Advisement in either course for any option should be verified by future university of choice. Also see "Engineering Graphics Technology."

Program Information

Courses available range from basic math and algebra to calculus, differential equations and statistics. Butler has agreements with the state universities for course transfer.

Pre-Engineering

Career Program

Degree Offered: Associate in Science

Credits Required: 62

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

Requirements - see Program of Study

Recommended Course Sequence

Semester 1: EG 101, MA 151, CH 110, EN 115, Physical Education

Requirement Semester 2: EG 102, MA 152, EN 101 or CH 115, Semester 3:

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

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

Recommended Electives

Any IN Programming course; Any IT Manufacturing Engineering

Technology course, Engineering Graphics I & II, EC200

WELDING TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

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

General Education Requirements **15 Hours**

Communications		6
___ English Comp I	(EG 101)	
___ Public Speaking	(SP 100)	

Science, Math and Computer Science		9
___ Math Requirement	(MA 114 or above)	
___ Science Requirement	(PH 109 or CH 105 or above)	
___ Computer Science Requirement		

Social/Behavioral Science		3
___ Sociology	(BS 105) or	
___ General Psychology	(BS 160)	

Required Courses **35 Hours**

Fall		
___ OxyFuel Gas Welding	(WE 112)	2
___ Cutting Operations	(WE 113)	2
___ Welding Methods	(WE 114)	2
___ Shielded Arc Welding	(WE 116)	3
___ Blueprint Reading Welding	(WE 119)	3
___ Fundamentals of Welding I	(WE 121)	3
___ Gas Tungsten Arc Welding	(WE 215)	3
Spring		
___ Welding Survey	(WE 111)	3
___ Fundamentals of Welding II	(WE 122)	3
___ Automatic Arc & Inert Gas welding	(WE 212)	2
___ Welding and Pipefitting	(WE 213)	2
___ Welding Problems	(WE 216)	2
___ Gas Metal Arc Welding	(WE 219)	2
___ Metallurgy	(WE 220)	3

Related Electives		9
___ Intro to Business	(BA 110)	3
___ Personal Finance	(BA 112)	3
___ Business Law I	(BA 115)	3
___ Accounting I	(BA 126)	3
___ Personal Selling	(BA 215)	3
___ Principles of Management	(BA 210)	3
___ Industrial Supervision	(IT 141)	3
___ Industrial Safety	(IT 205)	3
___ Cooperative Education I, II, III, IV	(WE 197, 198, 297, 298)	2-5

A total of 62 credit hours is required for this degree. In addition to the 18 credit hours of general education requirements and 35 credit hours of required courses, you must choose 9 credit hours from the list of related electives.

Welding Technology

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 62
Contact: Matt Galbraith, Lead Instructor, at 316.323.6824 or Dennis Rittle, Technical Advancement Director, at 316.322.3277

Recommendations

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

Accreditation

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

Additional Costs/Tool Requirement

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

High School Articulation Credit

High Schools must have a signed current articulation on file. Students must also maintain a 3.0 GPA in all Welding courses.

Recommended Course Sequence

Semester 1:
WE 121, WE 112, WE 116, WE 113, WE 114, WE 119, WE 215
Semester 2:
WE 122, WE 220, WE 111, WE 219, WE 216, WE 212, WE 213
Semester 3:
General Education Classes
Semester 4:
General Education Classes

After Butler

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

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



**WELDING TECHNOLOGY
CERTIFICATE**

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Required Courses

35 Hours

Fall		
___OxyFuel Gas Welding	(WE 112)	2
___Cutting Operations	(WE 113)	2
___Welding Methods	(WE 114)	2
___Shielded Arc Welding	(WE 116)	3
___Blueprint Reading (Welding)	(WE 119)	3
___Fundamentals of Welding I	(WE 121)	3
___Gas Tungsten Arc Welding	(WE 215)	3
Spring		
___Welding Survey	(WE 111)	3
___Fundamentals of Welding II	(WE 122)	3
___Auto. Arc & Inert Gas Welding	(WE 212)	2
___Welding and Pipefitting	(WE 213)	2
___Welding Problems	(WE 216)	2
___Gas Metal Arc Welding (MIG)	(WE 219)	2
___Metallurgy	(WE 220)	3

Certificate requires 35 credit hours with a minimum accumulative GPA of 2.0 in program classes.

Welding Technology

Career Program

Certificate in Welding Technology

Credits Required: 35

Contact: Matt Galbraith, Lead Instructor, at 316.323.6824 or Dennis Rittle, Technical Advancement Director, at 316.322.3277

Recommendations

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

Accreditation

All Instructor are AWS Certified Welding educators.

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

High School Articulation Credit

High Schools must have a signed current articulation on file. Students must also maintain a 3.0 GPA in all Welding courses.

Additional Costs/Tool Requirement

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

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Recommended Course Sequence

Semester 1: WE 121, WE 112, WE 116, WE 113, WE 114, WE 111, WE 215

Semester 2: WE 122, WE 220, WE 119, WE 219, WE 216, WE 212, WE 213

After Butler

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

Median Wage for Welders, Cutters, Solderers, and Brazers in South Central

Kansas is \$30,905 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



**ART
ASSOCIATE IN ARTS**

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

Course	Hours
Communications	
___English Comp. I (EG 101)	9
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	
___Math Requirement (MA 131 or above)	7
___Lab Science Requirement	
Social/Behavioral Science	
___Behavioral Science Requirement	9
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	
___Humanities Requirement	9
___Fine Arts Requirement	
___One additional course	
Physical Education	
___Physical Education or Dance Requirement	1

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

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

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

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

Required Art Courses		Hours
___Drawing and Comp. I (AR 141)		3
___Design I (AR 121)		3
___Art Appreciation (AR 100)		3
___Drawing and Comp. II (AR 142 or AR 241)		3
___Life Drawing (AR 241)		3
___Fundamental of Three Dimensional Design (AR 122)		3

Related Electives - 12 Hours
___AR - Any Art course

Art

Transfer Program

Degree Offered: Associate in Arts and Associate in Science in Art

Credits Required: 62

Contact: Valerie Haring, Lead Art Instructor, at 316.322.3173

Program Information

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

Additional Costs

Certain studio classes require additional supplies.

Recommended Course Sequence

Semester 1: AR141, AR121, AR100

Semester 2: AR142 or AR241, AR122

After Butler

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



DANCE
ASSOCIATE IN ARTS

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education Requirement or Dance	

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

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

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

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

Required Dance Courses	Hours
___Beginning Jazz Dance (DN 133)	1
___Jazz Dance II (DN 134)	1
___Modern Dance I (DN 130)	2
___Modern Dance II (DN 131)	2
___Beginning Tap (DN 137)	1
___Ballet I (DN 135)	1
___Ballet II (DN 136)	1
___Ballet III (DN 235)	1
___Ballet IV (DN 236)	1

- Related Electives – 16 Hours**
- ___DN Any Dance course
 - ___MU Any Music course
 - ___TA Any Theatre course
 - ___PE Any Physical Education course
 - ___HL Any Health course

Dance
Transfer Program
Degree Offered: Associate in Arts and Associate in Science
Credits Required: 62
Contact: Kris Anderson, Lead instructor, at 316.322.3260

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

Related Programs
Many dance students also take classes in music and theatre.

Recommended Course Sequence
Semester 1:
DN130, DN133, DN135
Semester 2:
DN131, DN136, DN134, TA 127
Semester 3:
AR100, DN 137, DN233, DN235
Semester 4:
DN 138, DN234, DN236

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

**ENGLISH/LITERATURE
ASSOCIATE IN ARTS**

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

Required English/Literature Courses	Hours
___Introduction to Literature I (LT 201)	3
___American Literature I (LT 215)	3
___American Literature II (LT 216)	3
___British Literature I or II (LT 211, 212)	3

Related Electives	15 Hours
___TA Introduction to Theatre	
___EG Any English course	
___HS Any History course	
___HU Any Humanities course	
___LT Any Literature course (except Children's)	
___SP Any Speech course	

English/Literature

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

Contact: Troy Nordman, Lead English instructor, at 316.322.3284 or Jim Guenther, Lead Instructor at 316.218.6219

Program Information

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

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

The Quill

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

Scan

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

Recommended Course Sequence

Semester 1:

EG101

Semester 2:

EG102, LT 201

After Butler

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



FOREIGN LANGUAGE

ASSOCIATE IN ARTS

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

Required Foreign Language Courses	Hours
___Beginning Spanish I (FL 107)	5
___Beginning Spanish II (FL 108)	5
___Intermediate Spanish (FL 201)	5

Related Electives – 12 Hours

- ___FL Any Foreign Language course
(not including Command Spanish courses)
- ___HS Any History course

Foreign Language

Transfer Program

Degree Offered: Associate in Arts and Associate in Science

Credits Required: 62

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

Program Information

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

Related Programs

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

Recommended Course Sequence

Semester 1:

EG101, FL107

Semester 2:

EG102, FL108

Semester 3:

FL201

After Butler

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

**HISTORY
ASSOCIATE IN SCIENCE**

Course	Hours
Communications 9	
___ English Comp I (EG 101)	3
___ English Comp II (EG 102)	3
___ Public Speaking or Interpersonal Communication (SP 100) (SP 102)	3
Science and Math 10	
___ Math Requirement (MA 131 or above)	3
___ Lab Science Requirement	4-5
___ One additional course from Math, Science, or Computer Science	3-4
Social/Behavioral Science 6	
___ US History I (HS 131)	3
___ Behavioral Science Requirement	3
Humanities/Fine Arts 6	
___ Humanities Requirement	3
___ Fine Arts Requirement	3
Physical Education 1	
___ Physical Education Requirement	1
Required Courses Hours	
___ US History II (HS 132)	3
___ Western Civilization I & II (HS 121 & HS 122)	6
___ World Civilization I & II (HS 201 & HS 202)	6
Related Electives 16	
___ Art Appreciation (AR 100)	3
___ Sociology (BS 105)	3
___ Dealing with Diversity (BS 222)	3
___ Principles of Microeconomics (EC 200)	3
___ Principles of Macroeconomics (EC 201)	3
___ Humanities: Ancient to Medieval (HU 100)	3
___ Humanities: Renaissance to Mod. (HU 101)	3
___ Humanities through the Arts (HU 110)	3
___ Music Appreciation (MU100)	3
___ American Federal Government (PO 141)	3
___ State and Local Government (PO 142)	3
___ International Relations (PO 201)	3
___ Principles of Geography (SC 120)	3

**HISTORY
ASSOCIATE IN ARTS**

Course	Hours
Communications 9	
___ English Comp I (EG 101)	3
___ English Comp II (EG 102)	3
___ Public Speaking or Interpersonal Communication (SP 100) (SP 102)	3
Science and Math 7	
___ Math Requirement (MA 131 or above)	3
___ Lab Science Requirement	4-5
Social/Behavioral Science 9	
___ US History I (HS 131)	3
___ US History II (HS 132)	3
___ Behavioral Science Requirement	3

Humanities/Fine Arts 9	
___ Humanities Requirement	3
___ Fine Arts Requirement	3
___ One additional course	3

Physical Education 1	
___ Physical Education Requirement	1

Required Courses 12 Hours	
___ Western Civilization I & II (HS 121 & HS 122)	6
___ World Civilization I & II (HS 201 & HS 202)	6

Related Electives 15	
___ Art Appreciation (AR 100)	3
___ Sociology (BS 105)	3
___ Dealing with Diversity (BS 222)	3
___ Principles of Microeconomics (EC 200)	3
___ Principles of Macroeconomics (EC 201)	3
___ Humanities: Ancient to Medieval (HU 100)	3
___ Humanities: Renaissance to Mod. (HU 101)	3
___ Humanities through the Arts (HU 110)	3
___ Music Appreciation (MU100)	3
___ American Federal Government (PO 141)	3
___ State and Local Government (PO 142)	3
___ International Relations (PO 201)	3
___ Principles of Geography (SC 120)	3

History
 Career Program
 Degree Offered: Associate in Science or Associate in Arts
 Credits Required: 62
 Contact: Tim Myers, Lead Social Science Instructor, at 316.218.6228

Program Information
 History is more than the yellow space on a Trivial Pursuit board. History is the gateway subject to many careers including journalism, law, and education. More importantly, however, a knowledge of history is crucial in becoming a well-prepared and active citizen of the United States and the world. Butler Community College's history program offers courses in U.S. history as well as Western and World Civilization. With this foundation to build upon, you will be able to go forward and make history.

Recommended Course Sequence
 Semester 1:
 EG 101, HS 131, 132 or SP 100, Physical Education Requirement, Behavioral Science Requirement, Related Electives
 Semester 2:
 EG 102, HS 121 or 201, 122, HS 131, 132, Humanities Requirement, Related Electives
 Semester 3:
 HS 121 or 201, 122, HS 131, 132, MA 131 or above, Lab Science Requirement, Fine Arts Requirement
 Semester 4:
 HS 121, 122, Humanities or Fine Arts Requirement, Related Electives

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

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



**LIBERAL ARTS
ASSOCIATE IN ARTS**

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking or Interpersonal Communication (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education Requirement	

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

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

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

**LIBERAL ARTS
ASSOCIATE IN SCIENCE**

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking or Interpersonal Communication (SP 100)	
Science and Math	10
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
___One additional course	
Social/Behavioral Science	6
___Behavioral Science Requirement	
___Social Science Requirement	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Physical Education Requirement	

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

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

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

Liberal Arts

Transfer Program

Degree Offered: Associate in Arts or Associate of Science

Credits Required: 62

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

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

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

**LIBERAL ARTS
ASSOCIATE IN GENERAL STUDIES**

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

Course	Hours
Communications	6
All grades MUST be a C or better	
___ English Comp. I (EG 101)	
and one of the following:	
___ English Comp. II (EG 102)	
___ Public Speaking (SP 100)	
___ Interpersonal Communication (SP 102)	
Science and Math	6
Must include one course from each of the following areas. Math Review hours do not meet this requirement.	
___ Math (MA 119 or above)	
___ Science (100 and above will satisfy this requirement.)	
Social/Behavioral Science	6
___ Behavioral Science Requirement	
___ Social Science Requirement	
Humanities/Fine Arts	6
___ Humanities Requirement	
___ Fine Arts Requirement	
Physical Education	1
___ Physical Education Requirement	

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

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

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

Liberal Arts

Transfer Program

Degree Offered: Associate in
General Studies

Credits Required: 62

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

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

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



MASS COMMUNICATIONS (Radio, Television, Film and Print Journalism)

ASSOCIATE IN ARTS

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

Required Mass Communications Courses		Hours
___Radio Production I	(MC 170)	3
___Intro to Mass Communication	(MC 161)	3
___Reporting I	(MC 162)	3
___Television Production I	(MC 175)	3
___Photography I	(MC 100)	3

Related Electives	12 Hours
___MC Any Mass Communications Course	
___BA Any Business Course	
___IN Any Information Technology Course	
___PO Any Political Science Course	
___SP Any Speech Course	
___TA Any Theatre course	
___Any Cooperative Education Course	

Mass Communications Transfer Program
 Degree Offered: Associate in Arts and Associate in Science
 Credits Required: 62
 Contact: Mike Swan, Lead Instructor, at 316.322.3280

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

Recommended Course Sequence
 Semester 1:
 MC 161, MC 162

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

MUSIC (Instrumental/Vocal)

ASSOCIATE IN ARTS

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

First Semester

Course		Hours
___English Comp. I	(EG 101)	3
___Public Speaking	(SP 100)	3
___Theory of Music I	(MU 111)	4
___Applied Music		1
___Piano Proficiency	(MU 106)	1
___Music Appreciation	(MU 100)	3
___Aural Skills I	(MU 156)	<u>2</u>
		17

Second Semester

Course		Hours
___English Comp. II	(EG 102)	3
___Math Requirement	(MA 131 or above)	3
___Theory of Music II	(MU 112)	4
___Applied Music		1
___Piano Proficiency	(MU 107)	1
___Behavioral Science Requirement		3
___Aural Skills II	(MU 157)	<u>2</u>
		17

Third Semester

Course		Hours
___Theory of Music III	(MU 213)	4
___Applied Music		1
___Lab Science Requirement		5
___Aural Skills III	(MU 256)	2
___Physical Education/Dance Req.		1
___Social Science Requirement		3
___Piano Proficiency	(MU 255)	<u>1</u>
		17

Fourth Semester

Course		Hours
___Theory of Music IV	(MU 214)	4
___Humanities Requirement		3
___Applied Music		1
___Aural Skills IV	(MU 259)	2
___Behavioral or Social Science Req.		3
___Piano Proficiency	(MU 260)	1
___Fine Arts or Humanities Req.		<u>3</u>
		17

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

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

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

Program Information

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

Tour and perform as a member of:

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

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

Music

Transfer Program

Degree Offered: Associate in Arts

Credits Required: 68

Contact: Valerie Mack, Lead Music Instructor, at 316.322.3224

Related Programs

Many music students also take classes in dance and theatre.

Recommended Course Sequence

Semester 1:

MU111, MU106, MU100, MU156,

Applied Music

Semester 2:

MU112, MU107, MU157, Applied Music

Semester 3:

MU213, MU256, MU255, Applied Music

Semester 4:

MU214, MU259, MU260, Applied Music

Related Electives

MU Any Music Course

TA Any Theatre Course

DN Any Dance Course

After Butler

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



**MUSICAL THEATRE
ASSOCIATE IN ARTS**

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

Required Music Theatre Courses	Hours
___Acting I (TA 110)	3
___Intro to Theatre Art (TA 206)	3
___Voice (each semester)	4
___Ballet I (DN 135)	1
___Ballet II (DN 136)	1
___Stagecraft (TA 125)	3
___Beginning Tap (DN 137)	1
___Tap II (DN 138)	1
___Music Appreciation (MU 100)	3
___Beginning Jazz Dance (DN 133)	1
___Jazz Dance II (DN 134)	1
___Stage Makeup (TA 127)	3

Related Electives	2 Hours
___DN Any Dance course	
___MU Any Music course	
___TA Any Theatre course	

Musical Theatre

Transfer Program

Degree Offered: Associate in Arts

Credits Required: 62

Contact: Bob Peterson, Lead Instructor, at 316.322.3261

Program Information

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

Related Programs

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

Recommended Course Sequence

Semester 1:

TA110, TA206, TA125, Voice, DN 135

Semester 2:

TA127, Voice, DN136

Semester 3:

Voice

Semester 4:

Voice

After Butler

Most students transfer to four-year universities.

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



PHILOSOPHY AND RELIGION

ASSOCIATE IN ARTS

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

Required Philosophy/Religion Courses	Hours
___Philosophy (PL 290)	3
___Ethics (PL 291)	3
___Comparative Religions (RG 210)	3
___New Testament (RG 190)	3

Related Electives - 15 Hours

- ___RG Any Religion Course
- ___BS Any Behavioral Science Course
- ___HS 121 History of Western Civ I
- ___HS 122 History of Western Civ II
- ___HS 123 History of Western Civ III
- ___HU Any Humanities Course
- ___SC 120 Principles of Geography

Philosophy and Religion

Transfer Program

Degree Offered: Associate in Arts in Philosophy and Religion and Associate in Science in Philosophy and Religion

Credits Required: 62

For information contact: Dr. Regina Turner, Lead Philosophy Instructor, at 316.322.3153

Program Information

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

Recommended Course Sequence

Semester 1: PL290, BS160

After Butler

Most students transfer to four-year universities.

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



**POLITICAL SCIENCE
ASSOCIATE IN SCIENCE**

Course		Hours
Communications		9
___ English Comp I	(EG 101)	
___ English Comp II	(EG 102)	
___ Public Speaking or Interpersonal Communication	(SP 100) (SP 102)	
Science and Math		10
___ Math Requirement	(MA 131 or above)	
___ Lab Science Requirement		
___ One additional course from Math, Science, or Computer Science		
Social/Behavioral Science		6
___ American Federal Government	(PO 141)	
___ Behavioral Science Requirement		
Humanities/Fine Arts		6
___ Humanities Requirement		
___ Fine Arts Requirement		
Physical Education		1
___ Physical Education Requirement		
Required Courses		Hours
___ State and Local Government	(PO 142)	3
___ International Relations	(PO 201)	3
Related Electives see following column		24

Related Electives

___ Information Processing Systems	(BA 104)
___ Business Law I	(BA 115)
___ Business Law II	(BA 116)
___ Sociology	(BS 105)
___ Principles of Microeconomics	(EC 200)
___ Principles of Macroeconomics	(EC 201)
___ History of Western Civilization I	(HS 121)
___ History of Western Civilization II	(HS 122)
___ U.S. History I	(HS 131)
___ U.S. History II	(HS 132)
___ History of World Civilization I	(HS 201)
___ History of World Civilization II	(HS 202)
___ Statistics for Mngt., Life and Social Sciences	(MA 220)
___ Principles of Geography	(SC 120)

Political Science
Career Program
Degree Offered: Associate in Science or Associate in Arts
Credits Required: 62
Contact: Jeff Cohen, Political Science, Geography and History Instructor,
at 316.322.3134

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

Recommended Course Sequence
Semester 1:
EG 101, SP 100, PO 141, Physical Education Requirement, Behavioral Science Requirement
Semester 2:
EG 102, Humanities Requirement, Related Electives
Semester 3:
MA 131 or above, Lab Science Requirement, Fine Arts Requirement, Related Electives
Semester 4:
PO 142, Humanities or Fine Arts Requirement, Related Electives

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

**POLITICAL SCIENCE
ASSOCIATE IN ARTS**

Course		Hours
Communications		9
___ English Comp I	(EG 101)	
___ English Comp II	(EG 102)	
___ Public Speaking or Interpersonal Communications	(SP 100) (SP 102)	
Science and Math		7
___ Math Requirement	(MA 131 or above)	
___ Lab Science Requirement		
Social/Behavioral Science		9
___ State and Local Government	(PO 142)	
___ American Federal Government	(PO 141)	
___ Behavioral Science Requirement		
Humanities/Fine Arts		9
___ Humanities Requirement		
___ Fine Arts Requirement		
___ One additional course		
Physical Education		1
___ Physical Education Requirement		
Required Courses		Hours
___ International Relations	(PO 201)	3
Related Electives see following column		24



PRE-LAW ASSOCIATE IN SCIENCE

Table with columns: Course, Hours. Rows include Communications (9), Science and Math (10), Social/Behavioral Science (6), Humanities/Fine Arts (6), Physical Education (1), and Related Electives (30).

Table with columns: Related Electives, Hours. Rows include Business/Economics/Accounting (9), Criminal Law (10), Environmental/Science (6), Family Practice (6), and Political Science (1).

PRE-LAW ASSOCIATE IN ARTS

Table with columns: Course, Hours. Rows include Communications (9), Science and Math (7), Social/Behavioral Science (9), Humanities/Fine Arts (9), and Physical Education (1).

Pre-Law Career Program
Degree Offered: Associate in Science or Associate in Arts
Credits Required: 62
Contact: Miles Erpelding, Lead Instructor for Administration of Justice at 316.322.3241
Program Information
Butler's pre-law program is designed to provide you with the first two years of pre-law studies.
After Butler
Career opportunities include arbitrator, lawyer in private or corporate practice, judge, or political office holder.

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



SPEECH COMMUNICATION

ASSOCIATE IN ARTS

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

Required Speech Courses	Hours
___Interpersonal Communication (SP 102)	3
___Persuasive Speaking (SP 105)	3

Related Electives – 21 Hours

- ___SP any Speech course
- ___MC any Mass Communication course
- ___TA any Theatre course

Speech Communication

Transfer Program

Degree Offered: Associate in Arts in Speech Communication and Associate in Science in Speech Communication

Credits Required: 62

For information contact: Greg May,

Lead Speech Instructor, at 316.322.3112

or Alexis Hopkins, Lead Instructor at 316.218.6267

Program Information

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

Related Programs

Theatre and English

After Butler

Students transfer to four-year universities.

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

**THEATRE
ASSOCIATE IN ARTS**

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

Course	Hours
Communications	9
___English Comp. I (EG 101)	
___English Comp. II (EG 102)	
___Public Speaking (SP 100)	

Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	

Social/Behavioral Science	9
___Behavioral Science Requirement	
___Social Science Requirement	
___One additional course	

Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	

Physical Education	1
___Physical Education or Dance Requirement	

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

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

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

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

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

Required Theatre Courses	Hours
___Acting I (TA 110)	3
___Intro to Theatre Art (TA 206)	3
___Stagecraft (TA 125)	3
___Stage Makeup (TA 127)	3
___Theatre Practicum I, II, III, IV	4
___Shakespeare (LT 218)	3

Related Electives **8 Hours**

- ___TA any Theatre course
- ___AR any Art course
- ___DN any Dance course
- ___EN any Engineering Graphics Technology course
- ___ET any Electronics course
- ___IT any Manufacturing Engineering Technology course
- ___MC any Mass Communication course
- ___MU any Music course
- ___SP any Speech course
- ___WE any Welding course

Theatre
Transfer Program
Degree Offered: Associate in Arts and Associate in Science
Credits Required: 62
Contact: Bob Peterson, Lead Instructor, at 316.322.3261

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

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

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

Related Programs
Many theatre students also take classes in dance and voice

Recommended Course Sequence
Semester 1:
TA110, TA125, TA151, TA120
Semester 2:
TA152, TA 127
Semester 3:
TA250
Semester 4:
SP110, TA251

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



LEADERSHIP STUDIES

CERTIFICATE

The Leadership Studies program goals are to increase awareness of leadership potential in each student, to develop qualified leaders to serve in a variety of capacities, and to foster and cultivate the values associated with effective leadership. The program is designed to build student skills and attitudes necessary to be civic leaders today and tomorrow. The leadership studies classes promote the values of equity, collaboration, citizenship and service.

The Leadership Studies Certificate option is strongly recommended as a supplement for all other programs. The Leadership Studies Certificate requires 12 credit hours of course work in Leadership classes which are designed to introduce the student to information and skill sets which he/she may take from this program for personal and professional growth.

Certificate Requirements

___Exploring Leadership	(LS 150)	3 credits
___The Emerging Leader	(LS 160)	3 credits
___Team and Community Building	(LS 220)	3 credits
___Leadership Development (Capstone)	(LS 230)	3 credits

GRIZZLY ADVENTURE

The Grizzly Adventure Challenge course is a new and demanding tool for growth in leadership, problem-solving, communication skills, team building, teamwork and more. The Grizzly Adventure course is designed for leaders and teammates to learn together and take risks which most often stand in the way of achieving goals, building a team and improving self-confidence.

___Beginning Rock Climbing (PE 105) 1 credit

Leadership Certificate

Credits Required: 12

Contact: Michael Osterbuhr, at 316-218-6146

Program Information

The leadership program is designed to empower students with the skill and attitudes necessary to be civic leaders for today and tomorrow. The leadership studies classes will promote the values of equity, social justice, self-knowledge, personal empowerment, collaboration, citizenship, and service.

Recommendations

This certificate is recommended as a supplement for all other programs. It is desirable to learn leadership skills from this program for employment and personal growth.

Grizzly Adventures

Challenge Course

Contact: Shane Steinkamp, Grizzly Adventures Challenge Course Director, at 316.323.6874

Program Information

Grizzly Adventures sets out to create an experience of mental and physical challenges on this state-of-the-art, outdoor challenge course. This course is intended to provide Butler employees and students, area youth groups, students groups, businesses and corporations a forum for a teamwork and leadership learning experience outside of the traditional classroom. The contents of this Leadership Studies Program were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.



**NURSING
ASSOCIATE IN APPLIED SCIENCE**

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

Level I

Program courses		Hours
Program Prerequisites		
___*Anatomy and Physiology	(BI 240)	5
___English Composition	(EG 101)	3
___General Psychology	(BS 160)	3
___Math Requirement	(MA 120 or above)	3

First Semester

___Nursing Process I:		
Health Promotion & Nursing Mgmt. of Common Altered Health State of Adults	(NR 105)	10
___Developmental Psychology	(BS 260)	3
___Therapeutic Nutrition	(NR 110)	3

Second Semester

___Nursing Process II:		
Health Promotion & Nursing Mgmt. of Common Altered Health States of the Child & Family	(NR 106)	10
___Microbiology	(*BI 250)	5

Nursing Concepts for

Advanced Standing	(NR 108)	2
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NR 108 is a requirement for Advanced Standing LPN and transfer nursing students.

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

Students may apply for the Practical Nurse Licensure exam (NCLEX-PN) following successful completion of the first level of the nursing program. The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

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

Level II

Third Semester

___Nursing Process III:		
Nursing Mgmt. of Common High Acuity Altered Health States	(NR 202)	9
___Humanities/Fine Arts Requirement		3
___Social/Behavioral Science Requirement		3

Fourth Semester

___Nursing Process IV: Mgmt. of Chronic or Progressive & Irreversible Alteration in Health	(NR 203)	9
___English Composition II or Public Speaking	(EG 102) (SP 100)	3

Required courses must be completed with a C or better for progression in the nursing program of study.

Hints for Successful Completion

Students should limit outside work to less than 25 hours per week to maintain good grades and successfully complete the nursing program.

Additional Costs

A Nursing Lab fee is assessed each semester of the nursing program. Students are responsible for cost of uniforms and the licensing exam for Registered Nursing (NCLEX-RN). Students may apply for the Practical Nurse Licensure exam (NCLEX-PN) following successful completion of the first level of the nursing program. The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

Prior to Admission

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

Requirements

Program students must have a physical examination, verification of immunizations and test free from Tuberculosis prior to entering clinical experiences and annually during the nursing program. Upon admission to the nursing program, students must have a specified background check. This is a one time requirement in the nursing program. Previous background checks will not fulfill this requirement. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at www.ksbn.org.



Nursing - A.A.S. Degrees Continued

Nursing

Career Program/Transfer Program

Degree Offered: Associate in Applied Science

Credits Required: 72

Contact: Department of Nursing, at 316.322.3140, Dean, Trish Hutchinson, Admin. Asst., Kerri Smith.

Program Information

The nursing program has a selective admission policy in which students are rank ordered by the sum of the composite TEAS score and the grades earned in the pre-requisite courses of Anatomy & Physiology, English Composition I and General Psychology. 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 incorporate classroom, lab and clinical instruction. 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).

Articulation Agreements

The Kansas Nursing Articulation Plan developed by the Council for Nursing Articulation in Kansas permits Butler Associate Degree Nursing graduates 25 upper-division nursing credits to be awarded retroactively on the basis of the associate degree toward a Baccalaureate degree in nursing. The Butler and WSU Professional Link for the Advancement of Nurses (PLAN) assures students have an educationally sound and expedient means of completing both programs in the least amount of time.

Recommendations

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

Accreditation

National League for Nursing Accrediting Commission (NLNAC)
61 Broadway, 33rd Floor
New York, NY 10006,
800-669-1656 ext 153
www.nlnac.org

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, KS 66612-1230
Main: 785-296-4929
Fax: 785-296-3929
www.ksbn.org

**MASSAGE THERAPY
ASSOCIATE IN APPLIED SCIENCE**

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

Courses	Hours
Communications	6
___English Composition I (EG 101)	
One of the following:	
___English Composition II (EG 102)	
___Public Speaking (SP 100)	
___Interpersonal Communication (SP 102)	
___Technical Writing (EG 112)	
___Business Communications (BE 130)	
Science and Math	9
___Math Requirement (MA 114 or above)	
___Lab Science Requirement	
___Computer Science Elective	
Social/Behavioral Science	3
___General Psychology (BS 160)	
Humanities/Fine Arts	3
___One course from either Humanities or Fine Arts	
Physical Education	2
___Lifetime Fitness (PE 254)	
Required Related Courses	2
___Nutrition (NR 109)	
Required Program Courses	35
___Body Systems & Disease I (MT 137)	4
___Therapeutic Massage I (MT 140)	5
___Reflexology (MT 145)	3
___Therapeutic Massage II (MT 240)	5
___Sports Massage (MT 241)	3
___Body Systems & Disease II (MT 243)	4
___Lifespan Massage (MT 244)	3
___Mechanics of Movement (MT 246)	3
___Massage Ethics (MT 247)	2
___Therapeutic Massage III (MT 260)	3

Students must receive a C or better in all required program courses for successful completion.

Massage Therapy

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 60

Contact: JoEva Wheeler, Director of Allied Health, at 316.320.7375

Program Information

Massage Therapy is a profession in which the practitioner applies manual techniques and may apply adjunctive therapies with the intention of positively affecting the health and well being of the client. This program prepares the graduate to apply various massage therapy and bodywork modalities for a successful practice in varied practice settings. This program will augment the skills of healthcare professionals in nursing, physical therapy, occupational therapy, home health care and sports/physical trainers. Butler massage therapy graduates are eligible to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Application

Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site www.butlercc.edu/allied_health/massage_main.cfm.

Accreditation

Kansas State Board of Regents. Program graduates have been approved by NCBTMB to take the national certifying exam.

Additional Costs

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

Related Programs

Butler offers a massage therapy 35-hour certificate program.

Requirements

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment.

After Butler

Massage therapists are employed with a group practice, private offices, physicians' offices and clinics, hospitals & wellness centers, nursing homes/hospices, chiropractic offices, onsite (chair massage in offices, airports, and public events), health clubs and fitness centers, sports teams, spas and resorts, hotels, beauty and hair salons, and cruise ships.

Salary

In private practice, a massage therapist may charge \$25 to \$60 an hour. (Source: Kansas Wage Survey, 2004 Edition, mean wage is \$14.38/hr and median wage of \$11.67 based on a 40 hr. work week.)



**MASSAGE THERAPY
CERTIFICATE**

Your Butler experience will prepare you for employment as either salaried or commissioned employees, or independent practitioners.

Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site www.butlercc.edu/allied_health/massage_main.cfm.

Massage Therapy courses are in high demand and enrollment is limited.

Recommended Course Sequence for Full-Time status.

Required Courses

First Semester

		Hours
___Body Systems & Disease I	(MT 137)	4
___Therapeutic Massage I	(MT 140)	5
___Reflexology	(MT 145)	3

Second Semester

___Therapeutic Massage II	(MT 240)	5
___Body Systems & Disease II	(MT 243)	4
___Lifespan Massage	(MT 244)	3
___Massage Ethics	(MT 247)	2

Third Semester

___Sports Massage	(MT 241)	3
___Therapeutic Massage III	(MT 260)	3
___Mechanics of Movement	(MT 246)	3

Massage Therapy

Certificate of Completion

Certificate Offered: Certificate in Massage Therapy

Credits Required: 35

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

Prior to Admission

Appropriate placement score(s), see an advisor for details.

Requirements

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment.

Additional Costs

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork; however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

**ATHLETIC TRAINING
ASSOCIATE IN SCIENCE**

Your Butler experience will prepare you for a career in athletic training with an opportunity to work with Butler's nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Morgan Sommers at 316.322.3220. Butler courses will fulfill the first two years toward a bachelor's degree at most colleges. Requirements vary at four-year colleges so work with a Butler advisor to answer transfer questions.

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communications (SP 100) or (SP 102)	
Science and Math	11
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
___One additional course from Math, Science, or Computer Science	
Social/Behavioral Science	6
___Social Science Requirement	
___General Psychology (BS 160)	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Lifetime Fitness (PE 254)	
Required Courses	Hours
___Prevention & Care of Athletic Training (PE 280)	3
___Advanced Athletic Training I (PE 285)	2
___Advanced Athletic Training II (PE 286)	2
___Personal and Public Health (HL 100)	3
___First Aid (HL 130)	2
___Substance Abuse Awareness (BS 115)	3
Related Electives	13
___Kinesiology/Biomechanics (PE 276)	
___Principles of Strength Training (PE 116)	
___Theory of Coaching (PE 240, PE 250, PE 260, PE 270)	

Contact: Morgan Sommers, Athletic Training at 316.322.3220

**PRE-MEDICINE
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___English Comp I (EG101)	3
___English Comp II (EG102)	3
___Public Speaking or Interpersonal Communication (SP100) (SP102)	3
Science and Math	10
Math Requirement (MA 131 or above)	3
___College Chemistry I (CH110)	5
___College Chemistry II (CH115)	5
Social/Behavioral Science	6
___Social Science Requirement	3
___General Psychology (BS160)	3
Humanities/Fine Arts	6
___Humanities Requirement	3
___Fine Arts Requirement	3
Physical Education	1
___Physical Education Requirement	1
Required Courses	Hours
___Majors Biology I (BI 120)	5
___Majors Biology II (BI 130)	5
___Organic Chemistry I (CH240)	5
___Organic Chemistry II (CH245)	5
___General Physics I (PH143)	5
___General Physics II (PH146)	5

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

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



NURSE AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

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

Required Courses		Hours
___Nurse Aide	(AH 122)	5

Related Courses		Hours
___Topics on Aging for Long Term Care	(*AH 150)	1

*Requirements of Kansas Department of Health and Environment to reactivate the CNA certificate.

Hints for Successful Completion

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

Nurse Aide

Requirement for KDHE Certification

Credits Required: 5 credit hours

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

Program Information

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

Additional Costs

Textbook and workbook bundle, physical examination and TB skin test, state exam, uniform(s), white leather shoes and watch with second hand

Related Courses

According to state law, you must be a Certified Nurse Aide in Kansas before you can take the following classes: Certified Medication Aide, Home Health Aide, Rehabilitative Aide.

After Butler

State exam pass rate is over 99% for Butler CNA Students. A CNA certificate is required for admission to some nursing programs (RN, LPN).

MEDICATION AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Prerequisite

Must have current Kansas Certified Nurse Aide Certificate
Appropriate placement score(s), see an advisor for details.

Required Courses		Hours
___Medication Aide	(AH 120)	5
___Certified Medication Aide Update	(*AH 123)	1

* This course is required every two years for certificate renewal (Continuing Education for the CMA)

Prerequisite: CNA certificate

Medication Aide Certificate

Requirement for KDHE Certification

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

Program Information

Student must have a current Kansas CNA certificate. Student must have a TB skin test, current within one year and a statement of good health.

EMERGENCY MEDICAL TECHNICIAN-BASIC

COURSE APPROVED FOR KANSAS BOARD OF EMT CERTIFICATION

Required Courses		Hours
___ EMT-Basic	(AH 110)	9
___ EMT Skills Review	(AH 212)	3

Requirements

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

Students must be 17 years old to attend class and 18 with a high school diploma or GED to become certified as EMT-B. Students must have a negative TB skin test or chest X-ray current within one year Documentation of immunizations. Hepatitis B immunization is highly recommended Students must have a specific background check. Previous background checks will not meet this requirement.

Some felony criminal convictions may prevent you from taking the state and national certification exams. EMT-B is a prerequisite for EMICT (paramedic).

Program Information

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

BUTLER/COWLEY PARTNERSHIP - MICT AAS PREREQUISITES

Required Courses		Hours
___ EMT-Basic	(AH 110)	9
___ EMT Skills Review	(AH 212)	3
___ Ethics	(PL 291)	3
___ General Psychology	(BS 160)	3
___ Anatomy and Physiology	(BI 240)	5
___ English Comp. I	(EG 101)	3
___ English Comp. II	(EG 102)	3
___ Information Processing Systems	(BA 104)	3

Emergency Medical Technician - Basic

Certification of successful completion: State of Kansas Board of EMS

Credits Required: 12

Contact: Jeb Burress, Lead Instructor, at 316.323.6269

Accreditation

State of Kansas Board of EMS Approval

Additional Costs

Lab fee cost associated with immunization update and physical examination, Uniform, and State and National Exam fees.

Related Programs

EMT-Basic is a prerequisite for MICT (paramedic) programs and EMT-Intermediate. A Butler/Cowley partnership allows students to complete an MICT AAS Degree at the Butler of Andover Campus.

ACTIVITY DIRECTOR

APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT

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

Required Courses		Hours
___ Activity Director	(AH 113)	3

Hints for Successful Completion

Experience in long-term care will be helpful

Certification of successful completion as approved by the Kansas Department of Health and Environment - Credits Required: 3
Contact: JoEva Wheeler, Director of Allied Health, at 316.320.7375

Accreditation

Course approved by KDHE

Related Programs

Social Services Designee

After Butler

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

GERONTOLOGY

CERTIFICATE

Your Butler experience will prepare you to enhance your level of care for older adults, and enrich your practice of nursing in acute and long-term care.

The courses are designed from a needs survey of long-term care facility administrators in Kansas. Courses have also been designed to prepare students for the American Nursing Association's National Gerontology Certification Exam.

Following completion of each cluster, students will earn a completion certificate from Butler. However, courses may be taken in any order within and among the three clusters.

Prerequisites: An RN or LPN or completion of the first semester of a professional nursing program with a grade of C or better. Pre-approval from the Butler course instructor must be obtained for others interested in enrolling in these courses.

Career Advancement for LPN:

___ IV Therapy for LPN	(NR 115)	3
___ Mangt. and Leadership for LPN	(NR225)	2

Cluster 1: Administrative & Leadership Development

___ Leadership Development	(LS 230)	3
___ Introduction to Minimum Data Set	(NR 222)	2
___ Legal Issues of the Elderly	(NR 223)	2
___ Long-Term Care Administration	(NR 224)	2

Cluster 2: Social and Ethical Care

___ Issues of the Older Adult	(NR 226)	2
___ Culturally Diverse Older Adult	(NR 227)	1
___ The Older Woman	(NR 228)	2

Cluster 3: Nursing Care of Older Adults

___ Pain in Older Adults	(NR 232)	2
___ Mental Health of Older Adults	(NR 235)	2
___ Pharmacology & the Older Adult	(NR233)	1
___ Nutrition and the Older Adult	(NR236)	1



HOME HEALTH AIDE

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

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

Required Courses	Hours
___Home Health Aide (AH 117)	2

Prior to enrollment

Appropriate placement score(s), see an advisor for details.

Accreditation

Course approved by Kansas Department of Health and Environment

Program Information

Must have current Kansas CNA certificate. Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316.322.3163 (El Dorado) or 316.218.6259 (Andover)

Certification of successful completion by Kansas Department of Health and Environment

Credits Required: 2

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

After Butler

Recent graduates hold positions as caregivers for clients in their homes.

OPERATOR TRAINING FOR ASSISTED LIVING

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

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

Required Course	Hours
___Operator Training for Assisted Living (AH 225)	2

Hints for Successful Completion

Experience in long term care will be beneficial.

Certification of successful completion as approved by KDHE -

Credits Required: 2

Contact: JoEva Wheeler, Director Allied Health, at 316.320.7375

RESTORATIVE AIDE

BUTLER CERTIFICATION OF COMPLETION

COURSE APPROVED FOR KANSAS PHYSICAL THERAPIST ASSOCIATION (KTPA)

Program courses

Required Courses

___Restorative Aide (AH 124)	2
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Prerequisite: CNA certificate

Hints for Successful Completion

Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

Certificate offered: Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association (KPTA).

Credits Required: 2

Contact: JoEva Wheeler, Director Allied Health at 316.320.7375

Program Information

Must be a Certified Nurse Aide

Requirements

Must have current Kansas certificate as CNA

After Butler

Students are eligible for immediate employment following successful completion of the course.

SOCIAL SERVICE DESIGNEE

BUTLER CERTIFICATION OF COMPLETION

COURSE APPROVED FOR KANSAS DEPT OF HEALTH & ENVIRONMENT CERTIFICATION

Your Butler experience will prepare you for certification. Social Service Designees develop and implement a social service plan for residents in adult care facilities.

Program courses

Required Courses

___Social Service Designee (AH 115)	3
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Hints for Successful Completion

Experience in long-term care will be helpful.

Accreditation

Course approved by KDHE

Certification of successful completion by the Kansas Department of Health and Environment

Credits Required: 3

Contact: JoEva Wheeler, Director of Allied Health, at 316.320.7375

Related Programs

Activity Director

After Butler

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



**BUSINESS MEDICAL SPECIALIST
CERTIFICATE**

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

Program Entry 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.

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

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.

Required Courses

32 Hours

Semester 1		
___ Inter. Document Processing	(BE 102)	3
___ Business Math/10-Key	(BE 121)	3
___ Business English	(BE 120)	3
___ MAP 1: Word Processing	(BE 165)	1
___ MAP 1: Spreadsheet	(BE 170)	1
___ MAP 1: Database	(BE 180)	1
___ Health Prof.s Med. Terminology	(AH 201)	3
Semester 2		
___ Adv Document Proc.: Medical	(BE 107)	3
___ Human Relations	(BE 109)	3
___ Medical Billing/Coding	(BE 125)	3
___ Computerized Med. Office Mgmt.	(BE 126)	3
___ Transcribing Machines: Medical	(BE 142)	3
___ Internship I	(BE 193)	2

Business Medical Specialist

Certificate of Completion in
Business Medical Specialist
Credits Required: 32

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Related Programs

Business Administrative Technology

After Butler

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

Accreditation

This program is accredited by the Association of Collegiate 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."

Median Wage for Medical Secretaries in South Central Kansas is \$20,363 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDOL.)

**MEDICAL BILLING AND CODING SPECIALIST
SPECIALTY CERTIFICATE**

The Medical Billing and Coding Specialist Certificate is designed for the student who has a least one year prior coding experience in the medical field or has completed an approved Internship program and would like to become a certified coder. Your Butler experience will help prepare you to sit for a national coding certification test.

There is a growing need for certified coders in the medical field. Employers feel that credentials are most important for medical coding professionals. Hiring and promotion practices are influenced by credentials. Credentialed employees are rewarded financially.

American Academy of Professional Coder's (AAPC's), Certified Professional Coder (CPC) for physician and outpatient coding and American Health Information Management Association's (AHIMA's), Certified Coding Specialist (CCS) for inpatient coding are currently the only credentials recognized by employers. In short, these certifications are nationally recognized by employers seeking ethical, accurate and experience coders.

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

If someone wants to work in a medical office as a coder, but has no prior experience coding in a medical facility, that person should work toward the Butler Business Medical Specialist certificate, which includes the basic billing/coding classes and prepares the student for an entry-level position in a medical office.

After completion of AH201, BE125, and BE126, an application for admission into the certificate program must be completed. Only after approved admission into this program, may a student enroll in Advanced Coding (BE127).

Students interested in receiving this specialty certificate must be able to work independently and be extremely accurate. To receive the specialty certificate, students must complete all required courses with a grade of "C" or higher.

Students must be prepared to purchase reference materials that would be used in a medical office.

Required Courses	18 Hours
Semester 1	
___Health Professions Med. Term (AH 201)	3
___Medical Billing/Coding (BE 125)	3
___Computerized Medical Office Mgmt. (BE 126)	3
Semester 2	
___Health Professions Med Term. II (AH 202)	1
___Advanced Medical Coding (BE 127)	3
___Business Communication (BE 130)	3
___Coding Certification Test Prep (BE 128)	2
Optional Course:	
___Internship I (BE 193)	2
Recommended Elective:	
___Anatomy and Physiology (BI 240)	5

If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only Advanced Coding (BE 127). Before enrolling in this course, the student must take a pre-test to verify prerequisite coding skills. The student would not be eligible for the specialty certificate but would be prepared to sit for national certification test.

**MEDICAL TRANSCRIPTIONIST
SPECIALTY CERTIFICATE**

Your Butler experience will prepare you to execute verbatim medical conference minutes, medical reports, and medical orders. This program includes instruction in dictation and simultaneous recording, medical terminology, data processing applications and skills, formal medical reports and correspondence formats, and professional standards.

Employees in this field must be extremely accurate and able to work independently. Students are advised to obtain at least one full year of on-the-job experience before attempting to work as an outsource agent from home.

Before enrolling in BE 107 Adv. Doc. Proc.: Medical, students must be keyboarding at a rate of 50 wpm. Make arrangements to take a keyboarding pretest with Karen Waddell, kwaddell@butlercc.edu. 316.322.3176 or 733.3176

After completion of AH201, BE107, BE120, and BE142, an application for admission into the certificate program must be completed. Only after approved admission into this program, may a student enroll in Advanced Medical Transcription.

Students interested in receiving this specialty certificate must be able to work independently and be extremely accurate. To receive the specialty certificate, students must complete all required courses with a grade of "C" or higher.

Students must be prepared to purchase reference materials that would be used in a medical office.

Required Courses	18 Hours
Semester 1	
___Health Professions Med Term (AH 201)	3
___Adv. Doc. Proc.: Medical (BE 107)	3
___Business English (BE 120)	3
___Transcribing Machines: Medical (BE 142)	3
Semester 2	
___Health Professions Med. Term II (AH 202)	1
___Keyboard Skillbuilding (BE 103)	3
___Advanced Medical Transcription (BE 143)	3
Optional Course:	
___Internship I (BE 193)	2
Recommended Elective	
___Anatomy and Physiology (BI 240)	5



HUMAN SERVICES & PUBLIC SAFETY

ADDICTIONS COUNSELING ASSOCIATE IN APPLIED SCIENCE

Your Butler experience enables you to begin learning the skills needed to help others with chemical dependency issues make positive changes in their lives.

The Addictions Counseling Program requires an application process for admission. The following are prerequisites which must be completed prior to the submission of the formal application: EG101 English Composition I, BS160 General Psychology, BS115 Substance Abuse Awareness, BS116 Introduction to Counseling, MA119 Introduction to Stats or above, and BE165 or BE186 computer course. All prerequisites must be completed with a "C" or better in order to be considered. This is not an exclusionary process, and it has been designed to assist current and future students with the process of completion of their AAS in Addictions Counseling. For information regarding this process contact the Associate Dean of Behavioral Science, Jeff Cole, 316-218-6264 or jcole@butlercc.edu or speak with an academic advisor.

Required Courses

Course	Hours
Communications	
___English Comp I (EG 101)	6
___Public Speaking or Interpersonal Communication (SP100)	
Science and Math	
___Math Requirement (MA 119 or above)	9
___Lab Science Requirement	
___Computer Course (BE 165 or BE 186)	
Social/Behavioral Science	
___General Psychology (BS 160)	3
Humanities/Fine Arts	
___One course from Humanities or Fine Arts	3
Physical Education	
___Physical Education Requirement	1

The following courses should be taken in the following order and must be completed with a C or better before beginning BS 123 Field Practicum I. Please note that General Psychology (listed as a General Education requirement) is a prerequisite to Abnormal Psychology.

___Substance Abuse Awareness	*(BS 115)	3
___Intro. to Counseling: Addictions	*(BS 116)	3
___Intro. to Group Counseling	*(BS 117)	3
___Pharmacology: Addictions	*(BS 121)	2
___Ethics/Confidentiality	*(BS 124)	3
___Assessment/Documentation	*(BS 130)	3

The following courses may be taken before, after or concurrently with BS 123 Field Practicum I:

___Medical High Risks: Addictions	*(BS 127)	1
___Multicultural/Special Populations: Addictions	*(BS 128)	3
___Family and Addictions	*(BS 131)	2
___Abnormal Psychology	*(BS 212)	3
___Field Practicum I	*(BS 123)	3

*These courses are required for Addictions And Prevention Services (AAPS) Credentialing

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

Related Courses	Hours
___Group Counseling II: Addictions (BS 217)	3
___Field Practicum II: Addictions (BS 129)	5

Electives 3

Addictions Counseling

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Jeff Cole, Associate Dean for Behavioral Science, Math, Science and Physical Education Division, at 316.218.6264

Debbie Sawtelle, Lead Instructor for Addictions Counseling, at 316.322.3157

Program Information

The field of Addictions Counseling needs professionals who can help those whose lives have been touched by alcohol and drug addiction. The Addictions Counseling program at Butler prepares students to do just that. Students can take all coursework necessary for the Kansas Department of Social and Rehabilitation Services/Addiction and Prevention Services (SRS/AAPS) credential. This credential is required for persons working with addicted clients in a licensed counseling agency. The AAPS credential requires an associates degree which includes or, in addition to, 27 credit hours in addiction courses. After acquiring their associate degree, students can then transfer to a four-year college or university that has a bachelor's degree in addiction studies. Addictions Counseling students will be given an Addictions Counseling Student Handbook at the beginning of their first semester.

The addictions counseling program requires an application process for admission. The following are prerequisites which must be completed prior to the submission of the formal application: EG 101 English Composition I, BS 160 General Psychology, BS 115 Substance Abuse Awareness, BS 116 Introduction to Counseling, MA 119 Intro to Stats or above, and BE 165 or BE 186 Computer Course. All prerequisites must be completed with a "C" or better in order to be considered. This is not an exclusionary process, and it has been designed to assist current and future students with the process of completion of their AAS in Addiction Counseling. For information regarding this process contact the Associated Dean of Behavioral Science, Jeff Cole, 316 218 6264 or jcole@butlercc.edu or speak with an academic advisor.

Articulation Agreements

2 + 2 Plan with Newman University in Wichita and Washburn University in Topeka.

Related Programs

Psychology
Sociology-Social Work

After Butler

Successful completers of the certification curricula can be employed in a variety of settings such as alcohol and drug abuse agencies, agencies serving youth and families, halfway houses, mental health centers, community health services, criminal justice systems, teen centers, and multicultural community centers.



ADMINISTRATION OF JUSTICE
ASSOCIATE IN ARTS

Table with columns Course and Hours. Rows include Communications (9), Science and Math (7), Social/Behavioral Science (9), Humanities/Fine Arts (9), and Physical Education (1).

Related Electives 27
Required Courses & Related Electives (see list in the A. A. S. degree below.)

ADMINISTRATION OF JUSTICE
ASSOCIATE IN APPLIED SCIENCE

Table with columns Course and Hours. Rows include Communications (6), Science and Math (9), Social/Behavioral Science (3), Humanities/Fine Arts (3), and Physical Education (1).

A total of 62 credit hours is required for either degree. In addition to general education requirements, coursework listed below are required/recommended to complete the 62 credit hours.

Table with columns Required Courses and Hours. Lists specific courses like Intro to Administration of Justice (3), Law Enforcement Operations (3), Criminal Law (3), Agency Administration (3), and Criminology (3).

Table with columns Related Electives and Hours. Lists various elective courses such as First Responder: Emer. Med. (4), Law Enforcement Operations (3), Juvenile Delinquency (3), and Substance Abuse Awareness (3).

Administration of Justice/Police Science
Career Program
Degree Offered: Associate in Arts or Associate in Applied Science
Credits Required: 62
Contact: Miles Erpelding, Lead Instructor for Administration of Justice, at 316.322.3241

Program Information
Many of today's criminal justice positions require higher education to enter the profession or to advance to supervisory levels. Whatever your career, Butler's police science program is here to help you reach your goals. Butler's courses are approved by the United States Department of Justice for local police-training schools and meet requirements of Kansas law enforcement agencies for employment preparation and in-service professional training. You can also transfer to a four-year program.
The Associate in Arts degree is designed for students planning to transfer to a Bachelor degree program.
The Associate in Applied Science degree is designed for students seeking employment in the field of criminal justice following completion of their two-year degree and requires a minimum of 40 credit hours of course requirements in addition to the general education requirements.

After Butler
Career Opportunities include Police Officer, Federal Agent, Correction Officer and Court Officer.



**FIRE SCIENCE
ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling and control, emergency rescue operation procedures, public relations, and applicable laws and regulations.

General Education Requirements

Course	15 Hours
Communications	6
___ English Comp I (EG 101)	
___ One other course (EG 102, SP 100, SP 102, EG 112)	

Science and Math	6
___ Math Requirement (MA 114 or above)	
___ Computer Science Requirement	

Social/Behavioral Science Requirement	3
___ Sociology (BS 105) or	
___ General Psychology (BS 160)	

Required Courses	25 Hours
___ Basic Life Support for Health Care Professionals (AH 130)	.5
___ Firefighter I (FS 100)	4-5
___ Water Supplied Fire Protection Sys. (FS 145)	3
___ Construction Methods & Materials (FS 130)	3
___ Introduction to Fire Code (FS 127)	3
___ Emergency Rescue (FS 140)	3
___ Fundamentals of Fire Prevention (FS 135)	3
___ Internship I (FS 193)	1
___ Internship II (FS 194)	1
___ Firefighter II (FS 200)	3

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 25 credit hours of required courses, you must choose 22 credit hours from the list of related electives below:

Related Electives	Hours
___ Fire Officer I (FS 103)	3
___ Firefighter Safety (FS 110)	3
___ Incident Safety Officer I (FS 111)	1
___ Fire Inspector I (FS 125)	3
___ Rope Rescue I (FS 141)	1
___ Rope Rescue II (FS 142)	1
___ Surface Water Rescue I (FS 149)	1
___ Vehicle & Machinery Rescue I (FS 150)	1
___ Fire Investigation (FS 180)	3
___ Fire Equipment and Systems (FS 201)	3
___ Fire Service Hydraulics (FS 203)	3
___ Firefighting Tactics and Strategy (FS 205)	3
___ Fire Science Seminar (FS 208)	3
___ Fire Chemistry (FS 216)	3
___ Cooperative Education I-IV (FS 197,198,297,298)	2-6
___ Fire Command (FS 250)	3
___ Fire Apparatus Driver/Operator (FS 265)	4
___ Emergency Medical Technician – Basic (AH 110)	8
___ Emergency Medical Technician – Skills Evaluation (AH 212)	2
___ Survival Spanish for Emergency 1st Responders (FL 158)	3
___ Firefighter Agility & Fitness (PE 130)	1

Fire Science

Career Program

Transfer Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Tony Yaghjian, Fire Science Coordinator, at 316.323.0278

Program Information

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

Additional Costs

An additional lab fee is assessed to each program course to cover cost of equipment repair and replacement along with replacement of consumables. All courses, with the exception of those listed below are \$25 per class.

Course	Fee
FS 100, Firefighter I	\$125
FS 103, Fire Office I	\$125
FS 125, Fire Inspector I	\$125
FS 265, Apparatus Driver Operator Pumper	\$150

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. If eligible the student will test free of charge.

Related Programs

Administration of Justice

Emergency Medical Technician

After Butler

Recent graduates hold positions as firefighters in Butler County, Sedgwick County and in surrounding areas.

Median Wage for Firefighters in South Central Kansas is \$31,512 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

**FIRE SCIENCE
CERTIFICATE**

Your Butler experience will prepare you to perform the duties of firefighting and emergency services. You will study and acquire skills in fire-fighting equipment operation and maintenance, principles of fire science and combustible substances, methods of controlling different types of fires, hazardous material handling, and control and emergency rescue operation procedures.

Required Courses		22 Hours
___ Basic Life Support for Health Care Professionals (AH 130)		.5
___ Firefighter I (FS 100)		4.5
___ Water Supplied Fire Protection Sys. (FS 145)		3
___ Construction Methods & Materials (FS 130)		3
___ Introduction to Fire Code (FS 127)		3
___ Emergency Rescue (FS 140)		3
___ Fundamentals of Fire Prevention (FS 135)		3
___ Internship I (FS 193)		1
___ Internship II (FS 194)		1

Program Related Electives Courses (Choose 10 hours)		10 Hours
___ Fire Officer I (FS 103)		3
___ Firefighter Safety (FS 110)		3
___ Incident Safety Officer I (FS 111)		1
___ Fire Inspector I (FS 125)		3
___ Rope Rescue I (FS 141)		1
___ Rope Rescue II (FS 142)		1
___ Surface Water Rescue I (FS 149)		1
___ Vehicle & Machinery Rescue I (FS 150)		1
___ Fire Investigation (FS 180)		3
___ Firefighter II (FS 200)		3
___ Fire Equipment and Systems (FS 201)		3
___ Fire Service Hydraulics (FS 203)		3
___ Firefighting Tactics and Strategy (FS 205)		3
___ Fire Science Seminar (FS 208)		3
___ Fire Chemistry (FS 216)		3
___ Fire Command (FS 250)		3
___ Fire Apparatus Driver/Operator (FS 265)		4

Certificate requires 32 credit hours.

The City of El Dorado Fire Department, in conjunction with the Butler Community College Fire Science Department Residency Program:

The Fire Science residency program is an opportunity for college students who are enrolled as fire science majors at Butler Community College to gain a two-year experience working with a municipal fire department, while achieving an associate's degree through Butler Community College.

The residency program will provide positive training and experience to men or women pursuing a career in fire and emergency services. While enrolled, the program will provide a learning environment where students may take advantage of college level instruction, continuing education seminars, and skill development through on-the-job training.

Fire protection and emergency services in every city is recognized as a vitally important service. New and unusual problems resulting from rapid technological advancements, urbanization, industry, and modern modes of transportation have drastically broadened the scope of fire protection responsibilities. The fire and emergency services of today have become more technical, requiring individuals working together to provide public education, fire protection, emergency medical services, as well as mitigating hazardous materials incidents, and performing fire suppression and rescues.

Fire Science Certificate

Certificate of Completion

Credits Required: 32

Contact: Tony Yaghjian, Fire Science Coordinator, at 316.323.0278

Program Information

Butler's Fire Science Program is located in the El Dorado Fire Department in Downtown El Dorado. Butler's Fire Science Program offers a large selection of courses in Butler, Sedgwick and surrounding Counties. The majority of the courses are taught in the fire stations at those locations. Instructors are current fire service personnel ranging from Firefighters to Fire Chiefs. Students can satisfy their cooperative education requirements by serving as a Volunteer Firefighter at those locations.

Additional Costs

An additional \$25 lab is assessed to each program course and subject to change. Kansas Fire Rescue Training Institute Certification fees: Fire Service personnel \$30 per exam, Non-Fire Service personnel \$100 per exam.



**PSYCHOLOGY
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP100)	
Science and Math	10
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
___One additional course from Math, Science, or Computer Science	
Social/Behavioral Science	6
___Social Science Requirement	
___General Psychology (BS 160)	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Physical Education Requirement	
Required Courses	Hours
___Sociology (BS 105)	3
___Developmental Psychology (BS 260)	3
___Abnormal Psychology (BS 212)	3

***Related Electives** **21**
* see related electives in the following column

**PSYCHOLOGY
ASSOCIATE IN ARTS**

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP100)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Social Science Requirement	
___General Psychology (BS 160)	
___Sociology (BS 105)	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education Requirement	
Required Courses	Hours
___Developmental Psychology (BS 260)	3
___Abnormal Psychology (BS 212)	3

***Related Electives** **21**
* see related electives below

Related Electives	
___Human Sexuality	(BS 103)
___Introduction to Anthropology	(BS 106)
___Women and Society	(BS 107)
___Substance Abuse Awareness	(BS 115)
___Intro to Counseling: Addictions	(BS 116)
___Gerontology	(BS 126)
___Marriage and Family	(BS 210)
___Minority Studies	(BS 220)
___Dealing with Diversity	(BS 222)
___Child Psychology	(BS 270)
___Beginning Spanish I	(FL 107)
___Beginning Spanish II	(FL 108)
___Intermediate Spanish	(FL 201)
___Conversational Spanish I	(FL 205)
___Conversational Spanish II	(FL 207)
___Introduction to Social Work	(SW 102)

Psychology
Career Program
Degrees Offered: Associate in Arts or Associate in Science
Credits Required: 62
Contact: Nita Jackson, Behavioral Science Lead Instructor, at 316.218.6200

Program Information
Are you interested in why people do the things they do? Psychology is the scientific study of human behavior. You will explore topics like functions of the brain, child development, aging, sexuality, learning, and abnormal behavior. A bachelor's degree in psychology is excellent preparation for continuing your graduate work to become a professor, therapist or attorney. Butler's program provides you with the basic courses you will need to transfer to a four-year college or university.

Related Programs
Sociology-Social Work

Recommended Course Sequence
Semester 1:
EG 101, SP 100, Social Science Requirement, BS 160, BS 105, Physical Education Requirement
Semester 2:
EG 102, Humanities Requirement, MA 131 or above, BS 260, Related Electives
Semester 3:
Lab Science Requirement, Fine Arts Requirement, BS 212, Related Electives
Semester 4:
Humanities or Fine Arts Requirement, Related Electives

After Butler
The Associate in Arts or Associate in Science degrees are designed for students planning to transfer to a four-year college. Career fields include therapy, research, teaching, case work, or counselor's aid. Graduates with a bachelor's degree may also find positions in sales, marketing, personnel and management. To become a psychologist or therapist, students will need to complete work beyond the bachelor's degree.

**SOCIOLOGY/SOCIAL WORK
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP100/SP102)	
Science and Math	10
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
___One additional course from Math, Science, or Computer Science	
Social/Behavioral Science	6
___Social Science Requirement	
___General Psychology (BS 160)	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Physical Education Requirement	
Required Courses	Hours
___Sociology (BS 105)	3
___Marriage and Family (BS 210)	3
___Intro to Social Work (SW 102)	3
*Related Electives	21
* see related electives in the following column	

Related Electives

___Human Sexuality (BS 103)
___Introduction to Anthropology (BS 106)
___Women and Society (BS 107)
___Substance Abuse Awareness (BS 115)
___Intro to Counseling: Addictions (BS 116)
___Gerontology (BS 126)
___Abnormal Psychology (BS 212)
___Minority Studies (BS 220)
___Dealing with Diversity (BS 222)
___Developmental Psychology (BS 260)
___Child Psychology (BS 270)
___Beginning Spanish I (FL 107)
___Beginning Spanish II (FL 108)
___Intermediate Spanish (FL 201)
___Conversational Spanish I (FL 205)
___Conversational Spanish II (FL 207)

Sociology-Social Work
 Career Program
 Degree Offered: Associate in Arts or Associate in Science
 Credits Required: 62
 Contact: Nita Jackson, Lead Instructor, at 316.218.6200

Program Information
 What can you do with a career in Sociology or Social Work? Sociology is the scientific study of human society and group behavior. Entry level positions in business, social service and the government offer you the opportunity to use the skills you have learned in dealing with people. You can use your degree in sociology as a broad liberal arts base for a profession in education, law, medicine and social work. A bachelor's degree in sociology is excellent preparation for continuing your graduate work to become a professor or researcher. Our Sociology program will provide you with the first two years of courses designed to transfer to a college or university. If you are interested in understanding how social groups, organizations, cultures, communities and different societies work, then Butler's sociology curriculum will fit your needs.

Related Programs
 Psychology
 Addictions Counseling

Recommended Course Sequence
 Semester 1: EG 101, SP 100, Social Science Requirement, BS 160, BS 105, Physical Education Requirement
 Semester 2: EG 102, Humanities Requirement, MA 131 or above, Related Electives
 Semester 3: Lab Science Requirement, Fine Arts Requirement, BS 210, Related Electives
 Semester 4: Humanities or Fine Arts Requirement, SW 102, Related Electives

After Butler
 Both Associate degrees are designed for students planning to transfer to a four-year college. Career opportunities include Social Worker, Social Services, in rehabilitation, case management, corrections, probation, parole, business, advertising, marketing and consumer research, government services, federal, state, and local government jobs in transportation or housing.

**SOCIOLOGY/SOCIAL WORK
ASSOCIATE IN ARTS**

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP100/SP102)	
Science and Math	7
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
Social/Behavioral Science	9
___Social Science Requirement	
___General Psychology (BS 160)	
___Sociology (BS 105)	
Humanities/Fine Arts	9
___Humanities Requirement	
___Fine Arts Requirement	
___One additional course	
Physical Education	1
___Physical Education Requirement	
Required Courses	Hours
___Marriage and Family (BS 210)	3
___Intro to Social Work (SW 102)	3
Related Electives	21



BIOLOGICAL SCIENCE ASSOCIATE IN SCIENCE

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

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP 100) (SP102)	
Science and Math	10*
___Math Requirement (MA 131 or above)	
___Majors Biology I (BI 120)	
___Majors Biology II (BI 130)	
Social/Behavioral Science	6
___Social Science Requirement	
___Behavioral Science Requirement	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Physical Education Requirement	

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

Required Courses	Hours
___College Chemistry I (CH 110)	5
___College Chemistry II (CH 115)	5
___Organic Chemistry I (CH 240)	5
___Organic Chemistry II (CH 245)	5

***Related Electives** **10**
* see related electives in the following column

Related Electives

___BI 218	___BI 230	___BI 245
___BI 226	___BI 238	___BI 250
___BI 227	___BI 240	___EV 150
___BI 228		

Biological Science

Career Program

Degree Offered: Associate in Science

Credits Required: 62

Contact: Dr. William Langley, Lead Instructor for Biology at 316.322.3139

Program Information

The Associate in Science in biological science is designed for students planning to seek to transfer to a four-year college and requires a minimum of 20 credit hours in requirements in addition to the general education requirements. Are you curious about the living world around you? Enroll in the Butler Biological Science programs and prepare for a bright future in the fields of healthcare, environmental, biological sciences and veterinary medicine. Covering the breadth of microbiology to human physiology to environmental sciences, from the smallest organisms to our human world and ties that connect them all, the biological sciences describe how the living world works. The science of life is relevant to us all.

Related Programs

Pre-Medicine

Recommended Course Sequence

Semester 1:

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

Requirement

Semester 2:

EG 102; CH 115; Humanities Requirement; Social Sciences Requirement

Semester 3:

BI 120; CH 240; Behavioral Science Requirement; Fine Arts Requirement

Semester 4:

BI 130; Related Electives

After Butler

Career opportunities include lab technician, wildlife biologist, pharmacist, medical technologist, medical doctor, veterinarian, environmental technician, botanist, and zoologist.

**CHEMISTRY
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	
___English Comp I (EG101)	9
___English Comp II (EG102)	
___Public Speaking or Interpersonal Communication (SP100) (SP102)	
Science and Math	
___Calculus I with Analytic Geometry (MA 151)	10*
___College Chemistry I (CH110)	
___College Chemistry II (CH115)	
Social/Behavioral Science	
___Social Science Requirement	6
___Behavioral Science Requirement	
Humanities/Fine Arts	
___Humanities Requirement	6
___Fine Arts Requirement	
Physical Education	
___Physical Education Requirement	1

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

Required Courses	Hours
___Organic Chemistry I (CH240)	5
___Organic Chemistry II (CH245)	5
___Calculus II w/Analytic Geometry (MA152)	5
___Calculus III w/Analytic Geometry (MA253)	3
___Physics I (PH251)	5
___Physics II (PH252)	5

Related Electives 2

*Related elective hours are met with extra hours in math and science above.

Program Information

Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics program. When you join this academic area you will not only learn the theories but the practical applications in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls. The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 28 credit hours of the following course requirements in addition to the general education requirements.

After Butler

Career opportunities include chemist, microbiologist, physicist, science teacher, investigative positions, waste manager, water plant manager, wet chemist, quality control manager, and many more.

Chemistry

Career Program
Degree Offered: Associate in Science
Credits Required: 62
Contact: Robert Carlson, Lead Instructor for Chemistry and Physics at 316.322.3137

Related Programs

Physics

Recommended Course Sequence

Semester 1: EG 101; MA 151; CH 110; Social Science Req.
Semester 2: EG 102; MA 152; CH 115; Behavioral Science Req.;
Semester 3: CH 240; MA 253; PH 251; Humanities Req.
Semester 4: CH 245; PH 252; SP 100; Fine Arts Req.;
Physical Education Req.



**PHYSICS
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	9
___ English Comp I (EG 101)	
___ English Comp II (EG 102)	
___ Public Speaking or Interpersonal Communication (SP100) (SP102)	
Science and Math	10*
___ Calculus I with Analytic Geometry (MA 151)	
___ Physics I (PH 251)	5
___ Physics II (PH 252)	5
Social/Behavioral Science	6
___ Social Science Requirement	
___ Behavioral Science Requirement	
Humanities/Fine Arts	6
___ Humanities Requirement	
___ Fine Arts Requirement	
Physical Education	1
___ Physical Education Requirement	

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

Required Courses	Hours
___ Calculus II w/Analytic Geometry (MA 152)	5
___ Calculus III w/Analytic Geometry (MA 253)	3
___ Differential Equations (MA 260)	3
___ College Chemistry I (CH 110)	5
___ College Chemistry II (CH 115)	5

Related Electives **9**
 * Some related elective hours are met with extra hours in math and science above.

After Butler
 Career fields include chemistry, microbiology, physics, teaching, investigating, waste managing, water plant managing, wet chemistry, and quality control managing.

Physics
 Career Program
 Degree Offered: Associate in Science
 Credits Required: 63
 Contact: Robert Carlson, Chemistry/Physics Lead Instructor, at 316.322.3137

Program Information
 The Associate in Science degree is designed for students planning to transfer to a four-year college and requires a minimum of 26 credit hours of the following course requirements in addition to the general education requirements. Do you have a strong passion for the physical sciences or medical profession? Join Butler's Chemistry and Physics Science program. When you join this academic area you will not only learn the theories but the practical applications of these theories in everyday life. You will be able to apply these theories within and outside of the classroom. The Sciences are not bound by walls.

Related Programs
 Chemistry

Recommended Course Sequence
 Semester 1: EG 101, MA 151, CH 110, Social Science Requirement
 Semester 2: EG 102, MA 152, CH 115, Behavioral Science Requirement,
 Semester 3: SP 100, CH 230, MA 253, PH 251, Humanities Requirement
 Semester 4: MA 260, PH 252, EC 200, Fine Arts Requirement, Physical Education Requirement

**MATHEMATICS
ASSOCIATE IN ARTS**

Course	Hours
Communications	
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP100) (SP102)	
Science and Math	
___Calculus I with Analytic Geometry (MA 151)	7
___College Chemistry I (CH 110)	
Social/Behavioral Science	
___Social Science Requirement	9
___Behavioral Science Requirement	
___Social or Behavioral Science Requirement	
Humanities/Fine Arts	
___Humanities Requirement	9
___Fine Arts Requirement	
___One additional course	
Physical Education	
___Physical Education Requirement	1

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

Required Courses	Hours
___Calculus II w/ Analytic Geometry (MA 252)	5
___Calculus III w/Analytic Geometry (MA 253)	3
___Differential Equations (MA 260)	3
___Physics I (PH 251)	5
___Physics II (PH 252)	5
Related Electives	
	6

**MATHEMATICS
ASSOCIATE IN SCIENCE**

Course	Hours
Communications	
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communication (SP 100) (SP102)	
Science and Math	
___Calculus I with Analytic Geometry (MA 151)	
___Calculus II with Analytic Geometry (MA 152)	
___College Chemistry I (CH 110)	10*
Social/Behavioral Science	
___Social Science Requirement	6
___Behavioral Science Requirement	
Humanities/Fine Arts	
___Humanities Requirement	6
___Fine Arts Requirement	

Physical Education	1
___Physical Education Requirement	

Required Courses	Hours
___Calculus III w/Analytic Geometry (MA 253)	3
___Differential Equations (MA 260)	3
___Physics I (PH 251)	5
___Physics II (PH 252)	5

Related Electives 5
* Related elective hours are met with extra hours in math and science above.

Mathematics
Career Program
Degree Offered: Associate in Science and Associate in Arts
Credits Required: 62
Contact: Larry Friesen, Lead Instructor for Mathematics at 316.322.3138

Program Information
Interested in problem solving? Want to transfer to a university or 4 year college in Math, Engineering, or the Sciences? Butler Community College has a supportive learning environment for students who excel in Mathematics or for students who need extra help. Experienced instructors, with graduate degrees, can give you individual attention. The maximum size for any math class is 25. Courses available range from basic math and algebra to calculus and differential equations. Butler has agreements with the state universities for course transfer. The Math Department wants to help you meet your goals.

Recommended Course Sequence
Semester 1:
EG 101, MA 151, CH 110, Physical Education Requirement, Social Science Requirement
Semester 2:
EG 102, MA 152, SP 100, Fine Arts Requirement, Related Electives
Semester 3:
MA 253, PH 251, Humanities Requirement, Behavioral Science Requirement
Semester 4:
MA 260, PH 252, Related Electives

Related Electives
EN Any Eng. Tech/Pre-Eng. Course
IN Any Information, Technology Course
MA 205, MA 220 or MA 210
CH 105, CH 110

After Butler
Career opportunities include engineer, statistician, mathematician, mathematics or engineering instructor.



REALTIME REPORTING

REALTIME STENO REPORTING AAS DEGREE

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and 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.

General Education Requirements		15 Hours
Communications		
___ English Composition I	(EG101)	3
___ Communications Elective		3
Science, Math, & Computer Science Requirements		
___ Information Processing Systems	(BA104)	3
___ Technical Math (or above)	(MA114)	3
Behavioral /Social Science Elective		
___ One course from either Social or Behavioral Science		3
Required Courses:		56 Hours
___ Realtime Reporting Theory I	(RR101)	6
___ Realtime Reporting Theory II	(RR102)	6
___ Realtime Reporting Lab 40/60	(RR104)	3
___ Realtime Reporting Lab 80/100	(RR200)	6
___ Realtime Reporting Lab 120/140	(RR201)	6
___ Realtime Reporting Lab 160/180	(RR202)	6
___ Realtime Reporting Lab 200/225	(RR203)	5
___ Realtime Reporting Technology	(RR205)	1
___ Realtime Reporting Procedures	(RR220)	3
___ Realtime Reporting Internship	(RR230)	1
___ Business Law I	(BA115)	3
___ Business English	(BE120)	3
___ Legal Terminology	(BE204)	3
___ Health Pro Medical Terminology	(AH201)	3
___ Health Pro Medical Terminology II	(AH202)	1

A total of 71 hours is required for this degree, including 15 hours of general education requirements and 56 total hours of required courses.

Related Electives:		
___ Speedbuilding	(RR204)	3
___ Dictionary Building I	(RR241)	3
___ Dictionary Building II	(RR242)	3
___ Dictionary Building III	(RR243)	3
___ Dictionary Building IV	(RR244)	3
___ Dictionary Building V	(RR245)	3
___ Multivoice Dictation	(RR 206)	3
___ RPR Exam Prep	(RR 210)	3

Steno Reporting

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 71

Contact: Rhonda L. Landsverk, CSR, CRI, Realtime Reporting

Coordinator at 316.218.6300 or rlandsverk@butlercc.edu

Admission Requirements

Students wishing to apply for the program must complete the following requirements and send them to the Realtime Coordinator: Butler Application, Letter of Interest, Official Transcripts, Letters of Reference (3), Realtime Reporting Application, Resume, Keyboarding Test (40 wpm). Accepted students must have completed Business English with a "B" or better and must have completed English Comp I with a "B" or better.

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 the NCRA Registered Professional Reporter (RPR) certifying examinations.

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. Attain a minimum overall grade point average of 3.0 (B).
4. 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;
 - 225 wpm testimony (QA)
 - 200 wpm jury charge
 - 180 wpm literary
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 steno machines for the first two semesters. Beginning with the third semester, students will be required to purchase their own machine and laptop.

Income Potential for Realtime Reporting in Kansas is \$36,600 to \$80,000 per year.

CCR and RPR Certifications

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter) and the RPR (National Registered Professional Reporter) exams. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The RPR will enable the student to work as an official or freelance reporter throughout the United States.

**REALTIME STENO REPORTING
CERTIFICATE**

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and 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.

Required Courses:	56 Hours
___ Realtime Reporting Theory I (RR101)	6
___ Realtime Reporting Theory II (RR102)	6
___ Realtime Reporting Lab 40/60 (RR104)	3
___ Realtime Reporting Lab 80/100 (RR200)	6
___ Realtime Reporting Lab 120/140 (RR201)	6
___ Realtime Reporting Lab 160/180 (RR202)	6
___ Realtime Reporting Lab 200/225 (RR203)	5
___ Realtime Reporting Technology (RR205)	1
___ Realtime Reporting Procedures (RR220)	3
___ Realtime Reporting Internship (RR230)	1
___ Business Law I (BA115)	3
___ Business English (BE120)	3
___ Legal Terminology (BE204)	3
___ Health Pro Medical Terminology (AH201)	3
___ Health Pro Medical Terminology II (AH202)	1

This certificate requires 56 hours to complete.

Steno Reporting

Career Program
Degree Offered: Certificate
Credits Required: 56
Contact: Rhonda L. Landsverk, CSR, CRI, Realtime Reporting Coordinator at 316.218.6300 or rlandsverk@butlercc.edu

Admission Requirements

Students wishing to apply for the program must complete the following requirements and send them to the Realtime Coordinator: Butler Application, Letter of Interest, Official Transcripts, Letters of Reference (3), Realtime Reporting Application, Resume, Keyboarding Test (40 wpm). Accepted students must have completed Business English with a "B" or better and must have completed English Comp I with a "B" or better.

Helpful Hints

Prospective students should be proficient in English, like to read, possess exceptional listening abilities, have excellent concentration skills, and be self-motivated.

Program Information

This program entails a curriculum leading to a Certificate in Realtime Reporting, with students attending year round. The curriculum, which includes both technical and general education courses, is structured to meet the standards for approval mandated by the Council on Approved Student Education, National Court Reporters Association (NCRA/CASE).

Satisfactory completion of degree requirements prepares the graduate to sit for the Kansas Certified Court Reporter (CCR) and the NCRA Registered Professional Reporter (RPR) certifying examinations.

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. Attain a minimum overall grade point average of 3.0 (B).
4. 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 Certificate, the student must:

1. Pass three (3) five-minute tests on unfamiliar material with 95% accuracy at each of the following speeds;
 - 225 wpm testimony (QA)
 - 200 wpm jury charge
 - 180 wpm literary
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 steno machines for the first two semesters. Beginning with the third semester, students will be required to purchase their own machine and laptop.

Income Potential for Realtime Reporting in Kansas is \$36,600 to \$80,000 per year.

CCR and RPR Certifications

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter) and the RPR (National Registered Professional Reporter) exams. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The RPR will enable the student to work as an official or freelance reporter throughout the United States.



REALTIME VOICE REPORTING

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and Certified Verbatim Reporter (CVR). Realtime Reporters are in high demand in many areas, both locally and nationally. Realtime Reporters are needed as official court reporters, freelance reporters, broadcast captioners, and CART (Communication Access Realtime Translation) reporters.

Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained as realtime reporters, job opportunities are very good to excellent.

General Education Requirements 15 Hours

Communications		
___English Composition I	(EG101)	3
___Communications Elective		3

Science, Math, & Computer Science Requirements:		
___Information Processing Systems	(BA104)	3
___Technical Math (or above)	(MA114)	3

Behavioral /Social Science Elective		
___One course from either		
Social or Behavioral Science		3

Required Courses: 47 Hours

___Voice Reporting Technology	(VR101)	6
___Voice Reporting Lab 120/140	(VR201)	6
___Voice Reporting Lab 160/180	(VR202)	6
___Voice Reporting Lab 200/225	(VR203)	5
___Voice Reporting CVR Exam Prep	(VR 204)	6
___Realtime Reporting Technology	(RR205)	1
___Realtime Reporting Procedures	(RR220)	3
___Realtime Reporting Internship	(RR230)	1
___Business Law I	(BA115)	3
___Business English	(BE120)	3
___Legal Terminology	(BE204)	3
___Health Pro Medical Terminology	(AH201)	3
___Health Pro Medical Terminology II	(AH202)	1

A total of 62 hours is required for this degree, including 15 hours of general education requirements and 47 total hours of required courses.

Related Electives:		
___Speedbuilding	(RR204)	3
___Dictionary Building I	(RR241)	3
___Dictionary Building II	(RR242)	3
___Dictionary Building III	(RR243)	3
___Dictionary Building IV	(RR244)	3
___Dictionary Building V	(RR245)	3
___Multivoice Dictation	(RR 206)	3
___RPR Exam Prep	(RR 210)	3

Voice Reporting

Career Program

Degree Offered: Associate in Applied Science

Credits Required: 62

Contact: Rhonda L. Landsverk, CSR, CRI, Realtime Reporting Coordinator at 316.218.6300 or rlandsverk@butlercc.edu

Admission Requirements

Students wishing to apply for the program must complete the following requirements and send them to the Realtime Coordinator: Butler Application, Letter of Interest, Official Transcripts, Letters of Reference (3), Realtime Reporting Application, Resume. Accepted students must have completed Business English with a "B" or better and must have completed English Comp I with a "B" or better.

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 the NVRA Certified Verbatim Reporter (CVR) certifying examinations.

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. Attain a minimum overall grade point average of 3.0 (B).
4. 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:
250 wpm testimony (QA)
225 wpm jury charge
200 wpm literary
2. Complete at least 40 verified hours of actual writing time during the internship experience and produce a 40-page complete and accurate transcript of the internship experience.

Additional Costs

Additional lab fees will be assessed for each program course and are subject to change. Students will be required to purchase their own laptop, CaseCatalyst VP software, and voice recognition software upon being accepted into the program.

Income Potential for Realtime Reporting in Kansas is \$36,600 to \$80,000 per year.

CCR and CVR Certifications

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter) and after achieving a speed of 250 wpm, students will be eligible to sit for the CVR (Certified Verbatim Reporter) exams. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The CVR will enable the student to work as an official or freelance reporter throughout the United States.

REALTIME VOICE REPORTING

CERTIFICATE

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR) and Certified Verbatim Reporter (CVR). Realtime Reporters are in high demand in many areas, both locally and nationally. Realtime Reporters are needed as official court reporters, freelance reporters, broadcast captioners, and CART (Communication Access Realtime Translation) reporters.

Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained as realtime reporters, job opportunities are very good to excellent.

General Education Requirements

3 Hours

Communications

___English Composition I	(EG101)	3
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Required Courses

47 Hours

___Voice Reporting Technology	(VR101)	6
___Voice Reporting Lab 120/140	(VR201)	6
___Voice Reporting Lab 160/180	(VR202)	6
___Voice Reporting Lab 200/225	(VR203)	5
___Voice Reporting CVR Exam Prep	(VR 204)	6
___Realtime Reporting Technology	(RR205)	1
___Realtime Reporting Procedures	(RR220)	3
___Realtime Reporting Internship	(RR230)	1
___Business Law I	(BA115)	3
___Business English	(BE120)	3
___Legal Terminology	(BE204)	3
___Health Pro Medical Terminology	(AH201)	3
___Health Pro Medical Terminology II	(AH202)	1

This certificate requires 50 hours to complete.

Related Electives

Hours

___Speedbuilding	(RR204)	3
___Dictionary Building I	(RR241)	3
___Dictionary Building II	(RR242)	3
___Dictionary Building III	(RR243)	3
___Dictionary Building IV	(RR244)	3
___Dictionary Building V	(RR245)	3
___Multivoice Dictation	(RR 206)	3
___RPR Exam Prep	(RR 210)	3

Voice Reporting

Career Program

Degree Offered: Certificate

Credits Required: 50

Contact: Rhonda L. Landsverk, CSR, CRI, Realtime Reporting

Coordinator at 316.218.6300 or rlandsverk@butlercc.edu

Admission Requirements

Students wishing to apply for the program must complete the following requirements and send them to the Realtime Coordinator: Butler Application, Letter of Interest, Official Transcripts, Letters of Reference (3), Realtime Reporting Application, Resume. Accepted students must have completed Business English with a "B" or better and must have completed English Comp I with a "B" or better.

Helpful Hints

Prospective students should be proficient in English, like to read, possess exceptional listening abilities, have excellent concentration skills, and be self-motivated.

Program Information

This program entails a curriculum leading to a Certificate in Realtime Reporting, with students attending year round. The curriculum, which includes both technical and general education courses, is structured to meet the standards for approval mandated by the Council on Approved Student Education, National Court Reporters Association (NCRA/CASE).

Satisfactory completion of degree requirements prepares the graduate to sit for the Kansas Certified Court Reporter (CCR) and the NVRA Certified Verbatim Reporter (CVR) certifying examinations.

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. Attain a minimum overall grade point average of 3.0 (B).
4. 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;
 - 250 wpm testimony (QA)
 - 225 wpm jury charge
 - 200 wpm literary
2. Complete at least 40 verified hours of actual writing time during the internship experience and produce a 40-page complete and accurate transcript of the internship experience.

Additional Costs

Additional lab fees will be assessed for each program course and are subject to change. Students will be required to purchase their own laptop, CaseCatalyst VP software, and voice recognition software upon being accepted into the program.

Income Potential for Realtime Reporting in Kansas is \$36,600 to \$80,000 per year.

CCR and CVR Certifications

After completing the required course work and achieving a speed of 225 wpm, students will be eligible to sit for the CCR (Certified Court Reporter) and after achieving a speed of 250 wpm, students will be eligible to sit for the CVR (Certified Verbatim Reporter) exams. The CCR will enable the student to work as an official or freelance reporter in the State of Kansas. The CVR will enable the student to work as an official or freelance reporter throughout the United States.



COURSE DESCRIPTIONS

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COURSE DESCRIPTIONS (AB) AUTO COLLISION REPAIR

AB 101. Introduction to Collision Repair. 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 practice basic skills used in collision repair. The student will be introduced to the collision repair field including safety issues, which will serve as a foundation for all subsequent areas of collision repair studies.

AB 103. Auto Body Welding Principles and Techniques. 4 hours credit. Prerequisite: AB 101 with a C or better. This course will enable the student to gain knowledge of basic skills in auto body welding. The student will learn about safety, protective clothing, tools, and equipment procedures and techniques of Metal Arc Gas (MIG) welding.

AB 112 Non-Structural Analysis and Damage Repair I. 3 hours credit. Prerequisites: AB 101 and AB 103 with a C or better. This course will enable the student to analyze auto body damage, prepare auto for damage repair, and to perform the needed repair, replacement or adjustment of non-structural panels.

AB 115. Plastic and Adhesives I. 2 hours credit. Prerequisite: AB 101 with a C or better. This course will enable the student to repair auto bodies using plastics and adhesives. This course will also enable the student to perform safely mix and handle chemicals. The student will repair plastic parts with a variety of heat source chemicals.

AB 122. Non-Structural Analysis and Damage Repair II. 2 hours credit. Prerequisites: AB 112 with a C or better. This course will enable the student to apply conventional techniques for unitized body construction. The student will repair auto panels to the manufacturer's specifications while using safety practices

AB 124. Structural Analysis and Damage Repair I Frames. 3 hours credit. Prerequisite: AB 101 and AB 103 with a C or better. This course will enable the student to inspect and measure frame damage while following safety practices. The student will use welding applications as needed and will straighten in a line to meet manufacturing specifications.

AB 125. Plastic and Adhesives II. 2 hours credit. Prerequisite: AB 101 and AB 115 with a C or better. This course will enable the student to repair flexible and rigid plastic parts. Safety during mixing and handling of chemical will be emphasized.

AB 126. Painting and Refinishing: Preparation and Safety Precautions. 3 hours credit. Prerequisites: AB 101 with a C or better. This course will enable the student to apply techniques and methods of preparing the auto body surface for painting. The student will learn different methods of preparing a surface for painting to include chemical, mechanical and physical means. The student will apply safety practices throughout the training.

AB 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AB 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AB 232. Non-Structural Analysis and Damage Repair III. 3 hours credit. Prerequisites: AB 122 with a C or better. This course will enable the student to analyze whether to replace non-stationary glass and repair and/or replace welded and non-structural components while applying safety practices.

AB 234. Structural Analysis and Damage Repair II - Unibody. 3 hours credit. Prerequisites: AB 124 with a C or better. This course will enable the student to diagnose damage, measure and repair structured components, using welding applications as needed. The student will learn to replace fixed glass as well as straighten and align structural components to manufacturer's specifications while using safety practices.

AB 236. Painting and Refinishing: Spray Gun Operations I. 3 hours credit. Prerequisites: AB 101 and AB 126 with a C or better. This course will enable the student to select the correct paint to be applied to the repaired area of the auto body. The student will learn types of paint and the operations of a variety of spray guns used the auto body industry. The student will learn basic operations of spray booth systems, while using safety practices.

AB 242 Non-Structural Analysis and Damage Repair IV. 1.5 hours credit. Prerequisites: AB 232 with a C or better. This course will enable the student to analyze whether to replace non-stationary glass and repair and/or replace welded and non-structural components at an advanced level while applying safety practices.

AB 244. Structural Analysis and Damage Repair III. 3 hours credit. Prerequisites: AB 234 with a C or better. This course will enable the student to diagnose frame and unibody damage, measure and repair various domestic and foreign manufacturers' automobiles using personal and environmental safety practices at an advanced level. The student will participate in glass replacement and welding applications as needed.

AB 246. Painting and Refinishing: Spray Gun Operations II. 3 hours credit. Prerequisites: AB 126 and AB 236 with a C or better. This course will enable the student to build skills in techniques and methods of painting the auto body. The student will experience matching of colors of different types of paint, and the operations of a variety of spray guns used in the auto body industry while using safety practices.

AB 247. Painting and Refinishing: Problem Solving. 3 hours credit. Prerequisites: AB 246 with a C or better or instructor's consent. This course will enable the student to work with repainting and refinishing techniques and methods of correcting problems encountered during the painting process. The student will study the causes and cures of finish defects and learn procedures to correct them.

AB 253/254. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

AB 294 and 295. Directed Independent Study in Auto Collision Repair. 3 hours credit each. Prerequisite: 2.0 GPA minimum and approval of division dean and instructor. This course is an extension of the Auto Collision curriculum and provides a structured learning experience to broaden the student's comprehension of principles and competencies associated with the Auto Collision program. Topics of specific interest to the student, augmenting and Auto Collision curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out of class activities or a work-related environment.



(AG) AGRICULTURE

AG 102. Principles of Animal Science. 3 hours credit. This course will enable the student to understand basic principles in the areas of animal agriculture to include types, purposes, and products of livestock, breeding, nutrition, growth, lactation, reproduction, selection, management and marketing.

AG 107. Microcomputers in Agriculture. 3 hours credit. This course introduces students to the various uses of microcomputers in agriculture and ag-related areas. Emphasis is placed on application of microcomputer technology to agriculture business planning, record keeping, problem solving and general management decisions. Basic computer functions, hardware components and selection, and software selection are included.

AG 108. Feeder Livestock Production Management. 3 hours credit. This course will enable the student to understand the principles related to effectively managing feeder livestock.

AG 109. Breeding Livestock Production Management. 3 hours credit. This course will enable the student to develop production techniques relating to breeding livestock. Reproduction, nutrition, selection, handling, housing, and husbandry practices are included.

AG 111. Agriculture in our Society. 2 hours credit. This course will give the student a broad understanding of the history, trends and opportunities in agriculture, and career areas in agriculture are presented. Resource people will discuss their occupations in agriculture and how they serve the agricultural community.

AG 120. Agriculture Economics. 3 hours credit. This course will enable the student to apply economic principles to the field of agriculture.

AG 133. Livestock Selection I. 3 hours credit. The course will give the student an understanding of the evaluation of livestock including visual appraisal, grading, classification, market types, breeding and selection of livestock.

AG 134. Livestock Selection II. 3 hours credit. Prerequisite: AG 133. The course will give the student an increased understanding of the evaluation of livestock including visual appraisal, grading, classification, market types, breeding and selection of livestock. The student will gain additional knowledge in the areas of performance record keeping, EPD's and livestock mating decision.

AG 136. Livestock Judging Lab I. 2 hours credit. This course is to be taken in conjunction with AG 133 by those students desiring in-depth experience in livestock judging. The major emphasis of the course is on livestock judging including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 137. Livestock Judging Lab II. 2 hours credit. Prerequisite: AG 136. The student will gain in-depth experience in livestock judging. The major emphasis of this course is on livestock appraisal including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 142. Crop and Soil Management. 3 hours credit. This course will enable the student to apply the basic principles of crop and soil management to crop production, including planting to harvest management, soil fertility, plant pest control, soil conservation, and economic decision making. The student will explore career opportunities in crop and soil management.

AG 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AG 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AG 211. Fundamentals of Livestock Nutrition. 3 hours credit. This course will enable the student to apply the principles of animal nutrition in livestock feeding. The student will learn about nutritive value of feeds, metabolic processes, and basic ration formulation, as well as the industry's latest technology.

AG 212. Meat Science Fundamentals. 2 hours credit. This class is designed to give the student an outline, in detail, of the meat industry from the basic concepts of how tissue structures develop into a carcass, to the final marketing channels of retail meat cuts. This class will also include the influence society can place on this cycle.

AG 215. Financial Management Agriculture. 3 hours credit. This course will enable the student to apply financial management principles and practices to the field of agriculture.

AG 216. Livestock Health and Disease. 3 hours credit. This course will enable the student to apply basic principles of livestock health and disease to farm and ranch livestock enterprises, focusing on anatomy and physiology, immunity, and equipment used for treatment and prevention. The student will also learn about career opportunities in the animal health field.

AG 217. Marketing Agricultural Products. 3 hours credit. This course will enable the student to apply the basic principles of marketing agricultural products to farm and ranch management. The student will be introduced to the technology, pricing, and supply and demand of agricultural marketing. The student will analyze marketing opportunities and marketing procedures based on enterprise needs of the individual producer.

AG 218. Principles of Futures Markets. 3 hours credit. This course will enable the student to apply basic principles of futures markets to farm and ranch management. The student will learn principles of futures markets, types of market transactions, terminology, and market analysis. The student will simulate real transactions in the market to gain practical experience.

AG 219. Swine Management. 3 hours credit. This course will enable the student to understand the basic principles of swine management including nutrition, breeding, reproduction, and marketing for profitable pork production. Included is housing, waste management and swine health will. The student will also explore career opportunities in swine management.

AG 220. Crop Science. 4 hours credit. This course will enable the student to understand the basic principles of crop production including plant structure, properties, pests, and diseases, soil properties and management practices of common field crops. The student will also recognize career opportunities in crop science.

AG 221. Beef Management. 3 hours credit. This course will enable student to apply principles of breeding and reproduction, raising, feeding (nutrition), finishing and merchandising desirable beef cattle for market consumption. The student will explore career opportunities in beef production and related agri-business, cattle management including nutrition, breeding, reproduction and merchandising.

AG 230. Range Management. 3 hours credit. This course will enable the student to manage pastures and rangeland on farms and ranches. The student will learn ecological principles of conservation and utilization of grasslands, grazing capacity, survey methods, range plant identification, and other management practices. Students will be made aware of career opportunities in range management and natural resources conservation services.

AG 236. Livestock Judging Lab III. 2 hours credit. Prerequisite: AG 137. The student will gain in-depth experience in livestock judging. The major emphasis of this course is on livestock appraisal including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 237. Livestock Judging Lab IV. 2 hours credit. Prerequisite: AG 236. The student will gain in-depth experience in livestock judging. The major emphasis of this course is on livestock appraisal including the presentation and evaluation of oral reasons. A major portion of class time is spent evaluating and placing live classes of livestock in the field. Collegiate competition is included.

AG 240. Livestock Rations. 3 hours credit. This course will enable the student to apply the principles of livestock rations in feeding livestock. The course includes information on the formulation and calculation of livestock rations based on the requirements of the different livestock species and feeding livestock.

AG 245. Horse Science. 3 hours credit. A study of the phases of horse production including types and breeds of horses, selection, breeding, nutrition, health, facilities and related management practices.

AG 246. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

AG 275. Livestock Concepts and Practices. 3 hours credit. This course will enable the student to apply basic principles of livestock concepts and practices to farm and ranch management focusing on advanced livestock management practices in handling, reproduction, breeding, nutrition, herd health and the collection of accurate records.

AG 285. Livestock Business Management. 3 hours credit. This course will enable the student to analyze marketing opportunities, retain ownership through finishing livestock to compositional endpoints, feed animals in performance trials, and develop females for entry into the breeding herd. The student reviews financial implications involved in raising livestock, develops facilities and waste handling systems, and manages purchases and sales.

AG 294 and 295. Directed Independent Study in Agriculture. 3 hours credit. Prerequisite: 2.0 minimum GPA and approval of division dean and instructor. This course is an extension of the Agriculture curriculum and provides a structured learning experience to broaden the students' comprehension of principles and competencies associated with the Agriculture program. Topics of specific interest to the student, augmenting the agriculture curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out-of-class activities or a work-related environment.

(AH) ALLIED HEALTH

AH 110. Emergency Medical Technician-Basic. 9 hours credit. Prerequisite: 17 years of age, becoming current on immunizations 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 guidelines from the National Standard Curriculum and the Kansas Authorized Activities for the EMT. The student will receive training in areas such as Kansas Enrichments for EMT-B, Multi-Casualty Incident (MCI), Extrication, Hazardous Materials, Basic Fire Fighting, Weather Spotting, Weapons of Mass Destruction, and Pediatric Education for the Prehospital Professional (PEPP), are included. A practicum experience in a hospital and EMS setting is required.

AH 113. Activity Director. 3 hours credit. This course will enable the student to analyze the needs of aging individuals including communicating effectively and understanding the holistic needs of this population. This course will also enable the student to work in long term care as an activity director.

AH 115. Social Service Designee Certification. 3 hours credit. This course meets the requirements for social service designee, as approved by the Kansas Department of Health and Environment. The student will learn to develop and implement a social service plan for residents in adult care facilities under the direction of a licensed social worker.

AH 116. Activity Director/Social Service Designee. 4 hours credit. This course will enable the student to analyze the needs of aging individuals including communicating effectively and understanding the holistic needs of this population. This course will also enable the student to work in long term care as an activity director or social service designee.

AH 117 Home Health Aide. 2 hours credit. Prerequisite: AH 122 with a C or better. Certified Nurse Aide for Kansas Nursing Homes. This course will enable the student to gain in the necessary knowledge, skills, and abilities to give basic nursing care in the home, under the supervision of a registered nurse. After completion, the student is eligible to take the Kansas Home Health Aide State exam.



AH 120. Medication Aide. 5 hours credit. Prerequisite: AH 122 with a C or better, or Certified Nurse Aide for Kansas Nursing Homes. This course will enable the student to administer oral and topical medications in a safe and accurate manner in an adult care home. At completion of the course, the student is eligible to take the Kansas Nursing Home Medication Aide test which is required for work as a Certified Medication Aide.

AH 122 Nurse Aide. 5 hours credit. This course will enable the student to learn basic nursing skills and concepts of aging through classroom and clinical experience. The course follows guidelines of the Kansas Department of Health and Environment (KDHE), and prepares the student 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 126. Nurse Assistant Success Skills. 3 hours credit. Prerequisite: AH 122 with a C or better or current Kansas Nurse Assistant Certificate. This course will enable the student to develop skills for success as a collaborative member of the health care team in a variety of settings. The student will study a practice of customer service, team work, time management, and problem solving skills related to the certified nurse assistant scope of practice. The student will develop a professional resume and portfolio appropriate for CNA interview process.

AH 130. Basic Life Support for Health Care Professionals. 0.5 hour credit. This course will enable the student to recognize the need and to perform basic cardiac life support to persons in respiratory or cardiac arrest, according to the guidelines of the American Heart Association.

AH 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AH 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AH 201. Health Professions Medical Terminology I. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument or EG 060 with a C or better. This course will enable the student involved with the health care professions to construct, deconstruct, define, spell and pronounce medical terms from prefixes, suffixes, word roots and combining forms utilizing various methods of research. The student will acquire tools needed for building a medical vocabulary within the context of the structure and function of the body systems.

AH 202. Health Professions Medical Terminology II. 1 hour credit. Prerequisite: AH 201 with a C or better or instructor approval. This course will enable the student involved with health care professions to construct, deconstruct, define, spell and pronounce medical terms from prefixes, suffixes, word roots and combining forms utilizing various methods of research. The student will acquire tools needed for building a medical vocabulary within the context of oncology, radiology, pharmacology, psychiatry, and the structure and function of the associated body systems.

AH 205. Medical Records for Long Term Care. 3 hours credit. This course provides the student with the knowledge and skills needed to organize a medical records department under the supervision of an Accredited Medical Records Professional in a long-term care setting, including terminology and documentation requirements, confidentiality, legal aspects, and rules and regulations of the Kansas Department of Health and Environment.

AH 210. Emergency Medical Technician-Intermediate: 6 hours credit. Prerequisite: AH 110 or AH 212 with a C or better. The student must be 17 years of age, be current on immunizations, pass a background check and have (or be waiting on) current Kansas Emergency Medical Technician Basic (EMT-B) Certification with or without National Registry Certification. This course will enable the student to provide assessment and pre-hospital emergency care to patients experiencing trauma or medical emergencies utilizing guidelines from the 1985 National Standard Curriculum and the Kansas Authorized Activities for the Emergency Medical Technician Intermediate (EMT-I)

Supplement. The student will learn advanced procedures in airway management anatomy and physiology and management of the compromised airway in the Advanced Life Support (ALS) arena, intravenous therapy skills, blood draw skills to assist in the understanding of blood anatomy and the acid base balance in blood, and medication review as authorized by the Kansas Board of Emergency Medical Technicians for the EMT-I. Clinical experience in a hospital and Field Internship in the EMS setting are required.

AH 212. Emergency Medical Technician-Skills Evaluation. 3 hours credit. Prerequisite: 17 years of age, becoming current on immunizations 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 Curriculum 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. Kansas Enrichments for EMT-B, Multi-Casualty Incident (MCI), Extrication, Hazardous Materials, Basic Fire Fighting, Weather Spotting, Weapons of Mass Destruction, and Pediatric Education for the Prehospital Professional (PEPP), are included. The students will be evaluated in the field and clinical setting. This course can be taken for continuing education hours for the EMT.

AH 214. Emergency Medical Technician - Standard Defibrillation (EMT-D). 4 hours credit. Prerequisites: AH 110 and AH 212 with a C or better. The applicant must be an Emergency Medical Technician in good standing with the State of Kansas Board of Emergency Medical Services. EMT-D is an advanced class for the EMT, providing the student with knowledge and skills to perform standard defibrillation on the patient with a life threatening arrhythmia. The student will learn basic cardiology, arrhythmia recognition and use of a cardiac monitor.

AH 220. ECG Interpretation with Clinical Application. 2 hours credit. Prerequisites: Instructor approval. A systematic approach to interpretation of electrocardiogram rhythms including patient presentation, nursing care and pharmacotherapy. Rhythms covered include sinus, a trial, junctional and ventricular. Atrioventricular blocks, bundle branch blocks and pacemaker therapy are also covered.

AH 225. Operator Training for Assisted Living. 2 hours credit. This course will prepare the student to be an operator of assisted living facilities, residential health care facilities, home plus and adult day care facilities. After successful completion of the course, the student is eligible to take the state exam approved by Kansas Department of Health and Environment on the principles of assisted living.

AH 230. Basis for Spiritual Care. 1 hour credit. This course will enable the student to explore the basis for the role of spirituality in health care. The student will learn how spirituality effected health care throughout history. The student will 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.

(A) ADMINISTRATION OF JUSTICE POLICE SCIENCE

AJ 102. Introduction to Administration of Justice. 3 hours credit. This course will enable the student to understand the history, nature and function of the criminal justice system in America. The student will study the various processing stages, practices, and personnel of law enforcement, courts and corrections and their relationship to the individual and society.

AJ 103. Agency Administration. 3 hours credit. This course will enable the student to understand the management and control of the criminal justice system, including law enforcement, corrections, and the court system. The student will also become familiar with the challenges facing justice administration. This course is designed for persons employed or interested in supervisory positions in police or correctional departments or divisions.

AJ 104. Law Enforcement Operations and Procedures. 3 hours credit. This course will enable the student to reflect upon a range of contemporary developments in policing, with an emphasis on patrolling. The student will examine the nature and role of police planning processes. The student will discuss key concepts and apply them to policing scenarios. In addition, the student will identify, discuss and assess critical dilemmas in police practices and processes. The student will evaluate future policing strategies including deployment of arrest procedures, crime scene techniques and other basic police tactics.

AJ 109. Introduction to Corrections. 3 hours credit. This course will enable the student to understand the correctional field as a function of the administration of justice. The student will explore historical and contemporary trends within the various agencies involved with corrections work.

AJ 114. Introduction to Security. 3 hours credit. This course will enable the student to examine the history, nature and scope of private security in modern society. The student will also explore the basic principles of physical security, internal loss prevention, defensive systems, force prevention and safety, and the security function in the corporate structure. The student will be exposed to operations and career opportunities exemplified in such specific areas as retail, hospital, cargo and computer security, and contract and proprietary security services.

AJ 116. Juvenile Delinquency and Justice. 3 hours credit. This course will enable the student to understand the complex phenomena of juvenile delinquency and adolescent criminal behavior. The student will focus on 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.

AJ 117. Criminal Behavior. 3 hours credit. This course will enable the student to understand the biological, psychiatric, psychological and social/environmental explanations of criminal and deviant behavior. Topics include an examination of relevant perspectives, theories and research methods. This course will examine soobiological, psychological, psychoanalytical and social-psychological theories of behavior. Psychological explanations of specific behavior such as aggression and violence, homicide and assault, sexual offences, drug use, property offences, and public disorder offences may also addressed. Included in this explanation are cross-cultural perspectives regarding the issues involved in criminal behavior.

AJ 118. Gang Investigation. 3 hours credit. This course will enable the student to examine the origins, structures, operations, and problems associated with urban street gangs. The student will also explore law enforcement counter measures and the investigation of gang-related crimes.

AJ 122. Concepts of Terrorism. 3 hours credit. This course will enable the student to articulate the history, nature, characteristics and responses to terrorism. The student will study concepts of terror and terrorism, historical aspects, the role of the media, terrorist groups and their ideologies, methods of terror, and counter responses to terrorism.

AJ 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AJ 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AJ 202. Law Enforcement in the Community. 3 hours credit. This course will enable the student to understand the challenges of developing and maintaining meaningful police/community relationships. Topics of discussion include public/community relations, community policing, crime prevention programs, police/media relations, and special issues associated with juveniles, the elderly and cultural diversity.



AJ 204. Criminal Law. 3 hours credit. This course will enable the student to engage in an intensive study of the laws which legal officers must uphold. Laws are categorized into major areas such as crimes against person, against property, and against society. The student will explore each of these areas by studying specific crimes under each type, describing what constitutes a violation and showing the evidence the law agency needs to support a charge in court. The student will also learn about the rights of citizens as interpreted by courts. In addition students will hear invited speakers from the county attorney's office, attorneys from the bar association, officers from KBI, FBI, and local law agencies.

AJ 211. Criminal Investigation. 3 hours credit. Prerequisite: AJ 102 with a C or better or instructor approval. This course will enable the student to understand the fundamentals of the criminal investigation process. The student will explore investigative techniques in crime detection, collection and use of evidence and information, criminal apprehension and prosecution and investigation of specific crimes.

AJ 212. Criminology. 3 hours credit. This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

AJ 213. Criminal Law and Evidence. 3 hours credit. This course will enable the student to explore criminal law focusing on the rules and use of evidence in criminal proceedings. The student will focus on federal and state rules of evidence, various types of evidence, legal issues essential to the collection and seizure of admissible evidence, and legal interrogation.

AJ 215. Constitutional Criminal Procedures. 3 hours credit. This course will enable the student to examine the scope of criminal courts and the justice system. The student will study the following subjects: the charging decision, the formal charges, grand jury, preliminary hearings, arraignment, suppression hearings, competency hearing, burden of proof, plea bargaining, court and jury trials, sentencing, habeas corpus, appeal and other post-conviction remedies, procedure to grant and to revoke probation or parole, rules of evidence, and an overview of criminal process of adult and juvenile criminal cases from the request for prosecution through post trial remedies.

AJ 216. Criminal Justice Ethics. 3 hours credit. This course will enable the student to examine criminal justice issues from a professional code of ethics perspective. The student will explore related contemporary ethical issues and develop a foundation for analyzing ethical dilemmas and their impact on the criminal justice system and the public.

AJ 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(AR) ART

AR 100. Art Appreciation. 3 hours credit. The purpose of this course is to acquaint the student with the many aspects of the visual arts. The student will be guided in developing a personal set of standards for judging art and understanding the various aspects of art in our lives; the language of art; exploration of the various technical and formal aspects of art media (e.g. painting, printmaking, photography, sculpture, architecture, etc.); and the history of art from ancient times to the present.

AR 110. Fundamentals of Art. 3 hours credit. A course for the beginning student which emphasizes a general background in art and affords an opportunity to explore the processes of drawing, painting, designing and creating through other media and basic techniques. Art history will also be integrated with each project. Direction in creative experiences will be given for the elementary teacher.

AR 118 Jewelry Design I. 3 hours credit. This course will enable the student to apply the basic elements of design to jewelry production. This course will offer the beginning student a variety of experiences in studio work with various kinds of metals including working techniques and production skills.

AR 120. Stained Glass Design I. 3 hours credit. An introduction to the philosophy of design, design execution and technique differentiation which are used in historical and contemporary applications of stained glass. Emphasis is on conceptualizing within the medium.

AR 121. Two-Dimensional Design. 3 hours credit. This course will enable the student to apply the elements, principles and vocabulary of design to two-dimensional studio arts and graphic design. Emphasis is placed on the tools and techniques of the graphic designer.

AR 122. Fundamentals of 3-D Design. 3 hours credit. Prerequisite: AR 121 or instructor approval. This course will enable the student to use vocabulary, basic concepts, materials and techniques, and the elements and principles of design as applied to three-dimensional (3-D) art. The student will examine these concepts through 3-D art forms such as sculpture, architecture, metalwork, glass design, ceramics, fiber work, and/or product design.

AR 141. Drawing and Composition I. 3 hours credit. This is a foundation course emphasizing the basic elements in drawing. Students will explore the various tools and techniques associated with the drawing medium. Students pursuing a major in art should enroll in AR 141 their first semester.

AR 142. Drawing and Composition II. 3 hours credit. Prerequisite: AR 141 with a C or better. Drawing II is an advanced course in drawing. Students will explore the various tools and techniques associated with the drawing medium.

AR 143. Printmaking I. 3 hours credit. A general introduction to printmaking with an emphasis on the intaglio process. Other areas within the realm of printmaking will be discussed.

AR 144. Printmaking II. 3 hours credit. Prerequisite: AR 143 with a C or better. An advanced study in printmaking.

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 the professions associated with interior design. He or she will then use this knowledge to create interior spaces that demonstrate design concepts, functionality and budgetary considerations.

AR 185 Computer Graphics I. 3 hours credit. Prerequisite: AR 141 and AR 121 with a C or better. This course will enable the student to create and edit digital images for use in print and electronic media. The student will learn to apply design principles to the use of digital media tools, including hardware and software.

AR 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AR 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AR 218 Jewelry Design II. 3 hours credit. Prerequisite: AR 118 with a C or better. This course will enable the student to advance his/her skills and techniques in jewelry design. The student will work with various metals in a studio setting.

AR 220. Stained Glass Design II. 3 hours credit. Prerequisite: AR 120 with a C or better or instructor consent. This course deals with the exploration of design in stained glass. The student will be expected to create original designs and translate them into actual stained glass pieces.

AR 232. Sculpture. 3 hours credit. Studio approach to basic three-dimensional concepts. Various materials will be used in projects designed to develop a basic understanding of three-dimensional forms and spatial concepts.

AR 241. Life Drawing. 3 hours credit. Prerequisite: AR 141 with a C or better. Quite possibly the most crucial time period in the drawing career of most art students is the first semester's experience in figure drawing. The complex machine known as the human body can become a prohibitive, almost unconquerable drawing problem in these formative weeks. The purpose of this class is to eliminate as many erroneous preconceptions as possible while directing the student toward a clarified, conscientious application of his/her ability to observe and record the human form.

AR 251. Painting I. 3 hours credit. Prerequisite: AR 141 with a C or better. An introductory course to painting. Oil painting will be given the most emphasis.

AR 252. Painting II. 3 hours credit. Prerequisite: AR 251 with a C or better. Advanced study in painting with various painting media.

AR 262. Ceramics II. 3 hours credit. Prerequisite: AR 161 with a C or better. This course will enable the student to learn advanced processes and construction techniques relating to ceramics. The student will explore various tools and design processes and apply them to the appropriate ceramic forms.

AR 270. Art Projects, I, II, III, IV (AR 270, 271, 272, 273). 3 hours credit. Prerequisite: Instructor approval. The purpose of each course is to acquaint the student with different areas of art. The principle objective of each course is for independent study for the student who has had the available courses in a studio area. Example: A student who has finished Ceramics I and II but wants to attain more information and skill may do so in an independent lab experience.

AR 275. Computer Graphics II. 3 hours credit. Prerequisite: AR 185 with a C or better. This course involves a study of the basics of animation, drawing, painting, and advanced animation techniques by way of computer graphics. Computer Graphics assignments are an integral part of the course.

AR 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(AT) AUTO TECHNOLOGY

AT 101. Engine Performance I. 4 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 be introduced to the engine performance field. Engine design and operation, combustion control methods, engine support systems, basic automotive science, measuring systems and tools will be covered as a part of this course.

AT 102. Auto Electrical Systems I. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand the principles upon which all electrical systems are based. The student will be able to define OHM and Kirchoff's laws and apply them to automotive circuits. The student will be able to define the terminology and symbols utilized in automotive circuits. The student will learn about automotive battery construction, chemistry and testing procedures, and semiconductor/electronic circuit principles.

AT 103. Automotive Brakes I. 3 hours credit. Prerequisite: AT 101 with a C or better and a score at a predetermined level in reading, writing, and math on a placement. This course will enable the student to establish the hydraulic and mechanical principles utilized in automotive braking systems. Hydraulic system diagnosis, disc, drum, wheel bearing and parking brake service procedures are established. The student will acquire disc and drum measuring and machining techniques.

AT 104. Engine Performance II. 3 hours credit. Prerequisite: AT 101 with a C or better and a score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to diagnose the problems encountered within the ignition, evaporative control, and intake air temperature control systems. The student will comprehend the operation and control of these systems and their relationship to vehicle emissions.

AT 105. Auto Electrical Systems II. 2 hours credit. Prerequisite: AT 102 with a C or better and a score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to learn the starting and changing systems that are presented in depth. The student will study motor principles, alternating current generation, rectifications, component and systems testing. The student will perform testing on and off the vehicle.



AT 106. Automotive Brakes II. 3 hours credit. Prerequisite: AT 103 with a C or better and a score at a predetermined level in reading, writing, and math on a placement. This course will enable the student to diagnose and repair brake system complaints related to anti-lock and/or brake boost problems/malfunction. Initially the student will explore power brakes operation, diagnosis and service procedures and conclude with the study of anti-lock braking systems components, operation and diagnostics. The student will compare Kelsey Hayes, Bosch, Teves, and Delco systems.

AT 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

AT 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

AT 201. Engine Performance III. 3 hours credit. Prerequisite: AT 104 with a C or better. This course will enable the student to diagnose and repair computerized engine control systems. The student will examine computer control functions, control circuits, and memory in relation to sensor and actuator circuitry. Sensor operating parameters and diagnosis are examined.

AT 202. Auto Electrical Systems III. 3 hours credit. Prerequisite: AT 105 with a C or better. This course will enable the student to diagnose and repair customer complaints related to lighting, gauge function, and driver information systems. The utilization of diagrams and schematics in the diagnosis and repair procedure is emphasized in this course.

AT 203. Suspension and Steering I. 3 hours credit. Prerequisite: AT 106. This course will enable the student to diagnose and repair steering systems. The study will examine steering component operation, diagnosis and repair procedures. Steering complaints due to tires, linkages, columns, manual and power steering systems, couplings and mounts will be examined.

AT 204. Engine Performance IV. 3 hours credit. Prerequisite: AT 201 with a C or better. This course will enable the student to develop necessary skills in On Board Diagnostics (OBD II) in order to diagnosis and repair fuel delivery systems, storage and evaporative control systems. The student will focus primarily on internal combustion fuel requirements, exhaust emissions; combustion efficiency, air induction and fuel trim parameters with an emphasis on electronically controlled fuel delivery systems.

AT 205. Auto Electrical Systems IV. 3 hours credit. Prerequisite: AT 202 with a C or better. This course will enable the student to develop the skills required for diagnosis and repair of auxiliary automotive components and circuitry which include horn, wiper/washer, heated glass, door / trunk locks, supplementary restraint system components and circuitry. The student will apply previously learned concepts related to Ohm's Law and Kirschhoff's Law in diagnosis electrical system issues.

AT 206. Suspension & Steering II. 3 hours credit. Prerequisite: AT 203 with C or better. This course will enable the student to comprehend and apply suspension system component operation, diagnosis and service procedures with a primary emphasis on alignment principles, diagnosis and service procedures. Students will also engage in vibration and noise diagnosis / correction procedures as part of the alignment process.

AT 253/254. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

AT 294 and 295. Directed Independent Study in Auto Technology. 3 hours credit. Prerequisite: 2.0 GPA and approval of division dean and instructor. This course is an extension of the automotive curriculum and provides a structured learning experience to broaden the students' comprehension of principles and competencies associated with the automotive program. Topics of specific interest to the student, augmenting the automotive curriculum, are developed with objectives based on individual student needs and/or requirements to apply learned skills to out of class activities or a work-related environment.

(BA) BUSINESS ADMINISTRATION ACCOUNTING MARKETING & MANAGEMENT

BA 103. Principles of Advertising. 3 hours credit. This course will enable the student to analyze and explore the role of advertising in the world today and its relationship to the field of marketing. The student will analyze various types of media, consider current trends in advertising techniques and discover the importance of research planning. In addition, the student will focus on the significance of behavioral sciences and how they relate to the effectiveness of advertising.

BA 104. Information Processing Systems. 3 hours credit. Requirement: Students must have a typing speed of at least 20 words per minute (a pretest will be given). This course will enable the student to learn to use popular applications software including word processing, spreadsheet analysis, database management, and the Windows operating system. This is a practical applications course in the study of information processing systems. This course is designed for students with an interest in computers and those working toward any degree.

BA 105. Fundamentals of Purchasing. 1 hour credit. This course introduces students to the basics of purchasing as practiced in contemporary business environments. The course focuses on the purchasing process and on how the strategic role of the purchasing professional impacts the organization.

BA 106. Fundamentals of Budgeting. 1 hour credit. This course introduces the student to the function of budgeting in planning and control. It builds on basic knowledge with specific information on budgeting in retail, service, manufacturing, and non-profit organizations. This course enables the nonfinancial manager to develop cost-effective budgets using easy-to-understand budgeting techniques.

BA 109. Small Business Management. 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. Through the use of discussion, exercises, and case studies, the student will walk through the steps required to develop a business plan including marketing, organizing, financing, controlling, and managing risk.

BA 110. Introduction to Business. 3 hours credit. This course will enable the student to learn about the stock market, personnel management, leadership and motivational techniques. This course is a survey of the functions of business, a comparison of the forms of organizations, methods of administration, and the interdependence of production, distribution and finance in modern business.

BA 111. Free Enterprise. 2 hours credit. This course will enable the student to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of free enterprise.

BA 112. Personal Finance. 3 hours credit. This course will enable the student to understand the principles and practices of money management, consumer credit, savings, investments, taxation, and consumer protection.

BA 115. Business Law I. 3 hours credit. This course will enable the student to understand the evolution of law and the judicial system as well as contract law. Case studies will allow the student to apply the principles to everyday situations as well as the business environment.

BA 116. Business Law II. 3 hours credit. Prerequisite: BA 115 with a C or better. This course will enable student to understand the application of law in the following areas: personal property, debtor-creditor risk management, employment, and business organization. Case studies will allow the student to apply these principles to everyday situations as well as the business environment.

BA 117. Income Tax Fundamentals. 3 hours credit. This course will enable the student to understand the individual income tax return in depth, as well as give the student an introduction to the business tax return.

BA 121. Working: Workplace Basics for Non-Supervisory Employees. 2 hours credit. This course provides basic human interaction skills necessary to succeed in business. Topics covered are, listening, giving feedback, taking on a new assignment, requesting help, getting your point across, participating in meetings, keeping your boss informed, resolving issues with others, positive responses to negative situations, working smarter, dealing with changes and being a team player.

BA 122. Introduction to Self-Employment Training. 1 hour credit. This course provides an introduction to self-employment. Participants are given guidance in assessing personal strengths and weaknesses as they relate to being self-employed. They are also directed to look at the community environment in which they will be doing business in order to assess the viability, feasibility and potential profitability of their business idea. They are encouraged to develop a success-oriented attitude and challenged to reconsider their views regarding competition, self-monitoring, learning and excellence.

BA 126. Accounting I. 3 hours credit. This course will enable the student to perform basic bookkeeping functions upon completion. The student will complete and understand the entire accounting cycle through learning the theory and practice of modern accounting including journal entries, ledgers, and financial statements. The student will also learn about Notes Receivable, Notes Payable, Inventory systems, and depreciation methods.

BA 127. Accounting II. 3 hours credit. Prerequisites: BA 126 with a C or better. This course will enable the student to perform basic bookkeeping functions for partnerships, limited liability corporations (LLC's) and corporations. The student will also apply some managerial accounting concepts. The student will be introduced to accounting for partnerships and corporations, as well as analysis of financial statements, and basic concepts of managerial and cost accounting.

BA 128. 3D Computer Animation I. 3 hours credit. This course will enable student to gain an understanding of the basics of 3D computer modeling and animation. Through the use of exercises, projects, discussions, and examples, the student will learn how to use the tools of a 3D modeling and animation software package, learning how to create and animate objects and scenes from scratch.

BA 129. Writing a Business Plan. 2 hours credit. This course is designed to help the student develop an idea for a business by researching, writing, and presenting a business plan for the purposes of securing funding and guiding the creation of a new business.

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 178. Payroll Accounting. 3 hours credit. Prerequisite: BA 126 with a C or better. This course will enable the student to perform many of the payroll functions required in the business world. The student will calculate and record payroll accounting information and learn to prepare federal payroll tax forms. The student will prepare for the American Payroll Association's Fundamental Payroll Certification (FPC) designation exam.

BA 184. Human Resource Management. 3 hours credit. This course will enable the student to understand the basic functions of human resource managers and their role in establishing high performance work teams. The student will learn how to apply employment law and various pay for performance systems.

BA 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BA 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BA 203. Merchandising. 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. Through the use of terminology, exercises and case studies, the student will be able gain an understanding of procedures and methods of buying merchandise, display and promotion, inventory control, budgeting, and methods of figuring price.

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 206. Intermediate Accounting. 3 hours credit. Prerequisites: BA 126 and BA 127 with a C or better. This course will enable the student to expand on his/her basic financial accounting skills. An in-depth study of financial accounting will be covered, with concentration on recognition and measurement of income. Asset accounting and the application of Generally Accepted Accounting Principles (GAAP) to financial statements published for external distribution is also studied.

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. Microcomputer Accounting Applications. 3 hours credit. Prerequisite: BA126. Students use commercial accounting software to apply principles and procedures of accrual accounting. In addition to the complete accounting cycle, accounts receivable, accounts payable, payroll, inventory, fixed assets, and job costs are covered. Comparative financial statements are prepared and analyzed. This course is designed to enhance students' skills in the use of current accounting technologies.

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. Cyber Marketing. 3 hours credit. This course will enable the student to explore the transition from traditional marketing methodologies to digitally based techniques. Through the use of discussion, exercises, and case studies, 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.

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 course will emphasize the effective composition of verbal/visual messages designed for publication and broadcast through the use of basic layout elements and design.

BA 228. 3D Computer Animation II. 3 hours credit. Prerequisite: BA128 or instructor approval. This course will enable to student to build on the basics of 3D Computer Animation one to gain an understanding of more advanced features of computer modeling and animation. Through the use of exercises, projects, discussions, and examples, the student will learn how to create character movements and deformations, add special effects such as hair and particle effects, and make use of compositing techniques.

BA 229. Coaching for Top Performance. 1 hour credit. This course provided students with the skills needed to motivate employees to improve performance and correct behavior.

BA 231. Introduction to Sport Management. 3 hours credit. This course will enable the student to gain an understanding of sport management as both an academic major and as a professional endeavor. The student will learn about current issues and the skills and knowledge required to be a successful manager in the field of sport management.

BA 243. Field Study III. 2 hours credit. Prerequisite: BA 144 with a C or better. This is an extension and continuation of BA 144.

BA 244. Field Study IV. 2 hours credit. Prerequisite: BA 243 with a C or better. This is an extension and continuation of BA 243.

BA 245. Advanced Computer Applications. 3 hours credit. Prerequisite: BA104 or BE 165, BE170, and BE 180, all with a C or better or successful completion of the placement exam. This course will enable the student to gain advanced skills in word processing, spreadsheet, and database programs that are not covered in other courses. Students will use advanced features such as creating hypertext, generating form letters, managing workbooks, data tables, developing forms, building complex reports, macros, and customizing presentations. The course is designed to prepare students to pass the Expert level of the Microsoft Office Specialist (MOS) certification exam.

BA 252. Directed Studies. 3 hours credit. Prerequisite: Approval of dean and instructor. The student will contract with the instructor to complete specified work on one or more topic areas related to the subject. Topics, nature of work and depth of study will be arranged in consultation with instructor at the beginning of the semester.

BA 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(BE) BUSINESS SYSTEMS TECHNOLOGY

BE 060. Computer Basics. 1 hour credit. This course will enable the student to obtain competency in basic computer operation. This class is for the student who has never used a computer or has limited use of the Windows system. Topics covered include computer systems, operating systems, processing speed, computer literacy, basic mouse and keyboard usage, floppy disk media, CD-ROM media, proper CD handling, shut down process, drive letters, file names and directories, and computer storage.

BE 100. Keyboarding. 1 hour credit. This course will enable the student to key by touch—without looking at fingers or keyboard. The student will key easy paragraph copy smoothly and fluently at a minimum rate of 14 wpm on a two-minute timing with 5 or fewer errors.

BE 101. Beginning Document Processing. 3 hours credit. This course will enable the student to develop keyboarding speed and accuracy and properly format letters, memorandums, short manuscripts, tables and employment documents.

BE 102. Intermediate Document Processing. 3 hours credit. Prerequisite: A keyboarding speed of at least 40 wpm. This course will enable the student to develop a higher speed and a greater degree of accuracy. The student will develop skills that are essential to any computer user which includes all types of office correspondence plus tables, desktop publishing, web pages, keyboarding, and forms.

BE 103. Keyboard Skillbuilding. 3 hours credit. Requirement: Students must be able to type-by-touch before taking this course. This course will enable the student to gain in speed and accuracy by applying systematic practice on a computer keyboard. Diagnostic software is used to determine the student's starting point and areas needed to improve. Successful completion of this course is measured by an increase in words per minute, and a decrease in errors per minute. It is strongly recommended that BE100 be taken if the student does not key at a rate of at least 30 wpm using the touch method.

BE 105. Advanced Document Processing: Executive. 3 hours credit. Prerequisite: BE 102 with a C or better and a keyboarding speed of 50 wpm. This course will enable the student to develop creativeness and originality, follow directions, edit rough drafts, compose and design letters, award certificates, newsletters, templates and labels, create arrangements of tables, make charts and graphs, and many other office activities. Additional areas of concentration consist of proper grammar, punctuation, spelling, capitalization, number and word usage, as well as speed and accuracy.

BE 106. Advanced Document Processing: Legal. 3 hours credit. Prerequisite: BE 102 and BE 204 with a C or better and a keyboarding speed of at least 50 wpm. This course will enable the student to be familiar with legal forms and terminology which include real estate and property transfers, litigation, wills and estates, and corporate documents. Additional areas of concentration consist of proper grammar, punctuation, spelling, capitalization, as well as speed and accuracy.

BE 107. Advanced Document Processing: Medical. 3 hours credit. Prerequisite: BE 102 and BE 201 with a C or better and a keyboarding speed of at least 50 wpm. This course will enable the student to be familiar with medical forms and terminology which include scheduling appointments, establishing and maintaining patient records, coding procedures and diagnoses, and typing of medical forms. Additional areas of concentration consist of proper grammar, punctuation, spelling, capitalization, number and word usage, as well as speed and accuracy.

BE 108. Records Management. 3 hours credit. Prerequisite: BE 180 or BA 104 with a C or better. Requirement: The student should be competent in basic computer operation. This course will enable the student to understand the initiation and maintenance of a cost-effective information records management program, including creation, retrieval, retention, transfer and disposition. Emphasis will be placed on filing systems and procedures, records storage and control, and use of equipment. Students will need typing or keyboard knowledge. Managing records on the microcomputer will also be covered.

BE 109. Human Relations. 3 hours credit. This course will enable the student to recognize the important role personal qualities play in the work environment and to develop the success attitudes, interpersonal skills, and values that are demanded by employers. The student will build personality traits, work habits, thinking and self-management skills through a focused self-improvement program.

BE 120. Business English. 3 hours credit. This course will enable the student to master language principles for the information age. The student will develop language skills while gaining computer experience. The student will gain expertise in basic rules of English grammar, punctuation, capitalization, number style, spelling, and vocabulary.

BE 121. Business Machines/10-Key. 3 hours credit. Prerequisite: A score at a pre-determined level on a numerical placement instrument or MA 050 or above with a C or better. This course will enable the student to combine business math and the 10-key using the computer. The student will concentrate on areas such as, fractions, percentages, pricing merchandise, payroll, interest, banking, and credit. This course will enable the student to develop a higher speed and a greater degree of accuracy using the 10-key touch method.

BE 125. Medical Billing/Coding. 3 hours credit. Prerequisite: IS 201 with a C or better or concurrent enrollment. This course will enable the student to develop a basic knowledge of the national diagnostic and procedural coding systems and to simplify the process of filing claim forms. The student will be introduced to the major nationwide medical insurance programs.

BE 126. Computerized Medical Office Management. 3 hours credit. Prerequisite: IS 201 with a C or better or concurrent enrollment. Requirement: Before enrolling in the course, the student should be competent in basic computer operation. This course will enable the student to use a computerized account and medical management recordkeeping software program.

BE 127. Advanced Medical Coding. 3 hours credit. Prerequisite: Acceptance into the Medical Billing and Coding Specialist Certificate program or consent of instructor. This course will enable the student to accurately assign ICD-9-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS codes for the medical office. The student will prepare for national coding certification testing.

BE 128. Coding Certification Test Preparation. 1-3 hours credit. Prerequisite: BE 127 with a C or better. This course will enable the student to meet the requirements to take a national coding certification test. The student will extensively review the proper assignment of CPT, ICD-9, and HCPCS codes.

BE 130. Business Communications. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading and writing placement instrument or EG060 or BE120 with a C or better. Requirement: Students must be able to navigate within word processing software to produce effective written communications. This course will enable the student to develop communication skills that will be effective in job placement, performance, career advancement, and organizational success. Focus of the class will be on developing basic writing skills through practice with meaningful feedback. Additionally, listening, nonverbal, and speaking skills will be covered. Students will learn effective communication skills necessary for success in today's technology-driven business environment.



BE 142. Transcribing Machines, Medical. 3 hours credit. Prerequisites: BE 107, IS 201, and BE 120 with a C or better or concurrent enrollment. Requirement: The student must be typing at least 50 wpm before enrolling in this course. This course will enable the student to perform the necessary skills to transcribe medical dictation with speed and accuracy for clinics, hospitals, and medical centers.

BE 143. Advanced Medical Transcription. 3 hours credit. Prerequisite: Acceptance into the Medical Transcriptionist Specialty Certificate program. This course will enable the student to refine his/her transcription skills to a competitive level by providing challenging activities involving the difficult, often indistinct, dictation heard in the work environment of a medical transcriptionist. The student will make use of appropriate reference materials and research techniques to assist in proofreading and editing reports.

BE 145. Voice Recognition. 1 hour credit. This course will enable the student to train voice recognition software to produce office documents and apply voice typing techniques to increase speed and accuracy, help avoid or accommodate hand injury and improve writing and communication skills. The student will focus on voice applications for school and career.

BE 160. Computer Concepts. 3 hours credit. This course will enable the student to function in a computer environment introducing the student 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 are included using Windows, MS Office applications, Internet and e-mail.

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. Computer skills are needed before taking. This course will enable the student to become more productive using "off the shelf" application software. Current application packages will be used. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in their jobs.

BE 166. Microcomputer Applications I, Windows. - Introduction to Windows. 1 hour credit. This course will enable the student to operate windows operating system software. Topics covered are hardware, software, input, output, auxiliary storage, communications, operating systems and environments, as well as computer security, ethics, trends and issues in the information age. Hands-on units are included.

BE 170. Microcomputer Applications I, Spreadsheet. 1 hour credit. This course will enable the student to become more productive using "off the shelf" application software. Current application packages will be used. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in their jobs. Students will use relative and absolute references, apply functions, sort, query, and create charts.

BE 175. Microcomputer Applications I, Presentation Graphics. 3 hours credit. This course will enable the student to create effective presentations that follow the presentation development cycle using the enhancement capabilities of presentation software. Topics include design templates, slide layouts, clip art usage, web presentations, visual elements, workgroup collaboration, presentation delivery, and online features. Before enrolling in this course, the student must be competent in basic computer operation.

BE 176. Microcomputer Applications I, Internet. Introduction to Internet. 1 hour credit. This course will enable the student to navigate the Internet using search engines, download external files, and communicate using e-mail.

BE 180. Microcomputer Applications I, Database. 1 credit hour. This course will enable the student to become more productive using "off the shelf" application software. Current application packages will be used. The student will learn to operate the application's functions and commands, and develop skills needed to use the software productively in their jobs. Students will work with tables, forms, reports, and queries.

BE 182. Microcomputer Applications I, Quickbooks.

BE186. Microcomputer Applications I, Integrated Office. 1 hour credit. The student will be able utilize and integrate the software applications in the Microsoft Office Suite which includes Word, Excel, Access, and PowerPoint.

BE 195. Microcomputer Applications I - PIM

BE 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BE 197 and 198. Cooperative Education I and II. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BE 202. Business Procedures. 3 hours credit. Prerequisites: BE 102 and BA 104 IPS or BE 165, BE 170, and BE 180 all with a C or better. This course will enable the student to gain "real life" experiences in a business environment. This class will be run as much like an actual business as possible allowing the students to take on the role of "employees" and the instructor to take on the role as "supervisor." Managing a business, solving office problems, developing written and oral communication, training staff, and searching, applying, and interviewing with prospective employers will be some of the topics covered. This course is designed for students majoring in any business field or those students pursuing their own business ventures.

BE 204. Legal Terminology. 3 hours credit. Prerequisite: A score at a pre-determined level in reading and writing or EG 060 with a C or better. This course will enable the student to spell, pronounce, and define words and terms essential for legal secretaries, paralegals, or others in legal fields.

BE 240. Legal Office Procedures. 3 hours credit. Prerequisite: BE 106 with a C or better or instructor consent. This course will enable the student to use the terminology, background, and knowledge of the legal procedures associated with employment in a law office. The course is designed to provide the student with relevant and interesting applications to the various areas of law. This is a culminating course that ties together the terminology, practical applications, and theory of working in a legal office.

BE 252. Directed Studies. 3 hours credit. Prerequisite: Approval of dean and instructor. The student will contract with the instructor for complete specified work on one or more topic areas related to the subject. Topics, nature of work, and depth of study will be arranged in consultation with instructor at the beginning of the semester.

BE 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

BE 255. Project Management. 3 hours credit. Prerequisite: BE165, BE170, & BE180 or BA104, all with a C or better. This course will enable the student to examine the fundamentals associated with the project management process. It is designed for a person who is responsible for creating and modifying project plans and who needs project management software skills to manage those project plans. The competencies learned in this course would be beneficial to the student majoring in any business-related career.

BE 265. MAP II: Advanced Applications - Word. 3 hours credit. Prerequisite: BA 104 or BE 165 with a C or better. This course will enable the student to apply the advanced functions of Microsoft Word, preparing the student for the Microsoft Office Specialist (MOS) certification tests.

BE 270. MAP II: Advanced Applications - Excel. 3 hours credit. Prerequisite: BA 104 or BE 170 with a C or better. This course will enable the student to apply the advanced functions in Microsoft Excel, preparing the student for the Microsoft Office Specialist (MOS) certification tests.

BE 275. Desktop Publishing. 3 hours credit. Prerequisite: Completion of the following: BE 165, BE 170, and BE 180 all with a C or better; or BA 104 with a C or better. This course will enable the student to study computer-based applications by combining text and graphics to produce professional documents such as brochures, advertisements, newsletters, certificates, and business forms printed on a high-quality printer. Emphasis will be placed on the principles of layout and design.

BE 280. MAP II: Advanced Applications - Access. 3 hours credit. Prerequisite: BA 104 or BE 180 with a C or better. This course will enable the student to apply the advanced functions of Microsoft Access, preparing the student for the Microsoft office specialist (MOS) certification tests.

(BI) BIOLOGICAL SCIENCE

BI 101. Biological Vocabulary. 1 hour credit. This course will enable the student to gain knowledge of common biological terminology by pronouncing, spelling and defining approximately 300 general biology words.

BI 105. Chemistry Review (BIO). 1 hour credit. Highly recommended for BI 240 and BI 250 students. Lecture/discussion. Should be scheduled to be completed prior to traditional semesters. This course reviews the major chemical concepts needed for the 200 level biology courses BI 240 and BI 250.

BI 106. Critical Concepts in Biology. 2 hours credit. This course will enable the student to understand basic biological principles and apply these to topics covered in anatomy and physiology, and microbiology courses. This course is intended for the student who needs preparatory work before taking anatomy and physiology, or microbiology courses.

BI 110. General Biology. 5 hours credit. This course will enable the student to apply basic biological principles to relevant situations in his/her daily life. The student will apply the scientific process to problem solving and deductive reasoning to analyze and interpret observations. This course is not intended for biology majors.

BI 120. Majors Biology I (Animal). 5 hours credit. This course will enable the student to develop an understanding of basic molecular chemistry, cell structure and function, molecular and classical genetics, main concepts in animal physiology, and animal behavior. The student will also understand the diversity of life through a survey of the animal kingdom. This course includes 2 one-and-a-half hour lecture periods and 2 two-hour laboratory periods per week.

BI 130. Majors Biology II (Plant). 5 hours credit. This course will enable a student to develop an understanding of the relationship between cell respiration and photosynthesis, biology of plants, principles of ecological interactions and basis of the evolutionary process. This is a part of a two semester course for perspective biology major. This course includes 2 one-and-a-half hour lecture periods and 2 two-hour laboratory periods per week.

BI 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BI 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BI 218. Spring Wildflower & Weed Identification. 2 hours credit. This course will enable the student to recognize and identify by common and scientific name many local species of "wildflowers and weeds" that only bloom during the spring season. The student will accomplish this by sensorial observation of each plant's unique physical appearance, habitat, and range, and using appropriate field guides and dichotomous identification keys. The student will also learn the ecological role various spring wildflowers and weeds play in their local biome and how native and pioneer Americans used these spring wildflowers and weeds as sources of food, medicines, fabrics, building materials, etc.

BI 222. Introduction to Forensic Science Laboratory. 4 hours credit. Prerequisite: CH 110, BI 106 or equivalent, MA 120 or above all with a C or better, and previous or concurrent enrollment in AJ 121 with a C or better. This course will enable the student to apply the principles and techniques of the physical and natural sciences to the analysis of various types of crime scene evidence. This will include evidence collection, identification and analysis using microscopy, PCR, GC and spectrometry.

BI 226. Anatomy and Physiology with Review I. 4 hours credit. Prerequisite: Highly recommended IS 201 and CH 105. Three hours of lecture and three hours of laboratory per week. This course will enable the student to incorporate the importance of homeostasis in regulation of human health into daily life. It will also enable the student to use concepts form and function relationship to identify structures of the human body. The topics include basic chemistry, cells, tissues, and these body systems: skeletal, muscular, nervous, and endocrine. This course is designed as an option for the student needing a slower pace. 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.



BI 227. Anatomy and Physiology with Review II. 4 hours credit. Prerequisite: Highly recommended IS 201. Three hours of lecture and three hours of laboratory per week. This course will enable the student to incorporate the importance of homeostasis in regulation of human health into daily life. It will also enable the student to use concepts of the form and function relationship to identify structures of the human body. The topics include basic chemistry, cells, tissues, and these body systems: Integumentary, lymphatic, cardiovascular, respiratory, urinary, digestive, and reproductive. This course is designed as an option for the student needing a slower pace. 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.

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. Prerequisite: Highly recommended BI 105 and AH 201 with a C or better. This course will enable the student to develop an understanding of the principles in structure and function of the human body systems. An intermediate study designed primarily for pre-professional students in health-related fields. The student will participate in three hours of lecture and four hours of laboratory per week.

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: It is recommended that the student has taken BI 105, BI 106, or CH 105 with a C or better prior to enrolling in this course. 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. These techniques also 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. Three hours of lecture/discussion and four hours of laboratory per week.

BI 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(BS) BEHAVIORAL SCIENCES

BS 103. Human Sexuality. 3 hours credit. This course will enable the student to trace the physiological, psychological and social impact of human sexuality. The student will be able to discuss topics that include gender information, sex roles, biochemistry of sex, birth and birth control, sexual diversity, consequences of sexual activity, and communication.

BS 105 Sociology. 3 hours credit. This course will enable the student to understand the development, structure, and functioning of human groups and how these groups shape development and way of life. Students will be able to apply the knowledge they gain about topics that include culture, socialization, collective behavior, institutions, stratification, inequalities of gender and age, deviance, and social change.

BS 106. Introduction to Anthropology. 3 hours credit. This course will enable the student to use scientific observation in understanding human behavior. The student will focus on the nature and processes of cultural change that have resulted in the development of humankind. The time span of the course will be from the Paleolithic period to the present.

BS 107. Women and Society. 3 hours credit. The student will be able to understand the various roles of women in society and the interrelatedness of issues. The student will be able to discuss topics; such as, social construction of gender, patriarchy, and media influence, as well as women's experience with health, education, family, work, and violence.

BS 110. Contemporary Social Problems. 3 hours credit. This course will enable the student to examine major problems of contemporary society through differing sociological perspectives. The student will consider the social causes of these problems and the public policy consequences of solutions. The student will engage in research and field observation related to the problems of inequality, crime and violence, substance abuse, deviance, and family problems.

BS 115. Substance Abuse Awareness. 3 hours credit. The information learned in this course will enable the student to competently discuss substance use, abuse, dependence and the effects on individuals, families and society. Required for SRS/AAPS certification.

BS 116. Introduction to Counseling: Addictions. 3 hours credit. This course will examine the counseling relationship, counseling theory and effective ways of helping those with abuse and dependency issues. This course is designed to help prepare those entering the field of addiction treatment and/or another helping profession. Required for SRS/AAPS certification.

BS 117. Introduction to Group Counseling: Addictions. 3 hours credit. Prerequisite: BS116 with a C or better. This course provides a study of group dynamics, ethical issues and theoretical approaches to group counseling. Emphasis will be placed on the application of counseling techniques within a group setting. This course is designed for those pursuing a career in addictions counseling or another helping profession. Required for SRS/AAPS certification.

BS 121. Pharmacology: Addictions. 2 hours credit. This course will enable the student to have a working knowledge of psychoactive drugs and the effects those drugs have on the human body and mind, as well as theories of addiction. This course is designed for those pursuing a career in addictions counseling or some other helping profession. Required for SRS/AAPS certification.

BS 123. Field Practicum I: Addictions. 3 hours credit. Prerequisites: BS 115, BS 116, BS 117, BS 121, BS 124 and BS 130 with a C or better. This course will enable the student to integrate and apply prerequisite coursework and experiences as he/she develops competency and skills in the field of addictions counseling. The student shall perform and document no less than 200 hours of practicum experience in an Addiction And Prevention Services (AAPS) credentialed addictions services agency. The student will establish, at minimum, a basic level of competency in each of the AAPS Addictions Counseling Core Competency areas. Required for Social and Rehabilitation Services (SRS) and AAPS credential.

BS 124. Ethics/Confidentiality: Addictions. 3 hours credit. This course will enable the student to study the importance of confidentiality regulations and professional codes of ethics applicable to working as an addiction counselor. This course is designed for those pursuing a career in addictions counseling or some other helping profession. Required for SRS/AAPS certification.

BS 126. Gerontology. 3 hours credit. This course will examine the process of aging. The various interrelationships among social, biological, psychological, and economic factors which influence individual planning and progress for the aging will be considered.

BS 127. Medical High Risks: Addictions. 1 hour credit. This course will equip the student with knowledge regarding medical and psychological problems associated with substance use, abuse and dependence. Prevention and treatment of health problems and community health resources will be covered. This course is designed for those pursuing a career in addictions counseling or another helping profession. Required for SRS/AAPS certification.

BS 128. Multicultural/Special Populations: Addictions. 3 hours credit. This course will enable the student to analyze the uniqueness found in special populations (e.g. cultural, ethnic, and racially diverse groups, special groups identified by age, gender, and other special characteristics) and how these qualities affect the use and abuse of addictive substances, assessment and response to treatment. The student will explore human behavior and how it is conditioned and a reflection of one's cultural experience will be explored. This course is designed for those pursuing a career in addictions counseling or some other helping profession. Required for SRS/AAPS certification.

BS 129. Field Practicum II: Addictions. 5 hours credit. Prerequisites: BS 123 with a C or better. This course will enable the student to further integrate and build skills in the field of addictions counseling. The Practicum II student will be expected to provide a supportive role model and to take leadership in class activities with the Practicum I students. The student shall perform and document no less than 300 hours of practicum experience in an Addiction And Preventive Services (AAPS) credentialed addictions services agency. The student will establish, at minimum, an advanced level of competency in each of the AAPS Addictions Counseling Core Competency areas. Required for Social and Rehabilitation Services (SRS) and AAPS credential.

BS 130. Assessment and Documentation: Addictions. 3 hours credit. Prerequisite: BS 115 with a C or better. This course will enable the student to maintain client records, evaluate the need for treatment, determine the most appropriate placement, create an effective treatment plan, and document the course of treatment. This course is designed for those pursuing a career in addictions counseling. Required for SRS/AAPS certification.

BS 131. Family Issues: Addictions. 2 hours credit. This course will enable the student to have a working knowledge of dependency and its effects on the family and significant others. Characteristics and dynamics of families will be explored along with models of diagnosis and intervention. This course is designed for those pursuing a career in addictions counseling and/or another helping profession. Required for SRS/AAPS certification.

BS 160. General Psychology. 3 hours credit. This course will enable the student to apply the knowledge they gain about topics including the biological basis of behavior, sensation, learning, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology to their lives. The student will be able to use his/her knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of his/her life as he/she interacts with others.

BS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

BS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

BS 210. Marriage and Family. 3 credit hours. This course will enable the student to gain an appreciation of the place of marriage and family within our society. The student will analyze tools to help in professional as well as personal relationships. The student will examine dating, courtship and love, gender issues, sexuality, parenting, divorce, blended families, and effective communication techniques.

BS 212. Abnormal Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better. This course will enable the student to engage in more meaningful interactions with others through the evaluation of disordered behaviors with emphasis placed on the etiology and treatment. The student will examine the history, diagnosis and classification of mental disorders.

BS 217. Group Counseling II: Addictions. 3 hours credit. Prerequisites: BS 115, BS 116, BS 117, BS 121, BS 124, BS 130, and BS 128 with a GPA of 3.0 and/or equivalent curriculum/GPA from an accredited college/university. This course will enable the student to further develop skills in group counseling through an advanced study of group processes, the study of development of techniques, and the use of specific techniques through group facilitation in treating people with substance use disorders. It is required for an Associates in Applied Science degree in Addictions Counseling.

BS 220. Minority Studies. 3 hours credit. This course will enable the student to examine the major issues and problems of minority group membership using different perspectives.



BS 222. Dealing with Diversity. 3 hours credit. This course will enable the student to analyze relations among different groups. The student will be able to learn how a groups experience impacts each member's interaction patterns. The student will be able to learn strategies to manage inter-group tensions in a multicultural/global society.

BS 225. Introduction to Forensic Psychology. 3 hours credit. Prerequisite: AJ 121 and BS 160 with a C or better. This course will enable the student to understand the relationship between psychology, law, and ethical issues demonstrating how psychological research and theory can inform and influence the legal system.

BS 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

BS 255/256. Special Topics – Addictions Counseling. 2 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

BS 260. Developmental Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better or departmental approval. This course will enable the student to engage in more meaningful interactions with others through evaluation of human development from conception through death. The student will examine the continuity of human development throughout the life span and also examine genetic and environmental influences upon the individual.

BS 270. Child Psychology. 3 hours credit. Prerequisite: BS 160 with a C or better. This course will enable the student to understand child behavior and development from the prenatal period through adolescence. Special emphasis will be given to topics of intellectual, emotional, social and physical development.

(CD) EARLY CHILDHOOD EDUCATION

CD 115. Creative Experiences for Young Children

I. 3 hours credit. This course will enable the student to construct and maintain an environment for young children that fosters aesthetic sensitivity and creativity. The student will focus on the selection, construction, evaluation, and use of materials, activities, and experiences that will encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, and health and safety curriculum areas.

CD 121. Creative Experiences for Young Children

II. 2 hours credit. Prerequisite: CD 115 with a C or better. This course will enable the student to recognize and develop developmentally appropriate seasonal and holiday activities for young children of various ages and abilities. The course will enable the student to demonstrate techniques used with young children to promote their socio-emotional, cognitive, physical, language, and creative areas of development.

CD 122 Principles of Early Childhood Education I.

3 credit hours. This course will enable the student to design and implement a developmentally appropriate curriculum and environment, comply with state licensing regulations, and participate in professional development in the early childhood field. The student will focus on history, principles, philosophy, teaching practices and approaches, as well as career opportunities in the field of early childhood education.

CD 123. Principles of Early Childhood Education

II. 3 hours credit. This course will enable the student to examine new trends, careers, and professional development initiatives in early childhood. The student will design developmentally appropriate curriculum, positive guidance techniques, and methods for enhancing social, emotional, language development. This course will enable the student to apply the state laws and regulations to provide 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 he/she gains 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 credit hours. This course will enable the student to demonstrate an understanding of the basic factors that affect child health, safety, and nutrition. The student will be able to design and implement educational experiences, and identify and apply the nutritional guidelines appropriate for young children. The student will focus on the provision of a healthy and safe environment, practical information on the Food Guide Pyramid, and meal planning for young children.

CD 135. First Start: Care of Infants and Toddlers with Disabilities.

3 hours credit. This course will enable the student to provide quality care and education to young children with disabilities and chronic conditions. This includes issues of positioning, feeding, adaptive equipment, family dynamics, inclusion, and invasive procedures.

CD 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

CD 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

CD 213. Licensed Home Daycare Practicum I. 3 hours credit. Prerequisite: Three credit hours of early childhood education (CD) classes with a C or better. This course will enable the student to develop and implement developmentally appropriate practices (DAP) and environments for young children in a licensed home daycare setting, prepare policy and procedures, establish recordkeeping, and track enrollment appropriate for home daycare. This course requires a minimum of 150 hours of working directly with children in a licensed home daycare setting.

CD 214. Licensed Home Daycare Practicum II. 3 hours credit. Prerequisite: CD 213 with a C or better, and six credit hours of early childhood education (CD) classes with a C or better. This course will enable the student to gain an operational understanding of community resources that support the care, nurturance, and education of young children and their families. This includes parental involvement opportunities and conferencing skills as well as lesson planning, instructional, and group management skills. This course will guide the student in the accreditation process and development of a professional development plan. The student will be provided with professional contacts and resources to support his/her continuing professional development. This course requires 150 hours of working directly with children in a licensed home daycare setting.

CD 219. Parenting. 3 hours credit. A course to assist students in skill development in the communications, and in building a positive self image in children. Also included are skills necessary to enhance parent or teacher interaction techniques with children.

CD 220. Early Childhood Program and Curriculum Planning. 3 hours credit. This course will enable the student to recognize a safe, healthy, developmentally appropriate preschool program. The student will apply developmentally appropriate practices through course work application exercises.

CD 221. Early Childhood Program and Curriculum Planning Lab. 1 hour credit. Taken concurrently with Early Childhood Program and Curriculum Planning (CD 220). Students apply skills developed in CD 220. Fifty hours working directly in a licensed child care center are required. The student will document applied skills of the 13 functional areas of the Child Development Association (CDA) Competency Standards.

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, or 2 years of experience in a licensed facility, or permission from instructor. This course will enable the student to demonstrate an understanding 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. Field experience allows the student to implement an understanding of age appropriate curriculum for infant, toddler, and preschool age children.

CD 224. Child Care Practicum II. 3 hours credit. Prerequisite: CD 223 with a C or better and six additional child care and education hours. This course involves a minimum of 150 hours working directly with children or 100 hours directly with children and 50 hours with administrative aspects. It includes classroom participation and evaluation, curriculum planning, and actual teaching experiences.

CD 225. Interaction Techniques with Young Children. 3 hours credit. This course will enable the student to apply effective and creative guidance techniques while creating a positive early childhood learning environment. The student will be able to establish positive social expectations for a group of children and effectively evaluate and manage difficult behaviors based on children's individual needs and developmental abilities in cooperation with the children's families and relevant professionals.

CD 230. Early Childhood Mentoring I. 1 hour credit. Prerequisite: 10 credit hours of early childhood education or permission from instructor. This course will provide individuals working in the early childhood field the basic foundation needed for developing mentoring relationships. Students will have the opportunity to develop their skills in communication, leadership and application of adult education theory. This course will provide practical and supportive ways to learn and grow on the job and is designed to help managers and supervisors plan, implement, and evaluate mentoring.

CD 231. Early Childhood Mentoring II. 1 hour credit. Prerequisite: CD 230 with a C or better. This course will enable the student to outline and organize an effective mentoring programming, develop skills in conflict resolution, effective communication, and advocacy, and to compile resources for personal and professional growth and service. The mentoring program developed by the student will be grounded in the principles of adult education.

CD 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(CH) CHEMISTRY

CH 050. Math Review for the Sciences. 1 hour credit. This course will enable the student to apply mathematical concepts in the sciences. The student should realize, however that this course is only a representative sample of the mathematics needed. This course is designed to support Basic and Applied Physics, Geology, Astronomy, Physical Science, Basic Chemistry, Chemistry I and General Physics mathematics.

CH 105. Basic Chemistry. 5 hours credit. Prerequisite: Placement score or MA 060 with a C or better. This course will enable the student to understand the scientific method, improve knowledge of basic math skills, be able to read, communicate, and understand scientific materials, and apply scientific reasoning to real world problems. The student will learn the fundamental principles of general chemistry and basic laboratory techniques. This course is designed for the student who has not taken high school chemistry. A student may enroll in CH 230 after completion of this course. Three hours of lecture/recitation and three hours laboratory per week.

CH 110. College Chemistry I. 5 hours credit. Prerequisite: High school chemistry, or CH 105 with a C or better and two units of high school algebra or MA 120 with a C or better. This course will enable the student to understand the scientific method; improve knowledge of basic math skills; be able to read, communicate, and understand scientific materials; and apply scientific reasoning to real world problems. The student will study chemical principles and his/her application. There are three single/recitation periods with two, two hour labs per week.



CH 115. College Chemistry II. 5 hours credit. Prerequisite: CH 110 with a C or better and MA 131. This course will enable the student to continue learning the chemistry of metallic elements and their compounds as well as the elementary principles of analytical chemistry. The student will also learn to solve problems dealing with solution concentrations, chemical equilibrium, solubility products, buffers, thermodynamics, and electrochemistry. An introduction to nuclear and/or organic chemistry may be included. Laboratory experiments incorporate analysis, synthesis, and acquisition of quantitative and qualitative data. Three hours of lecture/recitation and four hours of laboratory per week.

CH 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

CH 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

CH 230. General Organic Chemistry. 5 hours credit. Prerequisite: CH 105 or CH 110. Three single lecture/discussion periods and four laboratory periods per week. Designed to cover briefly the aliphatic and aromatic series.

CH 240. Organic Chemistry I. 5 hours credit. Prerequisite: CH 115. Three single lecture/discussion periods and four hours of laboratory periods per week. A study of beginning organic chemistry with emphasis on aliphatic and aromatic compounds.

CH 245. Organic Chemistry II. 5 hours credit. Prerequisite: CH 240. Three single lecture/discussion periods and four hours of laboratory periods per week. A continuation of CH 240 with emphasis upon the structures, synthesis, and reactions of principle functional groups and compounds of biological interest, with some advanced topics such as dyes, polymers, and heterocyclic chemistry.

CH 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed in this course. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(CP) COOPERATIVE EDUCATION - INTERNSHIPS

See Internships in the Cooperative Education section of this catalog for a complete description of these courses.

(CP) COOPERATIVE EDUCATION

Students enrolled in Cooperative Education earn college credit while gaining valuable work experience, providing the following conditions are met.

Students must:

- Be employed in their major field of study or their career field.
- Work 75 clock hours for each credit hour enrolled in Cooperative Education.
- Complete academic assignments related to their job or career goals.
- Master competencies set out in a brief training plan developed by the student, supervisor and faculty coordinator.

A faculty coordinator will be assigned to assist, monitor and evaluate the student's progress during the semester. All student work is incorporated in a portfolio provided by the Cooperative Education Department.

Students may enroll for 2-6 credits per semester and a total of 24 credits while at Butler. Credit earned in Cooperative Education satisfies elective credit requirements in most Butler programs of study and is accepted by many area schools and colleges.

Internships are also available. The purpose of an internship is to allow the student an opportunity to explore and observe a career field of their choice. Students may enroll for 1-3 credit hours per semester in an internship.

For more information or assistance in seeking a job, contact the Cooperative Education office at (316) 218-6125.

CP 193. Internship I. 3 hours credit. Prerequisites: The student must secure a suitable internship position in a related field. This course will enable the student to gain exposure to the work environment and/or apply classroom learning to the work site. The student will work a minimum of 75 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

CP 194. Internship II. 3 hours credit.

Prerequisites: CP 193 with a C or better and the student must secure a suitable internship in a related field. This course is the second in a series of two internship courses and will enable the student to demonstrate greater competence in work environment skills and/or apply extended classroom learning to the work site. The student will work a minimum of 75 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

CP 197. Cooperative Education. 6 hours credit.

Prerequisites: Employment in a related field or major program of study. The first in a series of four courses, this course will enable the student to expand knowledge on the job that complements the student's academic education. The student will work a minimum of 75 hours throughout the semester for each credit earned.

CP 198. Cooperative Education II 6 hours credit.

Prerequisites: CP 197 with a C or better and employment in a related field or major program of study. The second in a series of four courses, this course will enable the student to expand knowledge on the job. The student will work a minimum of 75 hours throughout the semester for each credit earned.

CP 297. Cooperative Education III. 6 hours credit. Prerequisites: CP 198 with a C or better, employment in a related field or major program of study. The third in a series of four courses, this course will enable the student to demonstrate greater competence in work environment skills. The student will work a minimum of 75 hours throughout the semester for each credit earned.

CP 298. Cooperative Education IV. 6 hours credit. Prerequisites: CP 297 with a C or better and employment in a related field of major program of study. The fourth in a series of four courses, this course will enable the student to demonstrate greater competence in work environment skills. The student will work a minimum of 75 hours throughout the semester for each credit earned.

COMPUTER INFORMATION TECHNOLOGY (See IN)

(DN) DANCE

DN 125. Dance Team I. 2 hours credit.

Prerequisite: Selection by audition. This course is the introductory level of dance team. Participating students will be chosen through an audition process. Dancers will achieve work in flexibility, strength and endurance through the use of proper technique in various styles of dance team choreography. Students will engage in polished performance presentations.

DN 126. Dance Team II. 2 hours credit.

Prerequisite:
DN 125 and selection by audition. Participating students will be chosen through an audition process. Dancers will achieve work in flexibility, strength and endurance through the use of proper technique in various styles of dance team choreography. Students will engage in polished performance presentations.

DN 130. Modern Dance I. 2 hours credit. This course will enable the introductory level student to explore the art theory and history of Modern Dance. The student will participate in movement expression through technique, improvisation, composition, and performance.

DN 131. Modern Dance II. 2 hours credit.

Prerequisite: DN 130 with a C or better. This course will enable the advanced beginning level student to explore the art and history of Modern Dance. The student will participate in movement expression through technique, improvisation, composition, and performance.

DN 133. Beginning Jazz Dance. 1 hour credit.

Dancers in this course will achieve beginning technical and performance skills through participation in a bi-weekly dance class and culminating dance performance.

DN 134. Jazz Dance II. 1 hour credit.

Prerequisite: DN 133 with a C or better. Dancers in this course will achieve advanced beginning technical and performance skills through participation in a bi-weekly dance class and culminating dance performance.

DN 135. Ballet I. 1 hour credit. This class will enable the introductory 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.

DN 136. Ballet II. 1 hour credit. Prerequisite: DN 135 with a C or better. This class will enable the continuing 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.

DN 137. Beginning Tap Dance. 1 hour credit. A dance and exercise class that will start with the basics of tap dancing. The course is designed to teach techniques of tap through various exercises utilizing the barre and center, resulting in two or three tap routines choreographed by the instructor.

DN 138. Tap Dance II. 1 hour credit.

Prerequisite: DN 137 with a C or better. A dance and exercise class that is a continuation of Beginning Tap Dance. Students will also learn choreography skills and will choreograph and perform their own routine at the end of the semester.

DN 140. Choreography I. 1 hour credit.

Prerequisite: A special dance audition prior to the first day of class. Choreography I is an introductory course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 141. Choreography II. 1 hour credit.

Prerequisite: DN 140 with a C or better. Choreography II is an intermediate course in the craft and art of creating dances using improvisation as the means for investigating movement concepts. Space, time and force factors, sound and musical forms, drama and literature, emotions, solo, small group and large group are concepts that will be experienced to inform the student of the range of possibility in making and learning dances. Students will master and perform dance repertoire throughout the semester.

DN 145. Irish Step-Dancing I. 2 hour credit. This is an introduction to Irish step-dancing techniques and styles, emphasizing work in soft-shoe and hard-shoe step-dancing, body placement, strength, flexibility, endurance, balance, weight shift, coordination and rhythm. Students will explore the history and development of Irish step-dancing.

DN 146. Irish Step-Dancing II. 2 hour credit.

Prerequisite: DN 145 with a C or better. This is a continuation of Irish step-dancing techniques and styles, emphasizing advanced work in soft-shoe and hard-shoe step-dancing, body placement, strength, flexibility, endurance, balance, weight shift, coordination, and rhythm. The effects of Irish Step-Dancing on other forms of dance is explored.

DN 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

DN 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

DN 225. Dance Team III. 2 hours credit. Prerequisite: DN 126 and selection by audition. This course is the third level of dance team. Participating students will be chosen through an audition process. Dancers will achieve maximum work in flexibility, strength and endurance through the use of proper technique in various styles of dance team choreography. Students will engage in professional performance presentations and be confident leaders within the team.

DN 226. Dance Team IV. 2 hours credit. Prerequisite: DN 225 and selection by audition. This course is the fourth level of dance team. Participating students will be chosen through an audition process. Dancers will achieve maximum work in flexibility, strength, endurance through the use of proper technique in various styles of dance team choreography. Students will engage in professional performance presentations and be confident leaders 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 level student to explore the art and history of Modern Dance. The student will participate in movement expression through technique, improvisation, composition, and performance.

DN 231. Modern Dance IV. 2 hours credit. Prerequisite: DN 230 with a C or better. This course will enable the advanced level student to explore the art and history of Modern Dance. The student will participate in movement expression through technique, improvisation, composition, and performance.

DN 233. Jazz Dance III. 1 hour credit. Prerequisite: DN 134 Jazz dance II. In this course the student will participate in a bi-weekly intermediate jazz dance class. Emphasis will be on strengthening body placement, flexibility, and endurance through proper technique.



DN 234. Jazz Dance IV. 1 hour credit. Prerequisite: DN 233 Jazz Dance III. In this course the student will participate in a bi-weekly advanced intermediate jazz dance class. Students will advance personal technique and performance skills.

DN 235. Ballet III. 1 hour credit. Prerequisite: DN 136 with a C or better. This class will enable the advancing 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 further advancement in ballet technique.

DN 236. Ballet IV. 1 hour credit. Prerequisite: DN 235 with a C or better. This class will enable the advancing student to experience the art and theory of Classical Ballet. The student will participate in a comprehensive ballet technique class that allows for the continued improvement in technical and artistic ballet skills.

DN 237. Tap Dance III. 1 hour credit. Prerequisite: DN 138 with a C or better. A continuation of DN 138, Tap Dance II.

DN 238. Tap Dance IV. 1 hour credit. Prerequisite: DN 237 with a C or better. A continuation of DN 237, Tap Dance III.

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 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 253/254. Special Topics. 3 credit hours. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

EARLY CHILDHOOD EDUCATION (See CD)

(EC) ECONOMICS

EC 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

EC 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

EC 200. Principles of Microeconomics. 3 hours credit. Algebra is strongly recommended. This course will enable the student to apply economic concepts to personal and work related decision making, to personal, social, and work related problem solving, and to understanding the actions and choices of other people. The student will study basic economic concepts such as supply, demand, elasticity, consumer utility, production costs, market structures, and factor markets.

EC 201. Principles of Macroeconomics. 3 hours credit. This course will enable the student to appraise the economic concepts and arguments contained in the commentary of policy makers in terms of the major schools of macroeconomic thought. The student will learn classical theory, Keynesian theory, and monetary theory, how to calculate the various macroeconomic measures, and will apply both theory and measurement to the current macroeconomic situation. Algebra is strongly recommended before enrolling in this course.

EC 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(ED) EDUCATION/ PARAPROFESSIONAL

ED 130. Principles of Paraprofessionalism. 3 hours credit. This course is an introductory course which will provide a broad knowledge of the laws governing educational, social or health agencies and an understanding of the roles and responsibilities of the paraprofessional, or aide. In addition, this course will require the development of educational, social and personal skills necessary to maximize success while the paraprofessional works with or under the professional in the structured work environment.

ED 134. Practicum: Early Childhood Special Education Paraprofessional. 3 hours credit. This course will enable the student to understand his/her role and responsibilities in the classroom, to understand the purpose, components, and process of an Individualized Education Plan (IEP) and the Individualized Family Service Plan (IFSP), and to become familiar with landmark legislation governing special education including Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and No Child Left Behind Act (NCLB). In addition, this course will enable the student to understand the purpose of a specific curriculum and his/her role in implementing it, to develop a variety of instructional strategies and apply strategies for reinforcement of skills introduced by the teacher, to interpret lesson plans and develop activities to implement the plan. The student will complete a minimum of 150 hours of work in a classroom that serves children with special needs.

ED 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

ED 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

ED 206. Introduction to Teaching. 3 hours credit. Prerequisite: Must have sophomore standing. This course will enable the student to gain valuable insight into the teaching profession through hands-on exploration of current theories in pedagogy. The student will gather, assemble, review and analyze information helpful in choosing career options in the teaching field. The student will organize leadership tasks and develop the necessary skills to continue preparation for teaching. To better understand the complexities of the teaching profession, the student will participate/observe in a 30-hour classroom field experience (10 hours each in the elementary, middle, and high school classroom).

ED 220. Introduction to the Exceptional Child. 3 hours credit. This course will enable the student to assess and determine diversity among learners, from persons with disabilities to those who are gifted. The student will understand the need for teachers to work effectively with other professionals and families to develop appropriate individual education plans for special needs learners in the classroom. The student will apply the 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 classroom that has special students included or in a special education classroom setting.

ED 222. Instructional Technology. 3 hours credit. This course will enable the student to facilitate learning with technology for elementary and secondary students. By exploring current theories of computer pedagogy and by participating in a classroom practicum, the student will work with practicing teachers to plan, develop, review, facilitate, and analyze a comprehensive lesson plan that requires elementary or secondary students to use technology for engaged content learning.

ED 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

ED 260. Content Area Literacy. 3 hours credit. The course will enable the student to examine the basic theories and strategies for active literacy in any content area. Specific classroom activities for cross-disciplinary reading, writing, speaking, and listening are explored throughout the course. The student will develop an understanding of the critical role teachers have in creating learning environments where all students can experience success in their literacy learning.

ED 265. Teaching Diverse Populations. 3 hours credit. This course will enable the student to examine the concepts, principles, theories, and practices for teaching diverse populations. The student will cultivate the knowledge and skills necessary to function as effective teachers in multicultural classrooms. Throughout the course the student will discover strategies for creating classroom learning environments that value and integrate diversity and promote academic success for all students.

ED 270. Teaching and Learning Processes. 3 hours credit. The course will enable the student to examine various theories related to human development, learning, intelligence, motivation, and assessment, as well as their corresponding approaches to teaching. The student will develop an understanding and appreciation for the diverse learning needs of students, as well as the skills necessary for effectively teaching to multiple learning styles.

ED 275. Classroom Management and Discipline. 3 hours credit. This course will enable the student to create a learning environment that encourages positive social interactions and effective communication in the classroom. The student will focus on the differences in teaching and learning styles and how they influence classroom management. The student will explore a range of models and strategies that will serve as a foundation for developing a personal approach to classroom management.

(EG) ENGLISH

EG 040. Sentence Structure. 1 hour credit. Prerequisite: A score at a pre-determined level in writing on a diagnostic and placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to construct complete simple, compound, and complex sentences by applying grammar concepts learned.

EG 050. Paragraph Groundwork. 1 hour credit. Prerequisite: EG 040 with a C or better or instructor approval based on diagnostic testing beyond pre-determined ASSET Writing score. This course will enable the student to identify and correct fragment, run-on, and comma splice errors in his/her sentences. The student will write focused, organized, supported paragraphs using the steps of the writing process.

EG 060. Fundamentals of English. 3 hours credit. Prerequisite: ASSET, COMPASS, or ACT placement score. This course will enable the student to write paragraphs and an essay that demonstrate grammatical, organizational, and analytical competence for enrollment in an English Composition I course. The student will engage in intensive review and practice of basic grammar and writing skills necessary for a college-level writing class.

EG 100. English Composition I with Review. 5 hours credit. Prerequisite: A score at a predetermined level on the ACT, SAT or ASSET exam, a grade of C or above in EG 060 or instructor consent. This course requires a review and practice of basic grammar, writing and reading skills needed for a college-level writing course; and the study of rhetorical structures as applied to effective writing and communication. Regular writing assignments are an integral part of the course.

EG 101. English Composition I. 3 hours credit. Prerequisite: A score at a predetermined level on a diagnostic instrument selected by the English Department or EG 060 with a C or better. This course will enable the student to communicate effectively through a variety of writing and reading activities to develop knowledge, skills, and critical thinking. The student will recognize the importance of the grammatical and rhetorical structure of language as applied to greater effectiveness and clarity in writing. The student will recognize the process and importance of creating clear and accurate documents.

EG 102. English Composition II. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to further develop his/her knowledge, skills, and understanding of writing and reading with emphasis on thought-provoking writing topics and argumentative writing strategies. Because research provides a basis for most of the writing assignments in the course, the student will improve knowledge, skills, and critical thinking in regard to writing and reading, and will demonstrate proficiency in library and research skills.



EG 104. Creative Writing. 3 hours credit. This course is intended for students interested and involved in the creative process of writing fiction (short stories), poetry and drama.

EG 112. Technical Writing. 3 hours credit. Prerequisite: EG 101 with a C or better. This course will enable the student to develop writing skills specific to careers in industry, science, engineering, and business. The student will recognize the importance of clear, well-organized, detailed writing directed at targeted audiences for specific purposes. Regular writing assignments utilizing library resources will enable the student to recognize the process of creating clear and accurate documents.

EG 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

EG 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

EG 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(EN) ENGINEERING GRAPHICS TECHNOLOGY/PRE- ENGINEERING

EN 101. Engineering Graphics I. 3 hours credit. Prerequisite: EN 107 with a C or better or instructor's approval. This course will enable the student to apply the fundamentals of drafting and integration into computer-aided design (CAD). The student will employ the use of CAD in line work applications, dimensioning, orthographic projection, geometric constructions, isometric and auxiliary views, and section cuts.

EN 102. Engineering Graphics II. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to expand his/her skill in drafting and design, and its integration into computer-aided design (CAD). The student will use CAD to complete multiple design projects and complete a team project.

EN 103. Residential Design and CAD I. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand and apply concepts of basic residential design and its integration into computer-aided design (CAD). The student will analyze and design the necessary elements needed for a residence.

EN 107. AutoCAD Basics. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to understand the basics of AutoCAD and its various applications. The student will learn how to set up AutoCAD and utilize basic commands that are necessary to create quality drawings. Basic knowledge of computers and keyboarding skills are required.

EN 115. Engineering Concepts. 2 hours credit. Prerequisite: MA 060 or its equivalent with a C or better. This course will enable the student to formulate engineering problems and use solution techniques in engineering design projects using software and hardware.

EN 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

EN 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

EN 204. Surveying II. 3 hours credit. Prerequisite: EN 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. Topics that will be covered include contour maps and plans, cadastral surveying, traversing, latitudes and departures, balancing angles, and electronic distance measurement characteristics.

EN 206. Engineering Graphics Capstone. 3 hours credit. Prerequisite: Second semester program student or instructor's approval. Offered by appointment only. This course will enable the student to further his/her knowledge and skills in an area of interest in drafting or design. The student will complete all work under the direction of the instructor with the aid of CAD.

EN 207. AutoCAD Advanced. 3 hours credit. Prerequisites: EN 107 with a C or better, or EN 101 with a C or better, or instructor approval. This course will enable the student to develop interest in customizing and programming AutoCAD. Some of the skills learned include writing blocks, AutoLISP routines, attributes, customizing menus and inserting X-references.

EN 211. Commercial Building Design and CAD. 3 hours credit. Prerequisite: EN 101 with a C or better. This course will enable the student to understand and apply Computer-Aided Design (CAD) in the design and drafting of commercial building plans. Procedures in planning and drawing buildings for manufacturing and merchandising, such as schools, clinics, churches, light and heavy construction will be addressed. All drawings will be completed with the use of (CAD).

EN 214. 3D Modeling and CAD. 3 hours credit. Prerequisite: EN 101 with a C or better. 3D Modeling and CAD is a course covering the basics of three-dimensional applications in computer-aided design (CAD). Covered 3-D topics will include: extrusions, orbits, faces, surfaces, constructions, edges, and rendering.

EN 217. Structural, Civil, and Pipe Design and CAD. 3 hours credit. Prerequisite: EN 102 with a C or better. This course will enable the student to understand the fundamentals of structural, civil, and pipe drafting and their integration into computer-aided design (CAD). The student will be introduced to draft, steel framing plans, steel connection details, pre-engineered metal buildings, plot plans, plans and profiles, highway and road layouts, valves, joints, fittings, pumps, tanks, and vessels.

EN 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. A score at a pre-determined level in reading, writing, and numerical skills on a placement instrument. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

EN 260. Statics. 3 hours credit.
Prerequisites: PH 251 and MA 152 with a C or better. This is a course for pre-engineering students. It will enable the student to solve problems involving composition and resolution of forces, equilibrium of force systems, application of general laws of statics to engineering problems, analysis of simple structures, machine elements, centers of gravity, and moment of inertia.

(ET) ELECTRONICS

ET 112. Electrical Code - Journeyman. 3 hours credit. Prerequisite: The student should have a minimum of two years experience in the electrical trade and/or meet the governing authority's requirement to take the Exporior three-hour, 80 question standard journeyman examination. This course will enable the student to develop the necessary skills to successfully complete the Exporior three-hour 80 question journeyman examination. The course will identify and examine all topics on the journeyman examination.

ET 113. Electrical Code - Masters. 3 hours credit. Prerequisite: The student should have a minimum of two years experience in the electrical trade and/or meet the governing authority's requirement to take the Exporior four-hour, 100 question standard masters examination. This course will enable the student to develop the necessary skills to successfully complete the Exporior four-hour masters 100 question examination. The course will identify and examine all topics on the masters examination.

(EV) ENVIRONMENTAL TECHNOLOGY

EV 150 Environmental Issues. 3 hours credit. This course will enable the student to understand basic ecological principles and apply these to relevant situations in daily life. Ecological principles include: basic ecology, populations, air and water pollution, solid and hazardous waste, toxicology, human health, energy, sustainability, and environmental solutions. This is a non-lab introductory environmental science course.

(FL) FOREIGN LANGUAGES

Language classes at Butler are designed for novice through intermediate level learners. The needs of heritage-language speakers are of a more advanced nature and can better be met with higher-level courses. Students are encouraged to enroll in language courses other than their native language. English courses do not count as foreign language credit.

FRENCH

Students enrolling in a foreign language course (higher than Introduction I or Beginning I) may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 113. Introduction to French I. 3 hours credit. This course is designed for those beginning their language study at a basic level and, by itself, generally only meets Humanities requirements. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also be able to define cultural characteristics inherent to the target culture. Through the manipulation of concepts introduced in this courses the student will make connections to other disciplines. The student will learn the relevance of the target language community as it reflects on their own life.

FL 114. Introduction to French II. 3 hours credit. Prerequisite: FL 113 with a C or better or two units of high school French. This course is designed for those continuing their basic language study and preparing themselves to enroll for foreign language credits that fulfill degree requirements. This course will enable the student to minimally communicate basic needs for survival in the target language. The student will also produce necessary grammatical structures and authentic pronunciation for a native speaker to understand. The student will also examine cultural differences and similarities in their target and native cultures. The student will recognize the importance of participating in multilingual communities at home and around the world.

FL 118. Beginning French I. 5 hours credit. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on his/her own life, and make connections to other disciplines. This course is designed for the student who is *beginning* basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 119. Beginning French II. 5 hours credit.

Prerequisite: FL 118 with a C or better or three units of high school French. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on his/her own life. This course is designed for the student who is *continuing* basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

GERMAN

Students enrolling in a foreign language course (higher than Introduction I or Beginning I) may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 116. Introduction to German I. 3 hours credit. This course is designed for those beginning their language study at a basic level and, by itself, generally only meets Humanities requirements. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also be able to define cultural characteristics inherent to the target culture. Through the manipulation of concepts introduced in this course, the student will make connections to other disciplines. The student will learn the relevance of the target language community as it reflects on their own life.



FL 117. Introduction to German II. 3 hours credit. Prerequisite: FL 116 with a C or better or two units of high school German. This course is designed for those continuing their basic language study and preparing themselves to enroll for foreign language credits that fulfill degree requirements. This course will enable the student to minimally communicate basic needs for survival in the target language. The student will also produce necessary grammatical structures and authentic pronunciation for a native speaker to understand. The student will also examine cultural differences and similarities in their target and native cultures. The student will recognize the importance of participating in multilingual communities at home and around the world.

JAPANESE

Students enrolling in a foreign language course (higher than Introduction I or Beginning I) may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 125. Introduction to Japanese I. 3 hours credit. Study includes fundamentals of pronunciation, vocabulary building, practice in understanding and speaking phrases, reading and writing. Japanese culture, geography and art are also included. Course objectives are based on the National Standards as set forth by ACTFL for the novice level.

FL 126. Introduction to Japanese II. 3 hours credit. Prerequisite: FL 125 with a C or better or two units of high school Japanese. This course includes the fundamentals of pronunciation, vocabulary building, practice in understanding and speaking phrases, reading and writing. Japanese culture, history and art will also be studied.

SPANISH

Students enrolling in a foreign language course (higher than Introduction I or Beginning I) may receive one time retroactive credit for the corresponding entry-level course. For more information contact the lead instructor for foreign language or the registrar.

FL 107. Beginning Spanish I. 5 hours credit. This course is designed for those beginning their basic language study and preparing themselves to enroll for foreign language credits that fulfill degree requirements. This course will enable the student to communicate basic needs for survival in the target language using fundamentals of basic vocabulary and phrases, authentic pronunciation for a native speaker to understand, grammatical structures, reading and writing. The student will be able to define cultural differences and similarities in their target and native cultures. The student will recognize the importance of multilingual communities at home and around the world and how these affect their own life.

FL 108. Beginning Spanish II. 5 hours credit. Prerequisite: FL 107 with a C or better, or three to four units of high school Spanish. Beginning Spanish II continues the development of concepts that are necessary to communicate in the target language. This course further develops pronunciation to improve all basic skills. Information on Hispanic life and customs is included in each unit as an integral part of language study.

FL 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

FL 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

FL 201. Intermediate Spanish. 5 hours credit. Prerequisite: FL 108 with a C or better, or four years of high school Spanish. A thorough review and expansion of the basic structures of the language. Reading will be expanded to simple cultural and literary texts. The communicative skills will be strongly emphasized demanding some basic-level essay writing and a higher level of oral proficiency.

FL 202. Spanish Readings. 3 hours credit. Prerequisite: FL 107 and FL 108 with a C or better, or four years of high school Spanish or approval of the instructor. This course is an introduction for beginning to intermediate-level college students to the literature of the Hispanic world. The readings will include short stories, poetry, a legend, a mini-drama, a one-act play, and an excerpt from a novel. Additional reading assignments from familiar topics (signs, pamphlets, newspapers, menus, instructions, schedules, etc.) will be included.

FL 205. Conversational Spanish I. 3 hours credit. Prerequisites: FL 107 and FL 108 with a C or better or 4 units of high school Spanish. This course will enable the student to conduct simple conversations successfully in Spanish, as well as understand many articles written in Spanish. Through information acquired in this course, the student will be able to recognize a large number of cognates, strategies and rules for converting English words to Spanish, hints for identifying large numbers of new words in Spanish, and formulas that use Spanish verbs to describe events in the past, present and future. This course is designed for the student who is *beginning* basic oral study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 207. Conversational Spanish II. 3 hours credit. Prerequisite: FL 205 with a C or better or approval of instructor. This course will enable the student to conduct simple conversations successfully in Spanish, as well as understand many articles written in Spanish. Through information acquired in this course, the student will be able to recognize a large number of cognates, strategies and rules for converting English words to Spanish, hints for identifying large numbers of new words in Spanish, and formulas that use Spanish verbs to describe events in the past, present and future. This course is designed for the student who is *continuing* basic oral study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 233. Spanish for Heritage Language Speakers I. 3 hours credit. Prerequisite: Instructor approval. This course will enable the student to capitalize upon his/her existing language skills, expand his/her knowledge base and develop his/her ability to read, write and communicate more effectively in the language. The student will recognize regional and dialectal differences, describing varieties of Spanish spoken in the U.S. and throughout the world. The student will also be able to discern cultural differences in the Spanish-speaking community within the U.S. and abroad. The student must demonstrate some proficiency in speaking the language even though he/she has not yet mastered all aspects of grammar and the written language.

FL 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

COMMAND SPANISH

Butler specializes in providing Spanish language and cross-cultural training for area professionals, business managers and supervisors who interact regularly with Spanish speaking clients or employees. Butler's Business Performance Group is a Licensed Official Registered Provider for the nationally recognized Command Spanish® programs. Butler may offer the following Spanish language training for professions by contacting the Lead Instructor for Foreign Languages or the Business Performance Group.

FL 140. Survival Spanish for Early Childhood Staff. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in childcare facilities. A student with no prior knowledge of Spanish will be able to greet parents, register students, address children in their care, and respond to health issues. The student will become aware of cross-cultural issues of Hispanic community members.

FL 143. Office Spanish for Secretaries and Receptionists. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands pertinent to secretarial and receptionist work. Through information obtained in this course, the student will also examine cross-cultural issues pertinent in dealing with Hispanic employees.

FL 144. Spanish for Construction Sites. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands at construction sites. Through information obtained in this course, the student will also examine cross-cultural issues in dealing with Hispanic construction workers.

FL 145. Survival Spanish for Law Enforcement Officers. 3 hours credit. This course will enable the student to speak in Spanish using phrases necessary to carry out specific law enforcement protocols. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to relationships between non-Hispanic law enforcement officers and Hispanic community members.

FL 147. Supervising Spanish-Speaking Employees. 1 hour credit. This course will enable the student to make responsible decisions by analyzing behavior and attitudes to bring effective changes when supervising Spanish-speaking employees. Through information obtained in this course, the student will also examine cross-cultural issues in dealing with Hispanic employees.

FL 148. Survival Spanish for Firefighters. 2 hours credit. This course will enable the student to speak in Spanish using phrases, questions, and commands in specific firefighting protocols. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to relationships between non-Hispanic firefighters and Hispanic community members.

FL 149. Survival Spanish for Nurses. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions, and commands in specific nursing procedures. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic patients.

FL 150. Survival Spanish for School Administrators, Teachers, and Support Staff. 3 hours credit. This course provides the student with basic Spanish phrases, questions, and commands to enable them to more effectively interact with Spanish-speaking students and visitors in various school situations. Discussions also cover cross-cultural issues of Hispanic community members.

FL 151. Spanish for Hotel and Motel Staff. 3 hours credit. This course provides the student with basic Spanish phrases, questions and commands pertinent to hotel management and staff who supervise Spanish-speaking employees. It also provides Spanish language material for hotel staff to better assist Spanish-speaking clientele. Discussions also cover cross-cultural issues of Hispanic community members.

FL 152. Spanish for Automobile Sales & Service. 3 hours credit. This course provides the student with basic Spanish phrases, questions and commands used to better assist Spanish-speaking customers and clients with routine auto sales transactions, parts purchases, and service issues thereby promoting better customer relations. Discussions also cover cross-cultural issues of Hispanic community.

FL 153. Spanish for Requesting Personal Information and Data. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands to acquire specific personal information and data from Spanish-speaking customers and/or clients. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic community members.

FL 154. Survival Spanish for Paramedics and EMTs. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in specific emergency situations. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic community members who need emergency care.

FL 155. Spanish for Industry, Manufacturing, and Warehousing. 3 hours credit. This course will enable the student to speak in Spanish phrases, questions and commands pertinent to daily interactions between supervisors and workers at industrial sites, manufacturing plants, and warehouses. Through information obtained in this course, the student will also examine cross-cultural issues pertinent to dealing with Hispanic workers in these fields.

FL 158. Survival Spanish for Emergency 1st Responders. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in emergency situations. A student with no prior knowledge of Spanish will be able to determine the chief complaint, extent of injury and/or nature of illness and explain appropriate protocol procedures and treatment. The student will become aware of cross-cultural issues of Hispanic community members.

FL 159. Survival Spanish and Cross-Cultural Training for Doing Business in Latin America. 3 hours credit. This course will enable the student to speak in Spanish using phrases, questions and commands in business relationships in Latin America. A student with no prior knowledge of Spanish will be able to receive guests and visitors, make necessary requests for personal needs and respond to foreign business personnel. The student will be able to identify, anticipate and cope with common cross-cultural barriers.



FL 207. Conversational Spanish II. 3 hours credit. Prerequisites: FL 205 or approval of instructor. This course will enable the student to be actively involved in various forms of communication. The student will be provided the linguistic tools necessary to create original discourse by personalizing and contextualizing basic patterns that are culturally appropriate. This course will present literary and popular readings that form the basis for discussion of a variety of themes.

(FS) FIRE SCIENCE

FS 100. Firefighter I. 4.5 hours credit. This course will enable the student perform basic fire service operations and gain basic knowledge of personal safety, personal protective clothing and equipment, fire service tools and equipment, fire behavior, building construction, and tactics and strategies. The student will learn requirements for initial response to hazardous materials incidents and develop team communication skills necessary for emergency operations. This course will prepare the student to meet National Fire Protection Association's Standard 1001, Firefighter Professional Qualifications, pertaining to the Firefighter I level. The student will be introduced to NFPA Standard 472, Professional Competencies of Responders to Hazardous Materials Incidents, at the Awareness level.

FS 101. Industrial Firefighter I. 5 hours credit. This course will enable the student to acquire the knowledge and skills needed to perform the duties of a brigade member safely and correctly. The student will recognize risk factors commonly occurring in the industry setting and apply appropriate safety measures, including the competent use of equipment. The student will apply industry specific standard operating procedures and guidelines. This course is designed to meet the minimum requirements set forth by the National Fire Protection Association 1081 Standard.

FS 103. Administration of the Fire Science. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. The course will enable the student to identify managerial styles utilized by fire service officers. The student will also identify different types of fire department organizations and the unique challenges facing fire officers in different fire service organizations. This course will also enable the student to develop a working budget for a fire department and identify revenue sources that can be utilized in developing an operating budget.

FS 110. Firefighter Safety. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to identify the various dangers involved with firefighting including those dangers encountered on the fire ground, responding to emergencies, and training.

FS 111. Incident Safety Officer. 1 hour credit. Pre-requisite: FS 200, FS 110, and FS 103 with a C or better. This course will enable the student to identify and understand the roles and responsibilities of the Incident Safety Officer by meeting National Fire Protection Association's Standard 1521, Standard for Fire Department Safety Officer and NFPA Standard 1500, Standard on Fire Department Occupational Safety and Health Program. The student will identify the roles, responsibilities, and characteristics of an effective Incident Safety Officer. The student will also identify direct and indirect hazards on an emergency scene.

FS 125. Introduction to Fire Inspection. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to conduct a building inspection, communicate fire prevention recommendations, and preplan for effective action during fires and emergencies.

FS 127. Introduction to the Fire Code. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to conduct a fire inspection utilizing the 2003 International Fire Code. The emphasis will be on fire inspection requirements for occupancy types ranging from privately owned and operated properties to places of public assembly. The student will address current topics and requirements for hazardous materials storage, flammable liquid storage, emergency exiting, general fire and life safety enabling him/her to identify fire code violations and effectively take corrective actions in the abatement of violations. The importance of fire code enforcement, as it pertains to fire and life safety as well as property preservation, will be addressed.

FS 130. Construction Methods and Materials. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to recognize various building configurations and the specific hazards associated with them. The student will develop an understanding of the concepts of fire-resistance and how fire affects structural members in an uncontrolled environment. The student will develop an understanding of how different building configurations and construction materials can influence fire suppression tactics.

FS 135. Fundamentals of Fire Prevention. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to understand the functions of the fire department organization, inspection, public cooperation, and images. The student also will be able to recognize fire hazards and develop and implement a systematic and deliberate inspection program, and survey local, state, and national codes pertaining to fire prevention and related technology.

FS 140. Emergency Rescue. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to identify and perform rescue procedures required by emergency personnel with particular emphasis on applying current hardware and procedural developments to the area of emergency rescue. The student will research the specific hazards associated with the natural and man-made disasters that are the results of our modern, technical society.

FS 141. Rope Rescue I. 1 hour credit. Prerequisite: FS 100 and FS 140 with a C or better. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's Standard 1670, pertaining to rope rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident.

FS 142. Rope Rescue II. 1 hour credit. Prerequisites: FS 100, FS 140, and FS 141 with a C or better. This course will enable the student to recognize conditions requiring rope rescue by meeting National Fire Protection Association's Standard 1670, pertaining to rope rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a rope rescue incident.

FS 145. Water Supplied Fire Protection Systems. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. A study of the mechanical and procedural systems of fire protection including exposure to the fire hydrant operating design criteria which includes location concept, the basic configuration and design of standpipes, combustible vapor, automatic sprinkler systems, flame arrestors, flame failure controls for oil and gas fire equipment, explosion venting and pressure relief devices, automatic fire resistant door and shutter design, and operational concepts.

FS 149. Surface Water Rescue. 1 hour credit. Prerequisite: FS 100 and FS 140 with a C or better. This course will enable the student to recognize conditions requiring a surface water rescue by meeting National Fire Protection Association's Standard 1670, pertaining to Surface Water Rescue. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a surface water rescue incident.

FS 150. Vehicle and Machinery Rescue I. 1 hour credit. Prerequisites: FS 140 and FS 200 with a C or better. This course will enable the student to recognize conditions requiring vehicle or machinery rescues. This course is designed to meet National Fire Protection Association's Standard 1670, pertaining to vehicle and machinery rescues. The student will also be capable of hazard recognition, equipment use, and techniques necessary to operate at a vehicle or machinery rescue incident.

FS 180. Fire Investigation. 3 hours credit. Prerequisite: FS 100 with a C or better or currently enrolled in FS 100. This course will enable the student to have a good understanding of arson and incendiaryism, legal aspects of arson, and methods of setting incendiary fires. This course will also enable the student to have a knowledge of the various causes of fire, techniques for recognizing and preserving evidence, and means for interviewing and detaining witnesses. Procedures utilized in handling juveniles, court procedures, and the giving of court testimony are also covered.

FS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

FS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

FS 200. Firefighter II. 3 hours credit. Prerequisite: FS 100 with a C or better. This course will enable the student to make effective fire ground decisions pertaining to the implementation of the Incident Management System and building and structural collapse indications and potentials. The student will identify and practice safe handling of rescue and extrication tools, and will obtain basic knowledge and skills in performing vehicle extrications and other special rescue situations. The student will gain an understanding of various hose tools and appliances, hydrant flow and operability. The student will recognize container features in order to identify various types of hazardous materials and will learn to mitigate hazardous materials incidents using defensive measures. The student will demonstrate teamwork, communication, and roles and responsibilities of hazardous materials first responder at the operations level will be covered. This course will prepare the student to meet National Fire Protection Association's (NFPA) Standard 1001, Firefighter Professional Qualifications, Firefighter II level. The student will be introduced to NFPA Standard 472, Professional Competencies of Responders to Hazardous Material Incidents, at the Operations level.

FS 201. Fire Equipment and Systems. 3 hours credit. Prerequisite: FS 100 with a C or better or be currently enrolled in FS 100. This course will enable the student to become familiar with the components of modern fire apparatus such as pumpers, aerial apparatus, tankers, etc. Through an analysis of various systems, including electrical, braking, drive train, chassis frame, hydraulics and more, the student will develop the skills needed to write specifications for the purchase of new fire equipment.

FS 203. Fire Service Hydraulics. 3 credit hours. Prerequisite: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to understand the mechanics of liquids, particularly as they pertain to water flow, hydrants, pumps, standpipes, hoses, nozzles, and sprinkler systems, as adapted to firefighting practices. The student will develop knowledge of how various gauges operate and how to properly read devices such as manometers and pressure gauges. The student will develop experience with hydrostatic devices, pump problems, cavitations, and the use of a pitot and venture meters. Students will also learn to calculate factors to get results in working with fluids in motion, head calculations, friction losses, and velocity flow. This course will enable the student to succeed in fire service pump operations.

FS 205. Firefighting Tactics and Strategy. 3 hours credit. Prerequisite: FS 100 with a C or better or concurrent enrollment in FS 100. This course will enable the student to identify and execute tactics, strategies, and procedures during fire ground operations, as part of a team or as an individual. The student will develop skills in identifying problems that modern construction presents during fire ground operations. The student will address incident preplanning, incident action plans, potential fire ground problems, special methods and equipment used during fire fighting operations, and post fire analysis. The student will be able to identify each position within the Incident Management System and acknowledge the importance of establishing attack and rescue priorities during various emergency operations.

FS 216. Fire Chemistry I. 3 hours credit. Prerequisite: CH 105 and FS 200 with a C or better. This course will enable the student to gain a basic understanding of chemistry involving hazardous materials. The student will study chemical bonding, hydrocarbon derivatives, combustion, and flammable and dangerous substances. The student will be able to size up and mitigate a hazardous material incident scene using an understanding of physical and chemical properties of hazardous materials. The student will also learn about hazardous materials likely to be encountered in a terrorist event and how to effectively respond.

FS 250. Fire Command. 3 hours credit. Prerequisite: FS 100 or currently enrolled in FS 100. This course will enable the student to gain a basic understanding of the command roles and responsibilities during fires and other emergency incidents. The student will be able to identify life threatening and non-life threatening situations during emergencies, and based on given data will be able to effectively manage the emergency utilizing resources and various tactics and strategies.

FS 253/254. Special Topics. 3 hours credit each. Prerequisite: Approval of division dean and instructor. Topics of specific interest the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.



FS 265. Fire Apparatus Driver/Operator. 4 hours credit. Prerequisite: FS 100 with a C or better and FS 203 with a C or better. This course will enable the student to understand the responsibilities and skills required to function as a fire apparatus driver/operator. The student will learn to safely move the fire apparatus to and from emergency and non-emergency incidents. The student will also learn to safely and effectively operate fire apparatus at emergency and non-emergency incidents.

(HL) HEALTH

HL 100. Personal and Public Health. 3 hours credit. This course will enable the student to make responsible health-related decisions by analyzing behavior and attitudes to bring the changes necessary to improve health and maintain well-being for both personal healthful living and community responsibilities.

HL 130. First Aid. 2 hours credit. This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will be able to make appropriate decisions regarding standard first aid care and apply the techniques required for American Red Cross certification in the procedures for adult, child and infant Cardiopulmonary Resuscitation (CPR). This renewable CPR certificate is valid for one year and the Standard First aid certificate is valid for three years.

HL 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

HL 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

HL 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(HM) HOSPITALITY MANAGEMENT

HM 100. Career Planning for Hospitality. 1 hour credit. This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process in Hospitality Management.

HM 115. Hospitality Human Resources. 3 hours credit. This course will enable the student to appraise the management of human assets of the hospitality industry. The student will learn teamwork and the role of management to provide focused leadership in developing and motivating employees to function as a team to achieve organizational goals. This course will engage the student in approaches to disciplines, performance appraisals, problem solving, decision making, recruitment and retention, communication, and effective utilization of time management as outlined and set forth in the framework of team performance. This course will enable the student to define his/her role in fostering and functioning within a team environment, and develop leadership skills that are needed to control, manage and improve processes in the hospitality business.

HM 116. Event Planning I. 3 hours credit. This course will enable the student to appraise the management of event planning. Areas emphasized include understanding world of events, the basic principles and design of event planning, creating an effective event, planning a successful event, sponsorships of events, marketing and promoting events, managing volunteers and the management team of an event, working with food vendors, and documenting and evaluating events. The student will gain a basic understanding of the role of an event planner and develop leadership skills that are needed to control, manage, and improve events in the hospitality business.

HM 118. Tourism Topics. 3 hours credit. This course will enable the student to appraise the components of the tourism industry. The student will be introduced to the basic concepts, tools, and techniques of tourism management as well as the effects of tourism on society, and current developments in the field.

HM 120. Culinary Lab I. 3 hours credit. This course will enable the student to develop culinary skills in the kitchen environment. The student will learn skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, recipe interpretation, and preparing meals for commercial consumption. This course will engage the student in all areas of basic cooking and meal preparations.

HM 180. Introduction to Hospitality & Tourism. 3 hours credit. This course will enable the student to appraise the components of the hospitality and tourism industry. This course will enable the student to define the different components of tourism, including: transportation systems, the lodging industry, the food and beverage industry, attractions, and public tourism businesses. The student will learn how to appraise the economic impact that tourism has on local economies. This course will enable the student to discover career opportunities within the hospitality and tourism industry.

HM 190. Food and Beverage Management. 3 hours credit. This course will enable the student to appraise the components of food service management in various types of food service systems. The student will learn cost and sales concepts and their relationship with profits. The student will learn how to calculate costs, and profits, and apply control concept factors for food, beverage, and labor control.

HM 193. Internship I. 2 hours credit. Prerequisites: HM 100 with a C or better and a secured internship in a hospitality related field. This course will enable the student to gain exposure to the hospitality environment. The student will work a minimum of 150 hours throughout the semester. The student, instructor and supervisor will develop a set of objectives. The student will participate in various career development activities.

HM 195. Beverage Control. 3 hours credit. This course will enable the student to appraise the various components of bar management. The student will learn about bar layout, merchandising, marketing, bar design, service, inventory, ordering, cost centers, and the social responsibilities of serving alcohol. This course will enable the student to define basics of winemaking, distinguish between domestic and imported wines, sparkling wines, champagnes, aperitif and fortified wines, brewed beverages, distilled spirits, liqueurs, and other potent potables served in hospitality settings.

HM 201. Facilities and Sanitation Management. 3 hours credit. This course will enable the student to apply effective facilities and sanitation management principles to food service operations. The student will learn how to streamline operations, address environmental issues, and communicate effectively with personnel. The student will focus on ensuring compliance with the FDA Food Code and reducing health risks through Hazard Analysis Critical Control Point (HACCP) approaches. The student will be qualified to earn the ServSafe Certification sponsored by the National Restaurant Association.

HM 202. Quality Management / Customer Service. 3 hours credit. This course will enable the student to appraise the strategies to improve leadership abilities, high performance teams, and employee empowerment in the hospitality industry. The student will learn traditional management theories and the role of management theories in the hospitality industry. The student will identify approaches to customer service and moments of truth. The student will define his/her leadership style and leadership skills that are needed for continuous improvement, power and empowerment, communication skills, goal-setting, coaching, conflict-management skills, and high-performance teams in hospitality businesses.

HM 203. Rooms Management. 3 hours credit. Prerequisite: HM 256 Hotel/Motel Operations or departmental approval. The course will enable the student to recognize the components of front office and housekeeping departments within a hotel setting. Areas emphasized include: front office operations, reservations, registration, front office responsibilities, front office accounting, check-out and settlement, night audit, planning and evaluating operations, revenue management, and managing human resources within the front office. In housekeeping units, the student will explore the day-to-day operations and the managerial functions of the housekeeping department.

HM 215. Catering Management. 3 hours credit. Prerequisite: HM 190 Food and Beverages Management or departmental consent. This course will enable the student to appraise the various components of a catering operation. The student will learn about marketing, contract writing, food production, room arrangement, and personnel required for specific catered events.

HM 216. Event Planning II. 3 hours credit. Prerequisite: HM 116 with a C or better. This course will enable the student to review the previously planned special event plan and administer the event. Areas emphasized include executing the basic principles and design of the event plan, reviewing and executing an effective event, follow-up and selling the sponsorships of an event, executing the marketing plan for the event, developing and managing the volunteers for the scheduled event, developing communication and teaming skills while working with volunteers, customers, sponsors and classmates, working with food vendors, and documenting and evaluating events. The student will gain an advanced understanding of the role of an event planner and develop leadership skills that are needed to control, manage and improve events in the hospitality business.

HM 217. Convention Management. 3 hours credit. This course will enable the student to analyze the fundamentals of convention management. The student will explore methods of site and venue selection; discuss the various structures of conventions, explore convention operations and be introduced to the importance of managing quality, financial, budgetary and legal considerations of conventions.

HM 220. Culinary Lab II. 3 hours credit. Prerequisite: HM 120 with a C or better. This course will enable the student to further develop culinary skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe costing and preparing meals for commercial consumption. This course will engage the student in areas of baking, cold kitchen, and more advanced meal preparations.

HM 222. Culinary Lab III. 3 hours credit. Prerequisite: HM 120 with a C or better. This course will enable the student to develop culinary baking skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe-costing, and preparing baked goods for commercial consumption.

HM 225. Event Planning III. 3 hours credit. Prerequisite: HM 216 with a C or better. This course will enable the student to review the skills learned from previously planned special events and lead the Event Planning I and II classes through the planning and execution of a Butler event. The student will be responsible for and will gain first-hand managerial experience of an event planner from the idea stage, to the planning stage, to the execution, and to the evaluation of the event.

HM 226. Event Planning IV. 3 hours credit. Prerequisite: HM 225 with a C or better. This course will enable the student to review the skills learned from previously planned special events and partner with an outside agency to work directly with the event planner to execute a community-based special event. The student will be responsible for and will gain first-hand managerial experience from an outside event planner from the idea stage to the planning stage, to the execution stage, and to the evaluation of the event.

HM 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

HM 255. Hospitality Law. 3 hours credit. This course will enable the student to understand the legal aspects of hotels, restaurants and other hospitality organizations. The student will review essential information that managers need to comply with the law and to develop preventive tactics to avoid lawsuits.

HM 256. Hotel / Motel Operations. 3 hours credit. This course will enable the student to identify types of public lodging establishments and their management structures. The student will explore the various departments within a lodging operation and their interdependence in meeting guest needs and expectations.

HM 258. Hospitality Marketing. 3 hours credit. This course will enable the student to analyze to the fundamentals of marketing with a hospitality emphasis. The student will explore methods of identifying consumer needs, segmenting the various markets, and selecting the best strategy to reach the identified consumer.

HM 260. Hospitality Financial Management. 3 hours credit. This course will enable the student to develop skills in analyzing business financial issues in the hospitality industry, prepare investment packages, and structure and negotiate business deals in relation to hospitality entities. This course will engage the student in a practical approach to making effective financial decision-making.



(HR) HONORS

HR 100. Honors Seminar I. 2 hours credit. Prerequisite: Instructor approval. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 101. Honors Seminar II. 2 hours credit. Prerequisite: HR 100 with a C or better. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 102. Honors Seminar III. 2 hours credit. Prerequisite: HR 101 with a C or better. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 103. Honors Seminar IV. 2 hours credit. Prerequisite: HR 102 with a C or better. All seminars will have different content. The purpose of the seminar is to focus on topics of an interdisciplinary nature and to stimulate critical thinking.

HR 110. Honors Independent Study in (Subject Area). 2 hours credit. Prerequisite: Honors director's approval. The content of the course will vary with the nature of the project. The purpose of the course is to enable a student to pursue a creative activity in which the student will grow intellectually, or improve a skill or talent in an area outside the realm of typical classroom activities. The process begins with a proposal, followed by the execution of the problem or task and finishes with the presentation of paper, performance or some other appropriate presentation.

(HS) HISTORY

HS 121. History of Western Civilization I. 3 hours credit. This course will enable the student to internalize, 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, the student will know his/her 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 internalize, 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 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 internalize, analyze and synthesize facts and concepts from the pre-Columbian era through the Civil War. Through use of terminology and application of facts and concepts, the student will know America's past and be able to apply it to the present and future.

HS 132. US History II. 3 hours credit. This course will enable the student to internalize, 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 America's past and be able to apply it to the present and future.

HS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

HS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

HS 201. History of World Civilization I. 3 hours credit. This course will enable the student to internalize, analyze, and synthesize facts and concepts from the earliest human communal organization through the beginnings of the maritime revolution up to 1550. Through use of terminology and application of facts and concepts, the student will know America's and others' past and be able to apply it to the present and future.

HS 202. History of World Civilization II. 3 hours credit. This course will enable the student to internalize, analyze and synthesize facts and concepts from the maritime revolutions (1550 C. E.) to the current global culture. Through use of terminology and application of facts and concepts, the student will know America's and others' past and be able to apply it to the present and future.

HS 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(HU) HUMANITIES

HU 100. Humanities: Ancient to Medieval. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of the integrated humanities (art, music, literature, theatre, history, and philosophy) that includes some of the most significant landmarks of Western civilization's cultural heritage as it developed from the ancient world to the medieval.

HU 101. Humanities: Renaissance to Modern. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of the integrated humanities (art, music, literature, theatre, history, and philosophy) that includes some of the most significant landmarks of Western civilization's cultural heritage as it developed from the Renaissance to the Modern Age.

HU 110. Humanities Through the Arts. 3 hours credit. This course will approach the humanities through a study of seven major arts: film, drama, music, literature, painting, sculpture, and architecture. Each of these arts is considered from the perspectives of historical development, the elements used in creating works of art, meaning and form expressed, and criticism or critical evaluation. The course is designed to help students raise answer questions about their individual and societal expressions of values.

HU 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

HU 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

HU 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(IN) COMPUTER INFORMATION TECHNOLOGY

IN 105. Information Technology (IT) Concepts. 3 hours credit. This course will enable the student to gain an understanding of the core concepts and technologies which constitute Information Technology.

IN 106. Supporting Desktop Systems. 3 hours credit. This course will enable the student to demonstrate an ability to install, configure, and repair desktop computer systems. This course is designed for those anticipating a career in computer or network support or for those seeking professional certification.

IN 108. Introduction to Visual Basic.NET. 3 hours credit. This course will enable the student to use structured programming techniques to develop applications using MS Visual Basic as their application development language. The student will practice program development within a (GUI) Graphical User Interface environment. Before enrolling in Introduction to Visual Basic.NET, the student should be competent in basic computer operation.

IN 112. XHTML and CSS. 3 hours credit. This course will enable the student to create web sites using HTML (Hyper Text Markup Language) and XHTML (Extensible HyperText Markup Language). In addition, the student will troubleshoot faulty web pages and provide corrective HTML coding. The student will learn about the origins of markup languages, how standards are established and changed, and the role of browser software companies in expanding web page capabilities. The student will hand-code XHTML and CSS using simple text editors. Before enrolling in the course, the student should be competent in basic computer operation.

IN 114. Dreamweaver. 3 hours credit. This course will enable the student to produce web sites using Macromedia Dreamweaver, a software application for visually designing and managing web pages. Topics include page creation, tables, frames, forms and site management. This course covers navigation, text styles, graphics, and cascading style sheets. The student will learn efficient work techniques and implement Dreamweaver layers, libraries and templates. Upon completing this course, the student be ready to plan, build, upload, and maintain a professional Web site. Before enrolling in this course, the student must be competent in basic computer skills.

IN 115. Flash Fundamentals. 3 hours credit. This course will enable the student to plan, build and publish Flash graphics. This course emphasizes production of vector graphics using Macromedia Flash, a software application for designing and publishing digital animations. During the course, the student will use digital palettes, tools and a variety of techniques to create images and then modify their size, appearance and behavior. Topics include object creation, frames, motion and shape tweening, actions, interactive buttons, sounds and publication. The student will learn efficient work techniques and implement Flash's layers, symbols, and libraries. This course is designed for those anticipating a career in web programming or web design. Before enrolling in the course, the student should be competent in basic computer operation.

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. The course will enable the student to use multimedia industry standard digital video editing software to capture, transfer, edit and compress audio and video. This course focuses on the post-production process for non-linear editing of digital video for use in multimedia applications. During the course, the student will analyze editing effects demonstrated in clips from ads, music videos, and feature films. This course is designed for those anticipating a career in multimedia production, for digital artists, and for the advanced video hobbyist. Before enrolling in this course, the student should be competent in basic computer operation.

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 credit hours. 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 Graphics with PhotoShop. 3 hours credit. This course will enable the student to use digital cameras as tools for visual communication and expression. The student will gain a working knowledge of how digital cameras capture images, how to apply principles of photographic composition, how to create and composite images using a digital toolset, how to manage digital assets, and how to publish digital images for print, online, and digital exhibition.

IN 123. Logo Design with Illustrator. 3 hours credit. Prerequisite: IN 124 with a C or better. This course will enable the student to employ vector drawing tools and digital techniques to create a range of illustrative styles. The student's work will be based on a review of both traditional and digital illustrators, an exploration of contemporary illustration practices, and an application of graphic design tools and terminology. The student will focus on the principles of effective illustration and digital branding in the preparation of corporate logos and identity graphics.

IN 124. Introduction to Digital Design. 3 hours credit. 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. Following a methodical design process, the student will employ essential tools used to create both traditional and digital media. Before enrolling in Introduction to Digital Design, the student must be skilled in computer operation.



IN 125. Multimedia Production. 3 hours credit. This course will enable the student to use graphics, authoring, and audio software commonly used to produce multimedia projects. The focus is on hands-on design, development and production of multimedia for online delivery. The student will apply design guidelines that lead to effective multimedia. During the course the student will create a multimedia web site using HTML and JavaScript and an interactive movie incorporating text, graphics, animation and sound using a full-featured authoring program. Before enrolling in Introduction to Multimedia Design, students should be competent in basic computer operation.

IN 130. Network Clients. 3 hours credit. This course will enable the student to install and administer the Microsoft Windows Vista client operating system. The student will learn about settings in which Microsoft Windows Vista is installed, and administer Microsoft Windows Vista for various user environments. The student will create and configure user accounts, plan and manage permissions, and will configure the operating system to use various network services. The student will also backup and restore system files, manage the update process, troubleshoot problems, and audit operating system activity.

IN 131. Network Servers. 3 hours credit. Prerequisite: IN 133 with a C or better, IN 134 with a C or better, or instructor approval. This course will enable the student to install, upgrade, and administer the Microsoft Windows Server operating system. The student will learn about environments in which Microsoft Windows Server is installed and will administer Microsoft Windows Server for various user needs. The student will create and administer domain accounts, configure and manage network services, and perform backups and restores. The student will also configure printers and manage disk storage.

IN 133. Supporting Networked Computers. 3 hours credit. This course will enable the student to install, configure and maintain computers used on networks. The student will focus on a computer's participation in networks as either a network client or as a network server. This course is designed for those anticipating a career in network support or for those seeking professional certification.

IN 134. Networking Basics. 3 hours credit. This course will enable the student to identify the components needed to design a basic computer network. The student will also discuss protocol suites and data communication networks.

IN 135. Web Graphics. 3 hours credit. This course will enable the student to use image-editing software to manipulate graphics and prepare them for publication on the World Wide Web. The student will use digital palettes, tools and a variety of techniques to create images and then modify their size, appearance and resolution. The student will develop typical web images including buttons, rollovers and animations. The student will apply techniques to optimize web images so they maintain detail during file compression. Before enrolling in this course, the student must be competent in basic computer skills.

IN 137. Business Web Sites with Microsoft Expression Web. 3 hours credit. This course will enable the student to use Microsoft Expression Web to produce high-quality, standards-based Web sites for small businesses. The student will create web sites using templates or design wizards to add tables, frames, forms and graphics to Web pages; additionally, the student will learn to integrate today's modern web standard technologies such as CSS, XML, XSLT and ASP.NET in creating and publishing complete web sites. The student will learn how an enterprise can plan, design, produce, promote and maintain a business site. Before enrolling in this course, the student should be competent in basic computer operation.

IN 140. Enterprise Networking. 3 hours credit. Prerequisite: IN 131 with a C or better or instructor approval. This course will enable the student to install and administer a Microsoft Windows application infrastructure. The student will plan and implement server deployments for applications, file sharing, printing and web services. The student will configure Internet Information Services, Terminal Services, and Windows SharePoint Services. The student will also explore various technical issues surrounding media services deployment and digital rights management.

IN 145. Storyboarding for Digital Media. 3 hours credit. 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. In addition to preparing static storyboards, the student will create digital animatics that establish story timing.

IN 146. Interactive Robotics. 3 hours credit. This course will enable the student to develop an understanding of embedded systems through the LEGO Mindstorms NXT Robotics.

IN 147. Game Graphics. 3 hours credit. This course will enable the student to use image editing software to create original seamless textures, game graphics and learn to export them for game design usage. The student will use a variety of digital tools and techniques to create and optimize textures and images for use with game engines and apply those to new levels in game design.

IN 148. Second Life. 3 hours credit. This course will enable the student to create basic content in Second Life, a multi-user virtual environment. The student will learn a variety of skills that can be used to create architecture, vehicles, clothing, accessories, sound, animations, textures, and programs/scripts for personal use and commercial sales.

IN 150. Network Directory Services I. 3 hours credit. Prerequisite: IN 237 with a C or better or instructor approval. This course will enable the student to implement, manage, and integrate various network services with an Active Directory infrastructure. The student will deploy infrastructure services, integrate those services with Active Directory, and deploy these services over the network. The student will also consider storage solutions, high availability, and network security issues.

IN 174. 4D Animation Concepts. 3 hours credit. This course will enable the student to build stop-action animations using clay and/or plastic models and digital animations using computer-generated imaging (CGI) tools. The student will explore concepts related to animation for cinema, video, and interactive markets. The student will first apply cinematic techniques of lighting, camera composition, timing, and story development to the creation of a stop-action movie. The student will then apply those concepts to the virtual world using objects created in CGI software. The student will research the history of animation media and study its contemporary forms to provide an informed background for his/her own work.

IN 181. Computer Programming and Databases. 3 hours credit. Prerequisite: IN 105 or equivalent experience. This course will enable the student to use database programming to develop customized database applications. The student will learn how to plan and create a database, manipulate data, and produce reports.

IN 182. Advanced Database Programming. 3 hours credit. Prerequisite: IN 181 with a C or better, or equivalent experience. This course will enable the student to build and deploy dynamic Web applications that interact with powerful databases.

IN 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

IN 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

IN 200. Beginning C++ with Game Programming. 3 hours credit. This course will enable the student to use C++ and the Standard Template Library to program text based games. The student will learn beginning procedural and object oriented programming using structured programming techniques to develop game applications. Before enrolling, the student should be competent in basic computer operation, use of the Internet for research and the use of standard office software like MS-Word, MS-Excel and MS-Access.

IN 201. C#. 3 hours credit. Prerequisite: IN 105 with a C or better, or equivalent experience. This course will enable the student to use object-oriented programming techniques to develop software applications using the C# language.

IN 202. Perl Programming. 3 hours credit. Prerequisite: IN 112 HTML. This course will enable the student to use Common Gateway Interface (CGI) and Perl to create Web-based applications for Windows and UNIX operating systems. The student will be able to add functionality to Web pages and create interactive Web applications. The student should be familiar with the UNIX or Windows operating system and have a basic understanding of how to use the Internet before enrolling in this course.

IN 208. Digital Media Publishing Tools. 3 hours credit. Prerequisites: IN 115, IN 117, IN 119, and IN 123 all 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 including business cards and marketing brochures. The student will develop a web site that incorporates Flash video and includes a project gallery that displays previously created digital projects. Using previously created original photographs and illustrations, the student will create interactive multimedia presentations and publish them to DVDs. Given publication scenarios, the student will select the most appropriate publication tool, format, and distribution channel. 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. 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 216. Flash ActionScript. 3 hours credit. Prerequisite: IN 115 Flash Fundamentals. This course will enable the student to use ActionScript, the scripting language used to expand the capabilities of Macromedia Flash vector animations. Building on a basic knowledge of Flash, the student will add ActionScript enhancements to games, Web pages, and Flash movies. The student will build and troubleshoot a series of specified ActionScript projects. The course does not require previous programming experience. This course is designed for those anticipating a career in Web development and production.

IN 217. 2D Animation and Cartooning I. 3 hours credit. Prerequisite: IN 115 with a C or better or instructor approval. 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, and produce original animations. The student's work will focus on current 2-dimensional animation technologies: ToonBoom Studio, green screening, stop animation, rotoscoping and vector animation with Flash. The student will create professional-quality animations and manage an efficient workflow. This course is designed for those anticipating a career in Digital Animation.

IN 221. 3-D World Building. 3 hours credit. Prerequisite: IN 147 with a C or better. This course will enable the student to use level editing software to create original game levels and worlds for the Torque Game Engine. The student will import new textures to apply to the levels and worlds designed. The student will use a variety of digital tools and techniques to create and implement levels/worlds within the game engine.

IN 228. Introduction to SQL Language. 3 hours credit. This course will enable the student to use the Structured Query Language (SQL) to create, modify or retrieve data from a relational database. The student will create a relational database. This course is designed for those anticipating a career in database design or working towards a computer related degree.

IN 237. Networking Management. 3 hours credit. Prerequisite: IN 131 with a C or better and IN 133 with a C or better, or instructor approval. This course will enable the student to implement, manage, and maintain a Microsoft Windows Server network infrastructure. The student will learn about Active Directory services and its role in a business environment. The student will administer various network environment areas with Group Policy and Certificate Services and manage these services using appropriate tools.

IN 238. SQL Server 2005 Implementation. 3 hours credit. Prerequisite: IN 131 with a C or better and IN 133 with a C or better, or instructor approval. This course will enable the student to install the appropriate edition of SQL Server 2005 and manage the data in that installation. The student will analyze the network and business requirements so that the SQL Server instance is installed on the correct hardware with the appropriate software configuration. The student will also learn techniques to manage and secure that data in various environments.

IN 240. Linux on the Desktop. 3 hours credit. Prerequisite: IN 133 with a C or better. This course will enable the student to install, use, and support Linux as a desktop operating system.



IN 245. CCNA I 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 246. CCNA 2 Router Technologies. 3 hours credit. Prerequisites: IN 245 with a C or better. This course will enable the student to configure and verify router interfaces. The comprehensive RIPv1 configurations will be performed by the student. The student will design and implement a classless IP addressing scheme for a network and use advanced configuration commands with routers implementing EIGRP. The student will apply the basic RIPv2 configuration commands, evaluate RIPv2 classless routing updates, and identify the characteristics of distance vector routing protocols.

IN 247. CCNA 3 LAN Switching and Wireless. 3 hours credit. Prerequisites: IN 246 with a C or better. This course will enable the student to implement a switched network and a basic wireless network. The student will configure, verify, and troubleshoot Virtual Area Networks (VLANs) on switches.

IN 248. CCNA 4 Wide Area Network. 3 hours credit. Prerequisites: IN 247 with a C or better. This course will enable the student to configure Wide Area Networks (WAN) and Network Address Translation (NAT) on Cisco routers and incorporate network policies using Access Control Lists (ACLs).

IN 249. Linux as a Server. 3 hours credit. Prerequisite: IN 240 with a C or better. This course will enable the student to install, support and maintain a Linux computer as a server or workstation computer.

IN 250. Network Directory Services II. 3 hours credit. Prerequisite or concurrent: IN 150. This course will enable the student to design the forest and domain infrastructure for an Active Directory installation. The student will create a naming strategy, integrate name resolution with DHCP and place domain controllers. The student will plan for FSMO role placement, identify redundancy and bandwidth requirements and plan for remote access. The student will also design infrastructure resources and configure security for the Active Directory installation.

IN 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

IN 261. Programming for Wireless and Handheld Devices. 3 hours credit. Prerequisite: IN 108 with a C or better. This course will enable the student to apply a variety of applications that can be run on Personal Digital Assistants or cell phones. The course starts at an introductory level and progresses to advanced programming concepts including programming for the wireless Internet and mobile businesses.

IN 264. Visual Basic.NET. 3 hours credit. Prerequisite: IN 105 with a C or better. This course will enable the student to use Visual Basic.NET to construct Windows based applications. VB.NET is a Windows Forms Designer which enables developers to create desktop applications quickly and efficiently. New features include Web-based applications that render on any browser and on any platform. The course starts at an introductory level and progresses to advanced programming concepts.

IN 265. Handheld Game Development. 3 hours credit. Prerequisite: IN 214 with a C or better. This course will enable the student to create a complete handheld game for a mobile phone or PDA. This course provides the skills to develop a complex software application using project development, software design, and computer language skills.

IN 266. Desktop Game Development. 3 hours credit. Prerequisite: IN 200 with a C or better. This course will enable the student to create database-driven desktop games. This course provides the skills to develop a complex software application using project development, software design, and computer language skills.

IN 267. Internet Game Development. 3 hours credit. Prerequisite: IN 182 with a C or better. This course will enable the student to create database-driven, multi-user games to play over the internet. This course provides the skills to develop a complex software application using project development, software design, and computer language skills.

IN 268. Designing a Database Server Infrastructure. 3 hours credit. Prerequisite: IN 238 with a C or better. This course will enable the student to design and deploy an SQL Server 2005 database server infrastructure. The student will learn strategies to maintain high availability systems in the enterprise while guarding data integrity. The student will also learn how to secure the server infrastructure through the use of policies, surface configuration, authentication, endpoint protection, and other software tools.

IN 269. Optimizing and Maintaining a Database Solution. 3 hours credit. Prerequisite: IN 238 with a C or better. This course will enable the student to optimize and maintain the SQL Server 2005 database environment. The student will learn various strategies to troubleshoot and enhance database performance while maintaining data integrity. The student will also investigate how business requirements impact data quality and learn how to respond to various security needs in the installation.

IN 274. 4D Animation Development. 3 hours credit. Prerequisite: Completion of IN 174 with a C or better. This course will enable the student to apply previously learned concepts of animation to the design and creation of stories told through movement across timelines in XYZ-coordinate space. The student will develop technical skills by using computer-generated interface (CGI) tools to create animations that employ deformations, f-curves, and other modeling and movement helpers. The student will create a short animation for their demo reel by developing and implementing a complete production pipeline, from storyboard to final rendering. The student will evaluate his/her own and others' work for expression of effective design principles, creativity, thoughtful concept, and well-executed craftsmanship.

IN 275. Information Technology Ethics. 3 hours credit. Prerequisites: 12 credit hours of Information Technology coursework. 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, consequence and virtue as well as the contemporary codes of conduct established by professional IT organizations. The student will explore, analyze, and critique ethical case studies in order to develop skills in ethical thought and written communication. This course is intended for the student who anticipates a career within the computer industry or who is interested in ethics and technology.

IN 290. Information Technology Business Solutions. 3 hours credit. Prerequisites: Completion of 12 hours of IN courses and 6 hours of BA courses. This course will enable the student to apply his/her information technology knowledge in a simulated business environment that will develop project management and teamwork skills. Working with others and individually, the student will complete tasks associated with running the simulated business. These tasks will involve planning, designing, scheduling, and costing projects as well as managing the finances of a simulated business. The project team will prepare and present business proposals and solutions during the course.

IN 299. Digital Media Capstone. 3 hours credit. Prerequisites: IN 115, IN 122, IN 123, IN 124, IN 217, and IN 208 all with a C or better. This course will enable the student to apply skills learned in digital media courses, to conduct research on digital media topics, to complete professional-quality projects and to develop a network of professional contacts. The student will work independently on individually determined projects. The student is expected to prepare complete progress reports and demonstrate constructive reflection on his/her own process. The student will develop job search skills by preparing professional identity materials and participating in mock interviews. In addition, the student will present his/her capstone project to the public for review and comment.

IN 2000. Networking and Architectures. 3 hours credit. Prerequisite: IN 106 with a C or better. This course will enable the student to understand the networking world of today and gain insight into tomorrow's networking landscape. The student will be able to create reliable networks using various architectures, topologies and protocols based on a clear understanding of the fundamental and advanced concepts of networking.

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 with a C or better and (IN 246 with a C or better or IN 2000 with a C or better). This course will enable the student to understand and implement network security in a diverse information technology environment. The student will learn about network communications from a security standpoint, hardware and software security solutions, and perform exercises in securing networks and operating systems.

IN 2003. Enterprise Security Management. 3 hours credit. Prerequisite: IN 2001 with a C or better. This course will enable the student to understand and implement principles of risk management. The student will learn about security architectures, incident handling, disaster recovery, and secure systems administration.

IN 2004. Secure Electronic Commerce. 3 hours credit. Prerequisite: IN 2001 with a C or better. This course will enable the student to understand electronic commerce in the world. The student will learn about threats, vulnerabilities, and policies when dealing with electronic commerce systems.

IN 2005. Digital Forensics. 3 hours credit. Prerequisites IN 2002, IN 2003, and IN 2004 with a C or better and acceptance through the program application process. This course will enable the student to understand and implement principles and procedures of data forensics. The student will learn about proper equipment seizure methodology, confiscated materials analysis, and follow up processes relating to the incident.

IN 2006. Wireless Security. 3 hours credit. Prerequisite: (IN 2000 with a C or better or IN 246 with a C or better) and IN 2001 with a C or better. This course will enable the student to understand the wireless networking world of today. The student will gain the security tools and skills necessary to secure business and home office wireless networks.

IN 2017. Data Structures and Algorithms. 2 hours credit. This course will enable the student to develop an algorithm which may be translated into a computer program. The student will learn how to incorporate different data types and data structures into a computer program.

IN 2022. Software Engineering and UML. 2 hours credit. This course will enable the student to analyze, develop and test software using various software modeling techniques. The student will use the Unified Modeling Language (UML) as part of the design process.

IN 2023. Client Side Scripting. 3 hours credit. Prerequisite: IN 112 with a C or better. This course will enable the student to use web development tools to create dynamic web pages. The student is introduced to the different tools and languages used to develop database-driven applications for the World Wide Web.

IN 2024. Server Side Programming. 3 hours credit. This course will enable the student to create server side scripts to develop dynamic web pages. The student is introduced to Web technologies to include scripting languages and web development tools.

IN 2025. IBM Project Based Learning I. 2 hours credit. This course will enable the student to translate software development theory and practice into a project. The project requires the application of object-oriented analysis and design concepts, database design concepts, and programming using object-oriented languages and web technologies. Students will work together to create an e-Business application.

IN 2026. Enterprise Application Development Using XML. 3 hours credit. This course will enable the student to use XML to develop applications and exchange data. The student will create DTDs and schemas and will be introduced to DTDs, namespaces, schemas, Document Object Models, XSLT, databases, web services and SOAP.

IN 2027. e-Commerce, e-Business and Security. 3 hours credit. This course will enable the student to incorporate the fundamentals of e-Commerce, e-Business and security concepts into e-Business applications. The student will enable the student will develop the foundation to understand the underlying technologies, building blocks and products needed to create e-business solutions.



IN 2028. Enterprise Java I. 3 hours credit. This course will enable the student to develop and test server-side applications that use servlets and Java Server Pages (JSPs). The student will build Java 2 Enterprise Edition (J2EE) applications using IBM's WebSphere Studio Application Developer (WSAD), and gain familiarity with the features available in WSAD. The student will also be introduced to Enterprise JavaBeans (EJBs) and IBM's WebSphere Application Server (WAS).

IN 2029. Enterprise Java II. 3 hours credit. This course will enable the student to develop Enterprise JavaBean (EJB) applications using IBM's WebSphere Studio Application Developer (WSAD) and deploy them on an IBM WebSphere Application Server (WAS). The student will also be enabled to administer and trouble-shoot Java 2 Enterprise Edition (J2EE) applications.

IN 2030. IBM Project Based Learning II. 2 hours credit. This course will enable the student to work as a team member to develop a solution to a real-world e-Business problem. The student will define the problem and come up with a web-based solution utilizing software skills to include DB2 UDB programming and Stored Procedures, Web Programming, Enterprise Application Development, Java and XML.

(IS) INDEPENDENT STUDY

Independent study courses are offered either by appointment or online, meaning that students choose their own consistent weekly class times. Students must contact the instructor as soon as they enroll to make an appointment for an orientation session. During this orientation time, the instructor will go over the syllabus, decide with the student the best time for him/her to work on the class, and explain the policies and procedures of independent study.

IS 051. Spelling Improvement I. 1 hour credit. This course will enable the student to begin correctly spelling everyday words in the English language. In addition, some of the more complicated, lesser used words will be introduced. The student will learn some of the rules that apply to the English language and how to recognize when these rules apply. This course will enable the student to correctly spell words in the English language in written documents both in college courses and in personal writings.

IS 052. Vocabulary I. 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, when no other resources are available.

IS 115. Writing Skills II. 1 hour credit. This course will enable the student to use pre-writing strategies to plan and develop unified paragraphs, maintain consistent point of view throughout a paragraph, read an essay and answer an essay question using a well-organized, unified paragraph, use variety in sentence length and structure, use concrete, specific details to support general statements, and use correct grammar, punctuation, and sentence structure.

IS 118. English Grammar Review II. 1 hour credit. Prerequisite: A score at a predetermined level in writing on a placement instrument. This course will enable the student to identify parts of speech, phrases, clauses, verbals and sentence structure.

IS 125. Spelling Improvement II. 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.

IS 135. Vocabulary Development II. 1 hour credit. 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, when no other resources are available.

IS 059 and 254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(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. Topics include types of prints, conventional drafting, computer-aided design, print layout, object representation, shop math, GD&T, threads and fasteners, sectional views, auxiliary views, detail and assembly prints, machined features, gears and cams, and numerical control documents. The focus of the course is to help students in manufacturing with visualization of print components, assemblies and subassemblies, and then introduce the various areas on prints and related paperwork where additional information can be found. The course is intended to present manufacturing production drawings from the viewpoint of the blueprint reader, rather than the viewpoint of the draftsman.

IT 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

IT 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

IT 196. Statistical Process Control. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. An introductory course that examines the present methods of American manufacturing and how the concepts of the Transformation of American Industry process can be applied to increase productivity. Methods of Statistical Process Control will be applied. The methods of Statistical Process Control include data gathering, charting, analyzing and interpreting graphs, and identifying problems.

IT 204. Materials and Processes of Industry. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand current manufacturing materials and processes.

IT 205. Industrial Safety. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to identify and understand safety hazards in a business or industrial setting.

IT 215. Intro to Robotics. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to develop an understanding of robotic operations and robot use in a manufacturing setting. The student will solve basic manufacturing problems through the use of robots and automatic operations.

IT 216. Basic 2-D Featurecam. 3 hours credit. Prerequisite: IT 120 with a C or better. This course will enable the student to use Featurecam as both a design and manufacturing software in the machining of 2-D parts.

IT 217. Basic 2-D Mastercam. 3 hours credit. Prerequisite: IT 120 with a C or better. This course will enable the student to use Mastercam as both a design and manufacturing software in the machining of 2-D parts.

IT 218. Basic Catia. 3 hours credit. Prerequisite: IT 120 with a C or better, or departmental consent. A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to use Catia as both a design and manufacturing software in the machining of 2-D parts.

IT 219. Advanced Catia. 3 hours credit. Prerequisite: IT 218 with a C or better, or departmental consent. This course will enable the student to use Catia as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 220. Advanced Automated Manufacturing with CNC. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course will enable the student to manufacture projects using automated CNC technology.

IT 221. Advanced Featurecam. 3 hours credit. Prerequisite: IT 216 with a C or better. This course will enable the student to use Featurecam as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 225. Advanced Mastercam. 3 hours credit. Prerequisite: IT 217 with a C or better. This course will enable the student to use Mastercam as both a design and manufacturing software in the machining of 3-D parts and advanced modeling projects.

IT 226. Introduction to Material and Manufacturing Science. 3 hours credit. Prerequisite: IT 204 with a C or better. This course will enable the student to develop an understanding of material usage, load, strain and manufacturing processes and principles. The student will be prepared for the Society of Manufacturing Engineers (SME) Technologist Certification Test (CMfgT).

IT 227. Manufacturing Science. 3 hours credit. Prerequisite: IT 204 with a C or better. This course will enable the student to develop an understanding of product design, manufacturing processes, quality control, and management. This course is the second course in the preparation series for the Society of Manufacturing Engineers (SME) Technologist Certification Test (CMfgT).

IT 228. SME Certification Test with review. 3 hours credit. Prerequisites: IT 226 and IT 227 with a C or better. This course will enable the student to demonstrate an understanding of material usage, loads, strain and stress for use in a manufacturing setting. This course is the final course in the preparation series for the Society of Manufacturing Engineers (SME) Technologist Certification Test (CMfgT).

IT 230. Manufacturing Part Design. 3 hours credit. This course will enable the student to develop a basic understanding of manufactured part design principles and to apply design concepts in manufacturing and machining. The student will design projects, make design decisions, and apply overall design concepts as they relate to manufacturing part design.

IT 235. Composite Structure Repair. 4 hours credit. This course will enable the student to apply current strategies in composite structure and the repair of composite materials.

IT 236. Advanced Techniques in Composites. 4 hours credit. This course will enable the student to understand and apply advanced principles and techniques in the fabrication and design of composite structures.

IT 240. Industrial Maintenance I. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course is an overview of a wide variety of skills and information necessary for today's maintenance personnel.

IT 260. Introduction to Quality Assurance. 3 hours credit. This course will enable the student to apply basic principles of current concepts of quality assurance.



IT 261. Quality Audit. 3 hours credit. Prerequisite: A score at a predetermined level in reading, writing, and math on a placement instrument. This course is designed as an introduction to quality auditing techniques. Students will receive an introduction to the fundamentals of auditing, audit planning, types of quality audits, responsibilities of the auditor and person being audited, audit analysis, and measuring and improving the effectiveness of the quality audit. Additionally, students will design audit forms and formulate basic audit procedures.

IT 263. Introduction to Metrology. 3 hours credit. This course will enable the student to apply basic measurement skills, system calibration skills, measurement system analysis, and build specialized inspection equipment.

IT 266. Introduction to Six Sigma. 3 hours credit. This course will enable the student to develop an understanding of Six Sigma quality tools. The quality improvement program of Define, Measure, Analyze, Improve, and Control (DMAIC) is the backbone of the course.

IT 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. A score at a predetermined level in reading, writing, and math on a placement instrument. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(LS) LEADERSHIP

LS 101. Youth Leadership. 1 hour credit. This course will enable the student to understand leadership styles, skills, roles, and functions of leaders within a community. Through community profiles, the student will examine the economic, political, and cultural infrastructures of Butler County communities. The student will develop a personal leadership philosophy and determine his/her leadership style. The student will participate in a community service project using his/her leadership skills.

LS 150. Exploring Leadership. 3 hours credit. This course will enable the student to understand the history and development of leadership. The student will examine his or her values, goals, and leadership potential. The student understand the ethical responsibilities of leadership and learn how, as leaders and followers, to actively engage in change to create a better community or organization.

LS 160. The Emerging Leader. 3 hours credit. This course will enable the student to understand concepts and develop skills in leadership with an emphasis on application in a team setting. The student will practice leadership skills and self-reflection in preparation for leadership positions. The course is experiential and self-exploratory; the student will assess past and present leadership experiences and identify possible future leadership practices.

LS 210. Leadership through Challenge Course Facilitation. 3 hours credit. This course will enable the student to facilitate both low course and high course challenges. In low course facilitation, the student will focus on decision making, leadership, communication, trust, and reflection discussions. In high course facilitation, the student will focus on knot typing, belay techniques, rappelling, wall climbing, and rescue. The student will experience leadership outcomes and achieve certification from Adventure Experience, Inc. (AEI) and Association for Challenge Course Technology (ACCT).

LS 220. Team and Community Building. 3 hours credit. This course will enable the student to understand effective collaboration by using various leadership strategies. Communication, decision-making skills, conflict resolution, interpersonal relationships and group cooperation are topics that will be covered in this experiential classroom setting. The student will engage in a team service-learning community project applying their collaborative skills gained from the class.

LS 230. Leadership Development. 3 hours credit. Prerequisite: Students must have 24 or more credit hours or division consent. This course includes study of leadership styles, skills, roles and functions of leaders within organization. Students will study the history and origins of leadership, theoretical approaches to leadership and ethical issues facing contemporary leaders. Students will be required to develop a personal philosophy of leadership, address moral and ethical responsibilities of leadership and determine their own style of leadership. This program integrates readings from the humanities, classic works of literature, contemporary multicultural writing and experiential learning exercises with readings and discussion of traditional leadership theories.

(LT) LITERATURE

LT 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

LT 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

LT 201. Introduction to Literature I. 3 hours credit. Prerequisite: EG 101 with a C or better. This is an introductory course to the study of literary terminology and criticism in poetry, fiction (short story), and drama.

LT 204. Introduction to Poetry. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of poets selected on the basis of their contributions to trends in both poetic themes and forms. Emphasis on helping students develop adequate techniques for reading, understanding and enjoying poetry.

LT 205. Introduction to Short Story. 3 hours credit. Prerequisite: EG 101 with a C or better. A study of the short story. Emphasis is on lectures, discussions of stories in an anthology and written reports of assigned library readings.

LT 211. British Literature I: Origins-1784. 3 hours credit. Prerequisite: EG 101 with a C or better. This course is a survey of the major English writers from the beginning of English literature through 1784, a study of their works in chronological sequence, and an analysis of the literary historical periods of England. This basic course is recommended for all English majors.

LT 212. British Literature II: 1784 to Present. 3 hours credit. Prerequisite: EG 101 with a C or better. This course is a continuation of the survey of the major English writers from 1784 to the present time, studied in chronological sequence with attention given to the characteristics of the literary historical periods of England. This basic course is recommended for all English majors.

LT 215. American Literature I: Colonial to 1865. 3 hours credit. Prerequisite: EG 101 with a C or better. This course includes representative work in prose and poetry from the beginnings of American Literature to the Civil War. Emphasis on those writers whose works illustrate philosophies which still affect modern American thought. This is a basic course recommended for all English majors.

LT 216. American Literature II: 1865 to Present. 3 hours credit. Prerequisite: EG 101 with a C or better. This course includes representative work in prose and poetry from the Civil War to the present. Emphasis upon those writers whose works still affect and illustrate modern American thought will be emphasized.

LT 218. Shakespeare. 3 hours credit. Prerequisite: EG 101 with a C or better. An examination of several of the significant tragedies, histories, and comedies with adequate background studies in Elizabethan culture.

LT 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. Student's needs or requirements will establish these topics. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

LT 260. Children's Literature. 3 hours credit. Prerequisite: EG 101 with a C or better. Readings in various types of children's literature, including a brief history of the literature, the children's developmental stage, and the criteria for quality books. Recommended for early-childhood, elementary and middle schoolteachers; parents; and as an elective for non-education majors.

(MA) MATHEMATICS

MA 010. Basic Arithmetic. 1 hour credit. Prerequisite: A score at a pre-determined level on a diagnostic and placement instrument. This course will enable the student to understand the operations of addition, subtraction, multiplication, division and place value of whole numbers.

MA 020. Fractions, Decimals and Percents. 1 hour credit. Prerequisite: A score at a pre-determined level on a diagnostic and placement instrument or MA 010 with a C or better. This course will enable the student to improve skills in operations of addition, subtraction, multiplication and division with fractions, decimals, and percents. The student will apply concepts of place value for decimal numbers and problem solving.

MA 040. Basic Algebra Concepts. 1 hour credit. Prerequisite: A score at a pre-determined level on a diagnostic and placement instrument or MA 020 with a C or better. This course will enable the student to use basic algebra concepts including signed numbers, equation solving, word problems, exponents, roots, and polynomials.

MA 050. Pre-Algebra. 3 hours credit. This course will enable the student to gain confidence with the use of basic arithmetic, variables, negative numbers, algebraic expressions, and techniques for solving equations. The student will improve study habits leading to success in the sequence of algebra courses.

MA 060. Fundamentals of Algebra. 3 hours credit. Prerequisite: Placement score or MA 050 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, solve equations and inequalities, and graph lines. The student will gain confidence in their math ability through improved study habits. The student will begin to conceptualize abstract ideas. or MA 050 with a C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, solve equations and inequalities, and graph lines. 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 learn the practical applications of conversion factors, geometry, and right angle trigonometry.

MA 119. Introduction to Statistics. 3 hours credit. Prerequisite: Placement score or MA 060 with a C or better or equivalent. This course will enable the student to identify misleading representations of data, summarize data, and interpret data.

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.

MA 135. College Algebra. 3 hours credit. Prerequisite: Placement score or MA 120 or MA 125 with C or better. This course will enable the student to interpret mathematical symbols and notation, simplify expressions, factor polynomials, solve equations (including absolute value, quadratic and systems of linear equations), perform operations on radical expressions, write equations of lines and evaluate functions. The successful student will begin to conceptualize abstract ideas.

MA 140. Trigonometry. 3 hours credit. Prerequisites: Placement score or MA 131 or MA 135 or its equivalent with a C or better. This course will enable the student to identify and manipulate trigonometric functions, solve triangles, use and prove identities, solve trigonometric equations, use and apply vectors to real-life models, and use complex numbers and polar coordinates.

MA 145. Pre-Calculus Mathematics. 5 hours credit. Prerequisite: Placement score or MA 125 with a B or better. This course will enable the student to develop and apply models using linear, polynomial, rational, logarithmic, exponential, and trigonometric functions. The successful student will be able to identify and manipulate functions, solve equations, prove trigonometric identities, solve triangles, and use polar coordinates. This course is designed for students planning to enroll in MA 151.



MA 148. Calculus with Applications. 3 hours credit. Prerequisite: MA 131 or MA 135 or the equivalent with a C or better. The successful student will be able to differentiate and integrate algebraic, logarithmic and exponential functions and apply those concepts to real-world business, life sciences, and social-science applications, including marginal analysis.

MA 151. Calculus I with Analytic Geometry. 5 hours credit. Prerequisite: Placement score or MA 131 or MA 135 with a C or better, and MA 140 or MA 145 with a C or better. This course will enable the student to solve problems involving limits, derivatives and some types of definite and indefinite integrals both analytically and graphically, and use them in physical applications.

MA 152. Calculus II with Analytic Geometry. 5 hours credit. Prerequisite: MA 151 with a C or better. This course will enable the student to understand applications and methods of integration, improper integrals, convergence and divergence of infinite series, graphs of conic sections, the polar coordinate system, parametric equations, and linear algebra.

MA 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

MA 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

MA 210. Applied Statistics. 3 hours credit. Prerequisite: MA 135 with a C or better or equivalent. This course will enable the student to collect data by appropriate sampling techniques, summarize data with graphs and tables, calculate descriptive statistics, identify misuses of statistics, assess risk using concepts of probability, estimate and make decisions about means and proportions through the use of confidence intervals and hypothesis testing, and perform linear regression.

MA 220. Statistics for Management, Life and Social Sciences. 5 hours credit. Prerequisite: MA 131 or MA 135 with a C or better or equivalent. This course will enable the student to collect data by appropriate sampling techniques, summarize data with graphs and tables, calculate descriptive statistics, identify misuses of statistics, perform linear regression, and estimate and make decisions about means and proportions through the use of confidence intervals, hypothesis testing, and ANOVA. The student will learn to use the graphing calculator and computer software as effective tools for statistics.

MA 253. Calculus III with Analytic Geometry. 3 hours credit. Prerequisite: MA 152 with a C or better. This course will enable the student to understand the physical applications of calculus and to become familiar with partial differentiation, multiple integration, vectors, and three-dimensional geometry.

MA 260. Differential Equations. 3 hours credit. Prerequisite: Placement score or MA 253 or its equivalent with a C or better. The successful student will be able to solve differential equations of the first and higher order, linear and some types of nonlinear equations with constant coefficients, using analytic and numerical methods. The successful student will be able to use differential equations to solve applications in engineering and physical science.

MA 255/256. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(MC) MASS COMMUNICATIONS

MC 100. Photography I. 3 hours credit. Survey of photography as an art and science. Experience in taking, developing and printing pictures. A basic course recommended for all journalism majors, but open to non-majors. Darkroom laboratory work included and a 35mm camera is required.

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 newscasting practices.

MC 127. Sports Media Practicum II. 3 hours credit. Prerequisite: MC 126 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper and magazine. The student will broadcast play-by-play and newscasting at an advancing level and cover sports game stories, write feature and in-depth stories and photograph sporting events.

MC 145. Newspaper Practicum I. 1 hour credit. Pre-requisite: Lantern activity scholarship or instructor permission. This course will enable the student to complete requirements as a first-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

MC 146. Newspaper Practicum II. 1 hour credit. Prerequisite: MC 145 with a C or better or instructor permission. This course will enable the student to complete requirements as a second-semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

MC 147. Magazine Practicum I. 1 hour credit. Prerequisite: Acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 148. Magazine Practicum II. 1 hour credit. Prerequisite: MC 147 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 161. Introduction to Mass Communications. 3 hours credit. This course offers history, roles and responsibilities of newspapers, magazines, radio, television, books, and movies, the mass 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. 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 185. Principles of Newspaper and Magazine Production. 3 hours credit. This class introduces students to various aspects of newspaper and magazine production. Students learn terminology, manipulate design elements, and understand different types of writing and visual elements of print communication. They will also go behind the scenes to see how publications get from planning to print.

MC 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

MC 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

MC 205. Writing for Radio/TV/Film. 3 hours credit. Prerequisite: EG 101 with a C or better. This course covers the basic skills of broadcast writing for radio, television, and film. Writing scripts for drama, comedy, commercials, news and special-interest programming is part of the course.

MC 206. Introduction to Film Theory. 3 hours credit. This course challenges students to sharpen their powers of observation, helps them develop the skills and habits of perceptive watching, and encourages them to discover aspects of film art that they might otherwise overlook. Direct analysis of selected films, both American and International is included.

MC 210. Broadcast Reporting. 3 hours credit. Prerequisite: MC 162 with a C or better. This course offers instruction and practice in interviewing skills, writing broadcast copy, in-depth reporting, and putting together a daily newscast for the college's radio station.

MC 226. Sports Media Practicum III. 3 hours credit. Prerequisite: MC 127 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper and magazine at an intermediate level. The student with further develop sports photography skills and broadcast performance.

MC 227. Sports Media Practicum IV. 3 hours credit. Prerequisite: MC 226 with a C or better. This course will enable the student to produce sports coverage via the radio, television, newspaper, magazine, and web at an advanced level.



MC 230. Journalism Field Study. 6 hours credit. Prerequisite: Instructor approval. Enrollment by appointment. This course will enable the student to gain practical experience in journalism outside the academic setting. The student must work in one or more of the following areas with a qualified employer or supervisor: newspaper, magazine, photojournalism, radio, television, film/cinema, advertising and/or public relations. Student and instructor schedule a series of appointments during the semester. At least two conferences will be held by the instructor and employer to evaluate the student's work.

MC 245. Newspaper Practicum III. 1 hour credit. Prerequisite: MC 146 with a C or better or instructor permission. This course will enable the student to complete requirements as a third semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designer, or business manager, or the student who is a regular correspondent not on scholarship.

MC 246. Newspaper Practicum IV. 1 hour credit. Prerequisite: MC 245 with a C or better or instructor permission. This course will enable the student to complete requirements as a fourth semester Lantern staffer. This practicum experience is for the student who is on Lantern scholarship as a reporter, photographer, designers, or business manager, or the student who is regular correspondents not on scholarship.

MC 247. Magazine Practicum III. 1 hour credit. Prerequisite: MC 148 with a C or better and acceptance as full-time Grizzly Magazine staff member. Staff photographers should be familiar with darkroom procedures. Staff members are required to meet the stipulations of their scholarship to successfully complete the course. The course involves the use of photography, layout, writing, and the principles of magazine production to put together The Grizzly Magazine, the college's color quarterly magazine. Particular emphasis is given to students meeting deadlines.

MC 248. Magazine Practicum IV. 1 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 261. Reporting II. 3 hours credit. Prerequisite: MC 162 with a C or better. Continued development of students' writing skills. Special emphasis is placed on guests from the media and writing for actual publication.

MC 263. Applied Radio III. 1 hour credit. Prerequisite: MC 162 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 176 with a C or better. This course is a continuation of MC 166. This course is designed for students actively participating in television production. The student must be involved in television production which results in the completion of a Butler student-run television program.

MC 266. Applied Television IV. 1 hour credit. Prerequisite: MC 265 with a C or better. This course is a continuation of MC 265. This course is designed for students actively participating in television production. The student must be involved in television production which results in the completion of a Butler student-run television program.

MC 281. Magazine/Yearbook Editing. 3 hours credit. Prerequisite: Students should be average or above in writing proficiency as demonstrated by a minimum grade of C in high school English and/or EG 101 with a C or better. This course involves the study of the fundamentals of copy writing, editing, and layout for yearbooks and magazines. Copy writing, editing, and layout assignments are an integral part of the course.

MC 282. News Editing. 3 hours credit. Prerequisite: MC 261 with a C or better. Introduction of the skills needed by an editor. Three hours of lecture and three hours of laboratory.

MC 285. Principles of Photojournalism. 3 hours credit. This course is intended for students interested in newspaper and periodical photography. Students will study examples from a range of types of published photographs for line, dimension, emotional impact, and story. Cropping, accenting, arrangement and labeling will be practiced, and students will prepare a portfolio and/or a string book.

MC 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(MT) MASSAGE THERAPY

MT 137. Body Systems and Disease I. 4 hours credit. This course will enable the student to apply basic principles of structure, function and disease to massage therapy and will include the following systems: integumentary, skeletal, muscular (part 1), cardiovascular and digestive. The students will also explore demographics, etiology, signs/symptoms and treatment options of common disorders.

MT 140. Therapeutic Massage I. 5 hours credit. Prerequisite: MT 137 with a C or better. MT 137 may be taken concurrently. This course will enable the student to understand the foundations of massage therapy and to administer a Swedish massage. The student will engage in theory discussions and lab/technique instruction and practice. The student will gain experience in Swedish massage techniques, client safety, communication skills, equipment safety, hygiene and self-care. The student will gain experience in relaxation massage as well as on-site seated chair massage.

MT 145. Reflexology. 3 hours credit. In this course students examine the ancient massage practice which correlates specific points on the hands, feet and ears to the major systems of the body. Clinical practice indications and contraindications are emphasized. Students perform reflexology massage techniques and create a routine of reflexology massage. Development of a reflexology practice is explored.

MT 240. Therapeutic Massage II. 5 hours credit. Prerequisite: MT 137, MT 140, MT 145, and MT 243 with a C or better. MT 243 may be taken concurrently. This course will enable the student to use assessment skills to determine appropriate therapeutic procedures. The student will learn intermediate techniques to incorporate into their massage procedure. The student will integrate active and passive joint movements, perform deep tissue techniques and incorporate energy work into the fundamental therapeutic massage with technique instruction, demonstration and hands-on practice. The student will gain experience in clinical based massage, athletic massage, neuromuscular therapy and the modalities of Shiatsu and aromatherapy.

MT 241 Sports Massage. 3 hours credit. Prerequisite: MT 240, MT 244, and MT 246 with a C or better. MT 246 may be taken concurrently. This course will enable the student to assess athletic and non-athletic clients and properly apply specific massage techniques, theory, philosophy and practice of sports massage. Classroom presentations focus on topics of injury pathology and specialized clinical methods for relief of activity-altering injuries/complaints, dysfunction, trigger points, and common injuries of each muscle palpated. The student will practice clinical applications of sports massage for common athletic complaints of the upper and lower extremities.

MT 243. Body Systems and Disease II. 4 hours credit. Prerequisites: MT 137 with a C or better. This course will enable the student to apply basic principles of structure, function and disease to massage therapy and will include the following systems: muscular (part 2), lymphatic, respiratory, endocrine, urinary, reproductive and nervous. The student will also explore demographics, etiology, signs/symptoms and treatment options of common disorders.

MT 244. Lifespan Massage. 3 hours credit. Prerequisite: MT 240 and MT 243 with a C or better or may be taken concurrently. This course will enable the student to integrate massage techniques and bodywork with developmental needs of clients throughout all stages of life. Through an understanding of the physical, cognitive and psycho-social characteristics of each major age group, the student will perform assessments and develop massage and/or bodywork regimens appropriate for his clients of all ages.

MT 246. Mechanics of Movement. 3 hours credit. Prerequisites: MT 240 and MT 243 with a C or better. This course will enable the student to identify basic biomechanic principles through an in-depth study of the structure and function of the musculoskeletal system as it relates to movement, posture, health, and massage. The student will identify and palpate major muscles, locating origins and insertions while demonstrating actions and applying the concepts to his/her massage practice.

MT 247. Massage Ethics. 2 hours credit. Prerequisites: MT 140 with a C or better. This course will enable the student to learn professional and ethical principles of the massage industry and incorporate them into his/her massage therapy practice.

MT 260. Therapeutic Massage III. 3 hours credit. Prerequisites: MT 240, MT 241, and MT 244 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. The student will also demonstrate techniques and skills in supervised clinical experiences as well as be prepared, as a result of the Massage Therapy program, to take the National Certification Exam.

(MU) MUSIC

MU 100. Music Appreciation. 3 hours credit. A study of musical materials, forms and styles that will help the student to enjoy more fully the music he/she may hear.

MU 101. Piano Class I. 1 hour credit. This course will enable the student to read music from a grand staff and to play this music on a piano. No experience is required, but the classes must be taken in sequence. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester.

MU 102. Piano Class II. 1 hour credit. Prerequisite: MU 101 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester. The student must be able to demonstrate greater skill level at the keyboard, along with increased musical sophistication with each additional semester of study.

MU 103. Piano Class III. 1 hour credit. Prerequisite: MU 102 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester. The student will have to demonstrate greater skill levels in both playing and reading music than in the previous two semesters.

MU 104. Piano Class IV. 1 hour credit. Prerequisite: MU 103 with a C or better. This course will enable the student to learn how to read music off of a staff, and to play it on a piano. Each semester builds upon the last, so the skill level and musical sophistication of the student increases with each semester. The student will have to demonstrate this increased skill level in both playing and reading music than in the previous three semesters.

MU 105. Fundamentals of Music. 3 hours credit. This course will enable the student to discuss how music can be used in the regular classroom as a powerful tool to help him/her learn more effectively, including music's ability to control behavior and enhance creativity. This course will also enable the student to demonstrate their understanding of the rudiments of music.

MU 106. Piano Proficiency I. 1 hour credit. This course will enable the student to play a piece of music at a piano. It will also enable the student to harmonize, transpose, and use five-finger positions, the four types of triads and play scales. This is the first in a progression of four semesters of piano classes intended to help build the necessary competencies required to pass the piano proficiency requirements for the student seeking a music degree.



MU 107. Piano Proficiency II. 1 hour credit. This course will enable the student to play a piece of music at a piano with greater competence, faster tempi, and more complex chord vocabulary than that attained at the end of MU 106, Piano Proficiency I. It will also enable the student to harmonize, transpose, and use five-finger positions, the four types of triads and play scales, also at a greater level. This is the second course in a progression of four semesters of piano classes intended to help build the necessary competencies required to pass the piano proficiency requirements for the student seeking a music degree.

MU 110. Introduction to Music Reading and Theory. 3 hours credit. This course involves the study of fundamental music concepts for students interested in majoring in music by serving as a tool in fulfilling Theory of Music requirements. Ear-training skills will be emphasized at this time.

MU 111. Theory of Music I. 4 hours credit. Prerequisite: Fundamental music reading skills. Must be taken concurrently with MU 156. This course involves an in-depth study of the construction of the most common scales as well as the structure and development of three- and four-part chords. The professionally standard method of music copying and chord symbolization is introduced. Emphasis is placed upon the development of aural skills and the application of scale and chord theory to the keyboard.

MU 112. Theory of Music II. 4 hours credit. Prerequisite: MU 111 with a C or better. Must be taken concurrently with MU 157. This course continues the logical study of harmony by vertically organizing scales to construct (and enable the student to hear) four- and five-part chords. Altered four- and five-part harmony is studied. Tonal relationships are introduced through such concepts as substitution chords, major and minor tonalities, pivot chords and the analysis of any tonal composition's progression through major and/or minor key areas. The concepts and techniques of music theory are applied in the development of aural and keyboard skills.

MU 118. Applied Voice I. 2 hours credit. Private lessons in voice with emphasis on breathing, diction and basic musicianship. Advanced literature is studied and prepared for performance. An examination or recital is presented at the end of the semester.

MU 119. Applied Voice II. 2 hours credit. Prerequisite: MU 118 with a C or better. A continuation of MU 118.

MU 120. Applied Voice III. 2 hours credit. Prerequisite: MU 119 with a C or better. A continuation of MU 119.

MU 121. Applied Voice IV. 2 hours credit. Prerequisite: MU 120 with a C or better. A continuation of MU 120.

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 audition. Chamber Singers is a 14-20 voice ensemble which studies and performs a variety of choral literature. Chamber Singers represent the college at several functions on and off campus.

MU 129. Chamber Singers II. 1 hour credit. Prerequisite: MU 128 with a C or better and audition. A continuation of MU 128.

MU 130. Class Voice I. 1 hour credit. Lessons in voice with emphasis on posture, breathing, diction and basic musicianship. Literature is studied, memorized, and selected for performance. A Mid-term video taping session is required at the 8th week. A vocal jury is required at the end of the semester.

MU 131. Class Voice II. 1 hour credit. Prerequisite: MU 130 with a C or better. Class Voice II continues training with emphasis on registration, articulation, coordination, and interpretation. Literature is studied, memorized and selected for performance. A vocal jury is required at the end of the semester.

MU 133. Jazz and Commercial Styles Workshop. 1 hour credit. Prerequisite: Selection by audition. This course involves the study of jazz and commercial styles of music. Instruction may be on an individual and/or group basis. The class is open to instrumentalists (wind, percussion, and keyboard) and vocalists. Emphasis is placed upon acquiring performing versatility and rhythmic comprehension, and upon improving the student's speed of pitch, accuracy, and stylistic perception when reading music.

MU 135. Instrumental Ensemble. 1 hour credit. Prerequisite: Selection by audition. This class provides for the organization of jazz/pop combos, and various small ensembles (eg. brass, woodwind, percussion) where sufficient student interest exists. Occasional public performance is encouraged.

MU 136. Vocal Ensemble I. 1 hour credit. Trios, quartets, etc., are organized each semester according to student interest. These groups rehearse weekly with the purpose of developing vocal technique and a knowledge of literature. Public performance is encouraged. Students should consult music department staff prior to enrollment.

MU 137. Vocal Ensemble II. 1 hour credit. Prerequisite: MU 136 with a C or better and audition. Trios, quartets or larger ensembles are organized each semester according to student interest. Groups rehearse weekly with the purpose of developing advanced vocal techniques and to gain knowledge in a wide variety of choral literature. Students are given the opportunity to select and rehearse music of their choice, some done with choreography, under the supervision of the instructor. Public performance of selections is required.

MU 138. Men's Vocal Ensemble. 1 hour credit. Selection by audition. The ensemble is a select men's vocal group of four to 16 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. The men's ensemble may represent the college in various functions on and off campus. The course runs continuous through the fall and spring semester.

MU 139. Women's Vocal Ensemble. 1 hour credit. Selection by audition. The ensemble is a select vocal group of four to 16 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. The women's ensemble may represent the college in various functions on and off campus. The course runs continuously through the fall and spring semester.

MU 140. Chorus I. 1 hour credit. Selection by audition. Two concerts are presented per semester.

MU 141. Headliners I. 1 hour credit. Prerequisite: Selection by audition. The "Headliners" is a select mixed vocal group of 18 to 24 voices designed to give advanced training to vocalists. A variety of choral literature is studied and techniques in choreography are employed. "Headliners" represent the college in several functions on and off campus and continues throughout the fall and spring semester. Students must also enroll in one hour of dance.

MU 142. Headliners II. 1 hour credit. Prerequisite: MU 141 with a C or better and audition. A continuation of MU 141.

MU 143. Chorus II. 1 hour credit. Prerequisite: MU 140 with a C or better and audition. Two concerts are presented per semester. Additional performances might occasionally be scheduled with advance notification.

MU 144. Women's Vocal Ensemble II. 1 hour credit. Prerequisite: MU 139 with a C or better and audition. A continuation of MU 139.

MU 145. College Band I. 1 hour credit. Prerequisite: Selection by audition. Membership in the College Band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs many musical styles in a variety of settings ranging from departmental concerts to sporting events and concert tours.

MU 146. College Band II. 1 hour credit. Prerequisite: MU 145 with a C or better and audition. A continuation of MU 145.

MU 147. Men's Vocal Ensemble II. 1 hour credit. Prerequisite: MU 138 with a C or better and audition. A continuation of MU 138.

MU 148. Jazz Ensemble I. 1 hour credit. Prerequisite: Selection by audition. The Butler Big Band is a 16-19 piece jazz ensemble. Emphasis is placed upon learning stylistic concepts in all facets of the jazz idiom and upon development of improvisational skills. The Big Band plays in a variety of settings ranging from departmental concerts and South-Central Kansas high school recruiting performances to jazz festivals and national tours.

MU 149. Jazz Improvisation I. 2 hours credit. Prerequisite: Ability to read music proficiently. This course involves the process of internalizing the sound and technique of scales as the basis for improvisation (the art of spontaneously conceiving and executing musical ideas).

MU 150. Applied Organ I. 2 hours credit. This course consists of weekly private instruction designed to provide the beginning student with the fundamental basic principles of the art of organ playing as it applies to the pipe organ or electronic organs. The method of presentation of these principles will vary according to individual student needs.



MU 151. Applied Organ II. 2 hours credit. Prerequisite: MU 150 with a C or better. This course enables the student to use their hands and feet independently while channeling the student's needs and interests toward usable organ repertoire. The student will perform during the semester depending on their level of accomplishment and the opportunities offered.

MU 152. Applied Organ III. 2 hours credit. Prerequisite: MU 151 with a C or better. An application of different styles as they apply to organ literature. The student will perform during the semester dependent on their level of accomplishment and the opportunities offered.

MU 153. Applied Organ IV. 2 hours credit. Prerequisite: MU 152 with a C or better. A continuation of the study of organ literature and historical periods, with an emphasis on performance technique and accompanying skills. The student will perform during the semester dependent on their level of accomplishment and the opportunities offered.

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 I. 2 hours credit. Prerequisites: High School Band (or equivalent). This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 161. Applied Band II. 2 hours credit. Prerequisites: MU 160 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 162. Applied Band III. 2 hours credit. Prerequisites: MU 161 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 163. Applied Band IV. 2 hours credit. Prerequisites: MU 162 with a C or better. This course will enable the student to refine the skills of rhythm, pitch, intonation, kinesthetic sense, aural acuity, scales, music reading and phrasing. Through private lessons with an applied instructor, the student will gain a solid foundation in the basic techniques of playing the instrument; will experience a variety of music while gaining a deeper understanding and appreciation of music in general.

MU 165. Pep Band I. 1 hour credit. Prerequisite: High school band or consent of instructor. Membership in the pep band is conditioned primarily on the instrumentation needs of the ensemble. Effort is made to recruit as many interested players as possible while maintaining a balanced ensemble. The band performs popular musical styles for sporting events.

MU 166. Pep Band II. 1 hour credit. Prerequisite: MU 165 with a C or better. This is a continuation of MU 165.

MU 179. Choral Accompaniment Combo I. 2 hours credit. Prerequisite: Departmental approval. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the first of a four-semester sequence.

MU 180. Guitar Class I. 1 hour credit. Course designed for beginning guitar students. Emphasis on chord and note reading and on proper finger style.

MU 181. Guitar Class II. 1 hour credit. Prerequisite: MU 180 with a C or better or instructor consent. A continuation of MU 180 with emphasis on more involved cording and simple melodies.

MU 190. Jazz Ensemble II. 1 hour credit. Prerequisite: MU 148 with a C or better and audition. This is a continuation of MU 148.

MU 191. Jazz Ensemble III. 1 hour credit. Prerequisite: MU 190 with a C or better and audition. This is a continuation of MU 190.

MU 192. Jazz Ensemble IV. 1 hour credit. Prerequisite: MU 191 with a C or better and audition. This is a continuation of MU 191.

MU 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

MU 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

MU 202. Introduction to Contemporary Music. 3 hours credit. A study of 20th century music methods and composers. Pop music will be included in the analysis.

MU 203. Instrumental Workshop III. 2 hours credit. Prerequisite: MU 155 with a C or better and audition. A continuation of MU 155.

MU 204. Instrumental Workshop IV. 2 hours credit. Prerequisite: MU 203 with a C or better and audition. A continuation of MU 203.

MU 210. College Band III. 1 hour credit. Prerequisite: MU 146 with a C or better and audition. A continuation of MU 146.

MU 211. College Band IV. 1 hour credit. Prerequisite: MU 210 with a C or better and audition. A continuation of MU 210.

MU 213. Theory of Music III. 4 hours credit. Prerequisite: MU 112 with a C or better. Must be taken concurrently with MU 256. This course involves the cataloging of every tonal chordal form from three- to eight-part harmony and organizes them into nine-chord families. Each family is then coordinated with its function in a major or minor tonality. All unaltered and altered 9th, 11th and 13th chords are learned in relation to the scales which play through them. Further chord substitution is studied and polychords are introduced. All theory is applied in the development of aural and keyboard skills.

MU 214. Theory of Music IV. 4 hours credit. Prerequisite: MU 213 with a C or better. Must be taken concurrently with MU 257. This course involves the continued study of chord families, related scales and chord substitution. Techniques are given for manipulation of musical styles through the reinterpretation of chord families. The concepts and techniques of music theory are applied in the development of aural and keyboard skills.

MU 215. Headliners III. 1 hour credit. Prerequisite: MU 142 with a C or better and audition. A continuation of MU 142.

MU 216. Headliners IV. 1 hour credit. Prerequisite: MU 215 with a C or better and audition. A continuation of MU 215.

MU 218. Chorus III. 1 hour credit. Prerequisite: MU 143 with a C or better and audition. A continuation of MU 143. Chorus III is an extension and continuation of Chorus II.

MU 219. Chorus IV. 1 hour credit. Prerequisite: MU 218 with a C or better and audition. A continuation of MU 218. Chorus IV is an extension and continuation of Chorus III.

MU 221. Music History I. 3 hours credit. Prerequisite: MU 111 with a C or better or instructor consent. A study of musical forms, styles and composers from antiquity to the end of the classical period.

MU 222. Music History II. 3 hours credit. Prerequisite: MU 111 with a C or better or instructor approval. A survey of musical styles and practices of the late 18th, 19th, and 20th centuries, concentrating on composers and compositions that have had a lasting effect on Western music. Lectures, reference reading and representative listening examples are included.

MU 224. Introduction to Music History and Literature. 3 hours credit. Prerequisite: MU 111 with a C or better or instructor consent. A course designed to introduce music majors to the various styles and forms of music from the Middle Ages to 1960, and representative composers. Considerable time will be spent listening to and studying basic European and American repertory. Lectures, readings and listening assignments will be included.

MU 228. Chamber Singers III. 1 hour credit. Prerequisite: MU 129 with a C or better and audition. A continuation MU 129.

MU 229. Chamber Singers IV. 1 hour credit. Prerequisite: MU 228 with a C or better and audition. A continuation of MU 228.

MU 230. Class Voice III. 1 hour credit. Prerequisite: MU 131 with a C or better. Lessons in voice with emphasis on posture, breathing, diction and basic musicianship. Literature is studied, memorized and selected for performance. A vocal jury is required at the end of the semester.

MU 231. Class Voice IV. 1 hour credit. Prerequisite: MU 230 with a C or better. Lessons in voice with emphasis on posture, breathing, diction and basic musicianship. Literature is studied, memorized and selected for performance. A vocal jury is required at the end of the semester.

MU 236. Vocal Ensemble III. 1 hour credit. Prerequisite: MU 137. A continuation of MU 137 with a C or better and audition.

MU 237. Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 236 with a C or better and audition. A continuation of MU 236.

MU 238. Men's Vocal Ensemble III. 1 hour credit. Prerequisite: MU 147 with a C or better and audition. A continuation of MU 147.

MU 239. Women's Vocal Ensemble III. 1 hour credit. Prerequisite: MU 144 with a C or better and audition. A continuation of MU 144.

MU 244. Women's Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 239 with a C or better and audition. A continuation of MU 239.

MU 247. Men's Vocal Ensemble IV. 1 hour credit. Prerequisite: MU 238 with a C or better and audition. A continuation of MU 238.

MU 249. Jazz Improvisation II. 2 hours credit. Prerequisite: MU 149 with a C or better. A continuation of MU 149.

MU 250. Piano Pedagogy. 2 hours credit. Prerequisite: Instructors approval. The art and science of teaching piano with helps for setting up a private studio and conducting the business of teaching. Includes a survey of elementary method books and teaching materials with an emphasis on the analysis of the need of the individual and procedures for selecting the proper material to meet this need.

MU 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

MU 255. Piano Proficiency III. 1 hour credit. Prerequisite: MU 107 with a C or better. A continuation of Piano Proficiency II which is a competency-based program for music majors designed to assist students in acquiring functional keyboard skills necessary for completing the Piano Proficiency Examination required of all music degree-seeking students.

MU 256. Aural Skills III. 2 hours credit. Prerequisite: MU 157 with a C or better. This course will enable the student develop skills necessary to the comprehension, appreciation, analysis and performance of music. The student will improve the ability to read music at sight while better understanding its structure, through focused study and practice of essential intervals, harmonies and rhythms. The student will learn to apply the knowledge gained to the singing and playing of melodic and harmonic passages.



MU 257. Aural Skills IV. 2 hours credit. Prerequisite: MU 256 with a C or better. This course will enable the student develop skills necessary to the comprehension, appreciation, analysis and performance of music. The student will improve the ability to read music at sight while better understanding its structure, through focused study and practice of essential intervals, harmonies and rhythms. The student will learn to apply the knowledge gained to the singing and playing of melodic and harmonic passages.

MU 260. Piano Proficiency IV. 1 hour credit. Prerequisite: MU 255 with a C or better. A continuation of Piano Proficiency III which is a competency-based program for music majors designed to assist students in acquiring functional keyboard skills necessary for completing the Piano Proficiency Examination required of all music degree-seeking students.

MU 265. Pep Band III. 1 hour credit. Prerequisite: MU 166 with a C or better and audition. This is a continuation of MU 166.

MU 266. Pep Band IV. 1 hour credit. Prerequisite: MU 265 with a C or better and audition. This is a continuation of MU 265.

MU 279. Choral Accompaniment Combo II. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the second of a four-semester sequence.

MU 280. Choral Accompaniment Combo III. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179 and MU 279 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the third of a four-semester sequence.

MU 281. Choral Accompaniment Combo IV. 2 hours credit. Prerequisite: Departmental approval and completion of MU 179, MU 279, and MU 280 with a C or better. This course will enable the student to accompany varying styles of pop and jazz literature, improve musicianship in a collaborative environment, develop music theory skills necessary to enhance the accompaniment experience, and excel as a combo musician. This course is the fourth of a four-semester sequence.

(NR) NURSING

NR 105. Nursing Process I: Health Promotion and Management of Common Altered Health States of Adults. 10 hours credit. Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 120 or above with a C or better. This course will enable the student to assess the adult who is seeking health promotion and/or experiencing common altered health states. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to plan, implement and evaluate care for the individual, promoting health and competently performing nursing skills in a caring manner. The student will communicate therapeutically, professionally and collaborate effectively as a member of the health care team. The student will demonstrate ANA Standards of Professional Performance appropriate to the first level of nursing practice. Classroom: 98 hours; Clinical hours: 180 hours.

NR 106. Nursing Process II: Health Promotion and Management of Common Altered Health States of Child and Family. 10 hours credit. Prerequisites: BS 260, NR 110 and NR 105 or NR 108 with a C or better. This course will enable the student to assess the child, adult and family who are seeking health promotion and/or experiencing common altered health states. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to plan, implement and evaluate care for the child, adult and family, promoting health and competently performing nursing skills in a caring manner. The student will communicate therapeutically, professionally and collaborate effectively as a member of the health care team. The student will demonstrate ANA Standards of Professional Performance appropriate to the first level of nursing practice. Classroom: 98 hours, Clinical hours: 180 hours

NR 108. Nursing Concepts for Advanced Standing. 2 hours credit. Prerequisites: BI 240 or BI 226 and BI 227, BI 250, BS 160, BS 260, EG 101, MA 120 or above, NR 110 all with a C or better. This course will enable the student to understand the transition from the role of the licensed practical nurse (LPN) to that of the registered nurse (RN). The student will apply the American Nurses Association (ANA) Standards of Practice and Standards of Professional Performance to cognitive and psychomotor skills learned in the course. These skills are needed for successful bridging into the Butler nursing program. The Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse applies to this course.

NR 109. Nutrition. 2 hours credit. This course provides an overview of normal and therapeutic nutrition.

NR 110. Therapeutic Nutrition. 3 hours credit. This course will enable the student to apply fundamentals of nutrition to the promotion and maintenance of health and dietary support in the treatment of clients with common health disorders. The student will learn about the six classes of nutrients, digestion, metabolism, weight management, nutrition throughout the lifecycle, and the interaction between diet, health, and disease.

NR 115. IV Therapy for LPN. 3 hours credit. Prerequisite: LPN with a current Kansas license. This course will enable the student to perform safely and competently the intravenous fluid therapy activities as defined in the Kansas Nurse Practice Act. The course is based on the nursing process and current intravenous nursing standards of practice. The student must be prepared to complete all the pre-clinical requirements for the Department of Nursing. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 120. Directed Independent Study in Nursing. 3 hours credit. This course is an extension of the nursing curriculum. It provides a structured learning experience to broaden the student's comprehension of principles and competencies associated with the first level of the nursing program. Topics of specific interest to the student, augmenting the nursing curriculum are developed with objectives based on individual student needs and/or requirements to apply learned skills to out-of-class activities or a work-related environment.

NR 202. Nursing Process III: Management of Common High Acuity Altered Health States. 9 hours credit. Prerequisites: BI 250, NR 106 or NR 108 with a C or better. This course will enable the student to assess the adult who is experiencing common high acuity medical-surgical and psychiatric altered health states. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to plan, implement, evaluate and prioritize care for the adult with common high acuity altered health states and competently perform nursing skills in a caring manner. The student will communicate therapeutically, professionally and collaborate effectively as a member of the health care team. The student will demonstrate ANA Standards of Professional Performance appropriate to the second level of nursing practice. Classroom: 80 hours; Clinical hours: 180 hours

NR 203. Nursing Process IV: Management of Chronic or Progressive & Irreversible Alterations in Health. 9 hours credit. Prerequisites: NR 202, Humanities/Fine Arts requirement, Social/Behavioral Science Requirement with a C or better. This course will enable the student to assess groups of adult clients who are experiencing chronic or progressive and irreversible alterations in health. The student will apply the American Nurses Association (ANA) Standards of Practice and the National League of Nursing (NLN) Associate Degree Nurse (ADN) Core Components in analyzing assessment findings based on client needs to prioritize nursing care for groups of adult clients. The student is able to refine previously learned cognitive and psychomotor nursing skills. The student will demonstrate the dynamics of leadership and management skills in clinical decision making processes. The student will demonstrate ANA Standards of Professional Performance appropriate to the novice practitioner. Classroom: 73.6 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 222. Introduction to Minimum Data Set. 2 hours credit. Prerequisites: NR 105 with a C or better or RN/LPN or prior approval of instructor. This course will enable the student to have basic knowledge of the federal and state requirements related to the minimum data set criteria for long term care. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 223. Legal Issues of the Elderly. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to explore various legal issues specific to the elderly client. This information will assist the student to act as an advocate for the elderly population. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 224. Long Term Care Administration. 2 hours credit. Prerequisites: NR 105 with a C or better or RN/LPN or prior approval of instructor. This course will enable the student to explore the legal and business responsibilities associated with long term care administration, including varied payer sources. This course will provide the student with basic skills essential in the role of long term care administration. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 225. Management/Leadership for the LPN. 2 hours credit. This course will enable the student to use effective communication and conflict resolution skills with staff, clients, families, and physicians in his/her role as a Licensed Practical Nurse (LPN). He/she will learn how culture, ethics and law, use of power, motivation and the process of change influence building a team of caregivers. The student will learn how to assign, delegate to, and supervise staff within the LPN guidelines of the state Nurse Practice Act. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for 30 continuing education units in lieu of college credit hours.

NR 226. Issues of the Older Adult. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to meet the needs of older adults and their caregivers in the areas of adaptation to living environments, elder abuse, financial resources, and sexuality through use of community resources and education. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 227. Culturally Diverse Older Adult. 1 hour credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to recognize the relationship between cultural diversity and the healthcare of older adults. The student will develop an understanding of the underlying impact that various cultures have on the health status of older adults, including access/barriers to healthcare services. The student will apply the knowledge he/she gains about various cultural factors of older adults in order to provide optimal nursing care for this population. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 228. The Older Woman. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to analyze health care issues specific to the older woman. The student will then be able to identify and implement appropriate nursing interventions for the older woman. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 230. Pathophysiology. 4 hours credit. Prerequisite: BI 240 with a C or better. This course will enable the student to develop an understanding of the concepts of pathophysiology including inflammation and healing, immune responses, fluid/electrolyte imbalances, pain, neoplasms and genetics. The student will apply these underlying concepts to explore the pathophysiology, etiology, clinical manifestations and treatments of common disorders in major body systems.



NR 232. Pain in the Older Adult. 2 hours credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or prior approval of instructor. This course will enable the student to assess pain in older adults, and assist the client to achieve optimal control of pain. The student will explore collaborative care for the older adult in pain including complimentary therapies. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 233. Pharmacology and the Older Adult. 1 hour credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or instructor approval. This course will enable the student to understand the impact pharmacological issues have on the care of the older adult. The student will learn how normal physiological changes and common health problems alter the effects of drugs in the older adult. Issues of polypharmacy, lifestyle and environmental factors related to drug therapy will also be explored. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 235. Mental Health of Older Adults. 2 hours credit. Prerequisites: NR 105 with a C or better, RN/LPN, or prior approval of instructor. This course will enable the student to assess the mental health of older adults, describe the most common mental disorders, discuss how their presentation differs with age, nursing management and common treatments of these disorders, and available resources. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

NR 236. Nutrition and the Older Adult. 1 hour credit. Prerequisites: NR 105 with a C or better, or RN/LPN, or instructor approval. This course will enable the student to understand the nutritional requirements for the older adult. Normal physiological changes during the aging process and common health problems will be discussed in relation to the nutritional needs of the older adult. The student will explore lifestyle, economic, environmental, social factors influencing nutritional needs. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

(OR) ORIENTATION

OR 102. Student Connect. 1 hour credit. This course will enable the student to use the concept of continuous improvement to set goals for the college experience and to identify appropriate resources and services necessary to attain those goals. The student will be able to use Pipeline, locate academic policies and procedures and use priority management strategies.

OR 103. Research Techniques. 1 hour credit. This course will enable the student to understand the process of information seeking: defining a need, creating a research strategy, selecting and evaluating sources, and using information ethically. The student will be able to apply this knowledge throughout his/her college career and life.

(PD) PERSONAL DEVELOPMENT

PD 100. Career Planning. 1 hour credit. This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process.

PD 103. Introduction to Study Skills. 1 hour credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This introductory course will enable the student to develop effective academic and life skills. The student will become more self-aware, learn to set goals, practice time management, practice effective note taking, learn the importance of reading and comprehension, practice memory aids, learn test-taking skills, and practice critical and creative thinking.

PD 104. Enhancing Study Skills. 1 hour credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. This course will enable the student to enhance and expand current academic and life skills. The student will become more self-aware, learn to use and refine goals, practice time management, practice and refine note taking, learn the importance and kinds of reading and comprehension, practice memory aids, hone test-taking skills and practice critical and creative thinking.

PD 105. Becoming a Master Student. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. Additional diagnostic testing may be used to verify correct placement. This course will enable the student to use effective study skill and time management techniques, as well as develop strategies to better manage his/her health, relationships, and finances.

PD 112. Stress Management. 1 credit hour. This course will enable the student to develop positive strategies for managing stress and apply relaxation techniques.

(PE) PHYSICAL EDUCATION

PE 103. Muscle Pump I. 1 hour credit. This course will enable the student to participate in beginning weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

PE 104. Muscle Pump II. 1 hour credit. Prerequisite: PE 103 with a C or better or instructor approval. This course will enable the student to participate in more advanced weight training and conditioning designed to develop physical strength and endurance. The student will focus on fitness activities that can lead to a healthier lifestyle.

PE 105. Rock Climbing I. 1 hour credit. This course will enable the student to develop the beginning skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-roping, traditional leading and sport leading as it relates to indoor or rock wall climbing.

PE 107. Karate I. 1 hour credit. This course will enable the student to participate in the basic introduction to the art of self-defense in Karate. An emphasis is placed on the physical and mental preparation required with the exercise associated with the skills of the martial arts.

PE 111. Yoga I. 1 credit hour. This course will enable the student to participate in moderate yoga exercise routines for body and mind fitness. The student will learn to perform poses or "asanas" that will strengthen and tone the body as well as increase flexibility and improve posture. Because of its attention to complete breathing, yoga relieves tension and stress.

PE 112. Aerobics I. 1 hour credit. This course will enable the student to participate in moderate exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging, and various other aerobic exercises.

PE 113. Aerobics II. 1 hour credit. Prerequisite: PE 112 or instructor approval. This course will enable the student to participate in vigorous exercise programs of choreographed routines of continuous activity through combined motor skills such as dance steps, jogging, and various other aerobic exercises.

PE 114. Karate II. 1 hour credit. Prerequisite: PE 107 or instructor approval. This course will enable the student to develop the more advanced skills and strategies of the art of self-defense in the martial arts of Karate.

PE 115. Zumba I. 1 hour credit. This course will enable the student to participate in moderate Zumba group exercise that combines a fusion of high energy Latin and international music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

PE 116. Principles of Strength Training. 3 hours credit. This course will enable the student to understand the physiological responses of the body to strength training and the means of designing safe and effective exercise programs in preparation for a career as a personal trainer, coach, or physical education instructor

PE 120. Introduction to Physical Education. 3 hours credit. This course will enable the student to understand the basic principles of health and physical education including philosophy, theory, practice, and history.

PE 121. Tennis I. 1 hour credit. This course will enable the student to develop in the basics of beginning tennis through the execution of fundamental drills and competitive play.

PE 123. Swimming I. 1 hour credit. This activity course will enable the student to demonstrate basic swimming strokes and water survival skills.

PE 124. Swimming II. 1 hour credit. Prerequisite: PE 123 with a C or better or instructor approval. The activity course will enable the student to demonstrate skills beyond Swimming I to include more advanced swimming strokes, building endurance through distance swimming and preparation for the lifesaving course.

PE 127. Introduction to Personal Training. 3 hours credit. This course will enable the student to understand the role of exercise in a wellness lifestyle, 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.

PE 128. Pilates I. 1 hour credit. This course will enable the student to participate in moderate Pilate exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture and easy, graceful movement while improving flexibility, agility and economy of motion.

PE 129. Pilates II. 1 hour credit. Prerequisite: PE 128 with a C or better, or instructor approval. This course will enable the student to participate in advanced Pilates exercise routines for body and mind fitness. Pilates develops a strong core or center of the body through body awareness, good posture, and easy, graceful movement while improving flexibility, agility, and economy of motion.

PE 130. Firefighter Agility and Fitness. 1 hour credit. The course will enable the student to be physically fit enough to perform as a firefighter. This course will also enable to student to develop a personalized exercise program to maintain the physical fitness required to perform as a firefighter.

PE 131. Golf I. 1 hour credit. This course will enable the student to develop the fundamental skills of golf through driving range and game participation.

PE 134. Turbo Kick I. 1 hour credit. This course will enable the student to participate in moderate Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques used in the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

PE 135. Turbo Kick II. 1 hour credit. Prerequisite: PE 134 with a C or better. This course will enable the student to participate in advanced Turbo Kick group exercise and Martial Arts routines through choreographed movement patterns, combinations and techniques to the ancient sport of Muay Thai Boxing. The student will experience a cardiovascular challenge with a sport specific warm-up, bouts of intense intervals of kickboxing specific strength and endurance training and a Tai-Chi like cool-down.

PE 158. Bowling I. 1 hour credit. This course will enable the student to develop the fundamental skills of bowling through game participation.

PE 159. Bowling II. 1 hour credit. Prerequisite: PE 158 or instructor approval. This course will enable the student to develop the more advanced skills of bowling through game participation. The student will gain experience in various forms of competitions and league participation in figuring averages, handicaps and scoring.

PE 161. Spirit Squad I. 2 hours credit. Prerequisite: Selection by audition. This course will enable the student to be introduced to beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

PE 162. Spirit Squad II. 2 hours credit. Prerequisite: PE 161 with a C or better, and selection by audition. This course will enable the student to develop the skills for advanced beginning precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games, providing credit for spirit squad participation.

PE 170. Varsity Cross Country I. 2 hours credit. Prerequisite: Selection by the head cross country coach. This course will enable the student to be introduced to beginning men's and women's collegiate cross country to develop athletic and teamwork skills while providing credit for varsity participation.

PE 171. Varsity Cross Country II. 2 hours credit. Prerequisite: PE 170 with a C or better and selection by the head cross country coach. This course will enable the student to develop athletic and leadership skills for advanced men's and women's collegiate cross country while providing credit for varsity participation.

PE 172. Varsity Football I. 2 hours credit. Prerequisite: Selection by the head football coach. This course will enable the student to be introduced to beginning collegiate football to develop athletic teamwork and skills while providing credit for varsity participation.

PE 173. Varsity Football II. 2 hours credit. Prerequisite: PE 172 and selection by the head football coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate football while providing credit for varsity participation.

PE 174. Varsity Volleyball I. 2 hours credit. Prerequisite: Selection by the head volleyball coach. This course will enable the student to be introduced to beginning women's collegiate volleyball to develop athletic teamwork and skills while providing credit for varsity participation.



PE 175. Varsity Volleyball II. 2 hours credit. Prerequisite: PE 174 and selection by the head volleyball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate volleyball while providing credit for varsity participation.

PE 176. Varsity Basketball I, (Men). 2 hours credit. Prerequisite: Selection by the head men's basketball coach. This course will enable the student to be introduced to beginning men's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 177. Varsity Basketball I, (Women). 2 hours credit. Prerequisite: Selection by the head women's basketball coach. This course will enable the student to be introduced to beginning women's collegiate basketball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 178. Varsity Track and Field I. 2 hours credit. Prerequisite: Selection by the head track and field coach. This course will enable the student to be introduced to beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environment that value differences in people and satisfactory individual relationships.

PE 179. Varsity Track and Field II. 2 hours credit. Prerequisite: PE 178 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for advanced beginning men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 180. Varsity Baseball I. 2 hours credit. Prerequisite: Selection by the head baseball coach. This course will enable the student to be introduced to beginning collegiate baseball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 181. Varsity Softball I. 2 hours credit. Prerequisite: Selection by the head softball coach. This course will enable the student to be introduced to beginning collegiate softball to develop athletic teamwork and skills while providing credit for varsity participation.

PE 184. Varsity Basketball II, (Men). 2 hours credit. Prerequisite: PE 176 and selection by the head men's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning men's collegiate basketball while providing credit for varsity participation.

PE 185. Varsity Basketball II, (Women). 2 hours credit. Prerequisite: PE 177 and selection by the head women's basketball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate basketball while providing credit for varsity participation.

PE 186. Varsity Baseball II. 2 hours credit. Prerequisite: PE 180 and selection by the head baseball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate baseball while providing credit for varsity participation.

PE 187. Varsity Softball II. 2 hours credit. Prerequisite: PE 181 and selection by the head softball coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning collegiate softball while providing credit for varsity participation.

PE 189. Varsity Soccer I. 2 hours credit. Prerequisite: Selection by the head women's soccer coach. This course will enable the student to be introduced to beginning women's collegiate soccer to develop athletic teamwork and skills while providing credit for varsity participation.

PE 190. Varsity Soccer II. 2 hours credit. Prerequisite: PE 189 and selection by the head women's soccer coach. This course will enable the student to develop athletic teamwork and skills in advanced beginning women's collegiate soccer while providing credit for varsity participation.

PE 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PE 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PE 203. Fitness Circuit I. 1 hour credit. This course will enable the student to participate in beginning circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

PE 204. Fitness Circuit II. 1 hour credit. Prerequisite: PE 203 with a C or better or instructor approval. This course will enable the student to participate in more advanced circuit and cardiovascular conditioning designed to develop physical fitness and endurance. The student will focus on activities that can lead to a healthier lifestyle.

PE 205. Rock Climbing II. 1 hour credit. Prerequisite: PE 105 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of rock climbing. The student will apply the four styles of free rock climbing: bouldering, top-rope, traditional leading and sport leading as it relates to indoor or rock wall climbing.

PE 210. Archery. 1 hour credit. This course will enable the student to participate in beginning archery to develop an understanding of the sport's history, terminology, and proper skill fundamentals.

PE 211. Yoga II. 1 hour credit. Prerequisite: PE 111 with a C or better. This course will enable the student to participate in intermediate to advanced yoga exercise routines for body and mind fitness. Yoga strengthens and tones the body, increases flexibility and improves posture because of its attention to complete breathing to relieve tension and stress.

PE 215. Zumba II. 1 hour credit. This course will enable the student to participate in advanced group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations. The student will experience dynamic routines that feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body.

PE 231. Golf II. 1 hour credit. Prerequisite: PE 131 or instructor's permission. This course will enable the student to develop the more advanced skills of golf through driving range and game participation.

PE 237. Tennis II. 1 hour credit. Prerequisite: PE 121 or instructor approval. This course will enable the student to develop more advanced techniques and strategies through participation in competitive tennis play.

PE 240. Theory of Football. 2 hours credit. This course will enable the student to apply leadership principles of coaching football by incorporating the individual fundamentals of tackling, blocking, ball handling, passing, and kicking to the dynamics of teamwork. The student will be able to apply these underlying concepts to related topics on backfield and line play to the basic theories of various offense, defense, and special team formations and patterns.

PE 250. Theory of Basketball. 2 hours credit. This course will enable the student to apply leadership principles of coaching basketball by incorporating the individual fundamentals of floor work, ball handling, passing, shooting, and dribbling to the dynamics of teamwork. The student will be able to apply these underlying concepts to the basic theories of various team offenses and defenses.

PE 254. Lifetime Fitness. 2 hours credit. This course will enable the student to promote wellness through regular participation in physical fitness activities. The student will focus on behavioral lifestyle changes and proper nutrition that can lead to a healthier life.

PE 255/256. Special Topics – Physical Education. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

PE 257. Basketball II. 1 hour credit. Prerequisite: PE 251 with a C or better or instructor approval. This course will enable the student to develop the more advanced skills of basketball through team participation

PE 260. Theory of Baseball. 2 hours credit. This course will enable the student to apply leadership principles of coaching baseball including the fundamentals of hitting, pitching, and fielding to the dynamics of teamwork. The student will be able to apply these underlying concepts to the basic theories of offensive and defensive team play.

PE 261. Spirit Squad III. 2 hours credit. Prerequisite: PE 162 and selection by the spirit squad coach. This course is designed for intermediate precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games providing credit for spirit squad participation.

PE 262. Spirit Squad IV. 2 hours credit. Prerequisite: PE 261 and selection by the spirit squad coach. This course is designed for advanced precision co-ed performances of chants, cheers, stunts, and tumbling at Butler football and basketball games providing credit for spirit squad participation.

PE 270. Theory of Track and Field. 2 hours credit. This course will enable the student to develop an understanding of coaching track and field including the basic theories of proper technique and physical conditioning. The student will be able to apply the underlying concepts of developing training programs for sprinting, distance running, jumping and throwing events.

PE 272. Varsity Football III. 2 hours credit. Prerequisite: PE 173 and selection by the head football coach. This course is designed for intermediate men's collegiate football providing credit for varsity participation.

PE 273. Varsity Football IV. 2 hours credit. Prerequisite: PE 272 and selection by the head football coach. This course is designed for advanced men's collegiate football providing credit for varsity participation.

PE 276. Kinesiology/Biomechanics. 3 hours credit. Prerequisite: BI 240 or BI 227 with a C or better or instructor approval. This course provides a basic understanding of the kinesthetics and mechanics of human motion with respect to performance of sport activities. Though the study of the anatomical and mechanical principles that govern movement of the joints and muscles, the students will be able to evaluate techniques in sports, fitness, and rehabilitation activities and identify the most efficient method of performing a movement pattern.

PE 277. Varsity Basketball Women III. 2 hours credit. Prerequisite: PE 185 and selection by the head women's basketball coach. This course is designed for intermediate women's collegiate basketball providing credit for varsity participation.

PE 278. Varsity Track and Field III. 2 hours credit. Prerequisite: PE 179 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for intermediate men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 279. Varsity Track and Field IV. 2 hours credit. Prerequisite: PE 278 with a C or better and selection by the head track and field coach. This course will enable the student to develop the skills for advanced men's and women's collegiate track and field providing credit for varsity participation. The student will develop leadership skills conducive to positive team environments that value differences in people and satisfactory individual relationships.

PE 280. Prevention and Care of Athletic Injuries. 3 hours credit. This course will enable the student to apply the basic principles related to the prevention, treatment and care of injuries common to athletic and recreational activities.

PE 281. Varsity Softball III. 2 hours credit. Prerequisite: PE 187 and selection by the head softball coach. This course is designed for intermediate women's collegiate softball providing credit for varsity participation.

PE 284. Varsity Basketball Men III. 2 hours credit. Prerequisite: PE 184 and selection by the head men's basketball coach. This course is designed for intermediate men's collegiate basketball providing credit for varsity participation.

PE 285. Advanced Athletic Training I. 2 hours credit. Prerequisite: Instructor approval. This course will enable the student to apply more advanced athletic training concepts to the preventative techniques, injury evaluations and treatments of the lower body. The student will explore lower body injury rehabilitation techniques of cryokinetics with correct modality application parameters and athletic trainer organizational administrative topics.

PE 286. Advanced Athletic Training II. 2 hours credit. Prerequisite: Instructor approval. This course will enable the student to apply more advanced athletic training concepts to the preventative techniques, injury evaluations and treatments of the upper body. The student will explore upper body injury rehabilitation techniques of cryokinetics, correct modality application parameters, and athletic trainer organizational administrative topics.

PE 287. Varsity Softball IV. 2 hours credit. Prerequisite: PE 281 with a C or better and selection by the head softball coach. This course will enable the student to develop the skills for advanced women's collegiate softball providing credit for varsity participation.



(PH) PHYSICS

PE 289. Varsity Soccer III. 2 hours credit. Prerequisite: PE 190 with a C or better and selection by the head soccer coach. This course will enable the student to develop the skills for intermediate women's collegiate soccer providing credit for varsity participation.

PE 290. Varsity Soccer IV. 2 hours credit. Prerequisite: PE 289 with a C or better and selection by the head soccer coach. This course will enable the student to develop the skills for advanced women's collegiate soccer providing credit for varsity participation.

PE 291. Varsity Baseball III. 2 hours credit. Prerequisite: PE 186 with a C or better and selection by the head baseball coach. This course will enable the student to develop the skills for intermediate men's collegiate baseball providing credit for varsity participation.

PE 292. Varsity Volleyball III. 2 hours credit. Prerequisite: PE 175 with a C or better and selection by the head volleyball coach. This course is designed for intermediate women's collegiate volleyball providing credit for varsity participation.

PE 293. Varsity Volleyball IV. 2 hours credit. Prerequisite: PE 292 with a C or better and selection by the head volleyball coach. This course is designed for advanced women's collegiate volleyball providing credit for varsity participation.

PE 294. Varsity Basketball Men IV. 2 hours credit. Prerequisite: PE 284 with a C or better and selection by the head men's basketball coach. This course is designed for advanced men's collegiate basketball providing credit for varsity participation.

PE 295. Varsity Basketball Women IV. 2 hours credit. Prerequisite: PE 277 with a C or better and selection by the head women's basketball coach. This course is designed for advanced women's collegiate basketball providing credit for varsity participation.

PE 296. Varsity Baseball IV. 2 hours credit. Prerequisite: PE 291 with a C or better and selection by the head baseball coach. This course is designed for advanced men's collegiate baseball providing credit for varsity participation.

PH 103. Descriptive Astronomy. 4 hours credit. This course will enable the student to study the characteristics of the solar system, stars, and galaxies. Also discussed will be the tools and methods used by astronomers. Other topics will include the effect of the space program on the understanding of astronomical phenomena, several of the current theories on the origin of the universe, and the current projects involved in the search of extraterrestrial intelligence. In the laboratory portion of the course, familiarity with the objects on the nighttime sky (constellations, the feature of the moon, identification of planets) will be developed. Techniques of small telescopes and binoculars will be developed, indoor exercises will include the use of star and constellation charts, planetary models, and a variety of computer activities. This course will meet for three hours of lecture and 2 hours of laboratory per week.

PH 109. Applied Physics. 3 hours credit. Prerequisite: MA 114 or equivalent. This is a course in applied science for those who plan to pursue careers as technicians or who just want to keep pace with the advances in technology. Students perform practical laboratory experiments that relate each concept of the four energy systems. It blends an understanding of these basic principles with practice in practical applications. It will give the student a firm foundation for understanding today's and tomorrow's technology.

PH III. Introduction to Meteorology. 4 hours credit. This course will enable the student to examine the physical properties of the atmosphere, radiation heating and cooling, precipitation, clouds, weather disturbances, climate controls, map readings and application of the scientific method in analysis of the weather elements. The student will also produce written works as appropriate to the discipline.

PH 130. Basic Physics I. 5 hours credit. Prerequisite: MA 120 with a C or better or equivalent. This course will enable the student to approach physics with practical applications. Force, work, rate, and momentum and resistance are taught in the course. Students are shown how these five concepts are applied to four energy systems – mechanical, fluidal, electrical, and thermal. Students perform practical laboratory experiments that relates each concept to the four energy systems.

PH 143. General Physics I. 5 hours credit. Prerequisite: MA 131 or MA 135 with a C or better. MA 140 with a C or better is recommended. This course will enable the student to understand the principles of mechanics, heat, and thermodynamics, and wave motion and sound. The student will perform laboratory experiments enhance the concepts listed above as well as introduction to the principles and techniques of scientific investigation and data handling. This course is intended for students in life science, pre-med, pre-dental, pre-vet, the general liberal arts, business and pre-teaching.

PH 146. General Physics II. 5 hours credit. Prerequisite: PH 143 with a C or better. This course is a continuation of General Physics I. The general areas of study are electricity, magnetism, light, and nuclear physics. Laboratory experience is utilized as a means of enhancing the students understanding concepts from the areas listed above as well as for the purpose of introducing the principle techniques of scientific investigation and data handling. There will be three hours of lecture with four hours of laboratory per week.

PH 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PH 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PH 251. Physics I. 5 hours credit. Prerequisite: MA 151. 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 credit hours. Prerequisite: PH 251 and MA 152 with a C or better or concurrent enrollment in MA 152. This course is a continuation of PH 251. The topics covered in this course are electricity, magnetism, light, and modern physics. There will be three hours of lecture with four hours of laboratory per week.

PH 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(PL) PHILOSOPHY

PL 290. Philosophy I. 3 hours credit. This course will enable the student to appraise the philosophical concepts and arguments contained in the commentaries and/or selections from the works of various historical and contemporary philosophers. The student will apply philosophical principles to contemporary issues and synthesize the teachings of the philosophers into a coherent set of principles that can guide personal conduct and thought.

PL 291. Ethics. 3 hours credit. This course will enable the student to appraise ethical concepts and arguments contained in the commentaries or selections from the works of various historical and contemporary writers or in the televised, interactive dialogues of contemporary societal leaders which form the basis of the telecourse. The student will apply ethical principles to contemporary personal and world issues and synthesize those ethical concepts and arguments into a coherent set of principles that can guide personal conduct and thought.

PL 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PL 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PL 253/254. Special Topics - Philosophy. 3 hours credit. Prerequisite: Approval of division dean and instructor. Topics of specific interest to the students will be developed. Student's needs or requirements will establish these topics. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(PO) POLITICAL SCIENCE

PO 141. American Federal Government. 3 hours credit. This course will enable the student to apply knowledge of American politics to his/her life and the political system that affects individuals. The student will study federalism, including the Constitution, civil liberties, political socialization, the media, political parties, the branches of government and foreign policy. The student will recognize the concerns of diverse populations, relationships between the federal government and current events and how they impact his/her life.

PO 142. State and Local Government. 3 hours credit. This course will enable the student to internalize facts related to state and local government, including constitutions, elections and structure. The student will be able to recognize relationships between state and local government and current events as well as the concerns of diverse populations—including citizenry, parties and interest groups.

PO 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PO 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PO 201. International Relations. 3 hours credit. This course will enable the student to analyze and synthesize concepts, patterns and trends in modern international relations. The student will learn to evaluate competing theories of international relations and to interpret historical developments in international relations with emphasis on events in the 20th and 21st centuries. Through the study of concepts and theories of international relations, the student will recognize, appreciate and differentiate among key issues relating to conflict and war, international organization and law, international political economy, North-South relations, and global resource management.

PO 253/254. Special Topics. 3 hours credit. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(PS) PHYSICAL SCIENCE

PS 100. General Physical Science. 5 hours credit. Prerequisite: High school Algebra or MA 060 with a C or better. This course will enable the student to gain a basic understanding of astronomy, meteorology, geology, chemistry and physics. There are three hours of lecture/presentation periods and three hours of laboratory time each week.

PS 102. Physical Geology. 4 hours credit. This course will enable the student to explain introductory material to geology in all aspects including some historical concepts. The student will explain the fundamentals of physical geology with an emphasis on the plate tectonics explanation of such phenomena as volcanism, earthquakes, and mountain building. The student will explain the importance of streams, weathering and erosion, glaciation, and wave action in shaping the land. The student will discuss minerals, rocks and natural resources. Students will participate in laboratory work including identification of minerals and rocks, use of topographic and geologic maps, and use and interpretation of aerial photographs in geology. This course will meet for three hours of lecture and two hours of laboratory each week.

PS 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

PS 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

PS 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(RD) READING

RD 009. 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.



RD 010. Multisensory Reading and Spelling II. 1 hour credit. Prerequisite: RD 009. 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.

RD 011. Basic Reading and Vocabulary Skills. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument. Additional diagnostic testing will be used to verify correct placement. This course will enable the student to improve his/her phonemic awareness, word recognition skills, vocabulary, and reading comprehension skills on the sentence, paragraph, and multi-paragraph level.

RD 012. Reading Fundamentals. 3 hours credit. Prerequisite: A score at a pre-determined level on a reading placement instrument and/or completion of RD 011 with C or better. Additional diagnostic testing will be used to verify correct placement in this courses. This course will enable the student to improve his/her word recognition techniques, reading comprehension skills, and vocabulary.

RD 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.

(RG) RELIGION

RG 190. New Testament. 3 hours credit. This course will enable the student to develop a critical perspective on the development of Christianity and its texts. To this end the student will examine the various factors that impacted Christianity's foundation and development through the 1st century CE. The student will apply resources and methods to biblical texts that increase comprehension both of the historical setting and the contemporary significance of those texts with an examination of how the religion functions in contemporary society.

RG 191. Old Testament. 3 hours credit. This course will enable the student to develop a critical perspective on the development of Judaism and its texts. To this end the student will identify and analyze the various factors that crucially impacted Judaism's foundation and historical development and the development of its literature. The student will apply methods and resources to the biblical texts and to the processes that produced them, thus increasing comprehension both of the literature and of the religion it represents. Such methods and resources also increase comprehension of the historical setting and of the contemporary significance of those texts, to which end the student will examine how Judaism's religious concepts are applied to and function in contemporary society.

RG 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

RG 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

RG 210. Comparative Religions. 3 hours credit. This course will enable the student to develop his or her historical understanding of seven of the world's major, living religions through his/her analysis of their origins and their historical development. These seven religions are Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism and Shinto. The student will analyze the principal and distinguishing features of these religions in terms of their primary customs, beliefs and practices, identifying the most outstanding characteristics of each of these religions.

RG 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(RR) REALTIME REPORTING

RR 101. Realtime Reporting -Theory I. 6 hours credit. Prerequisites: EG 101 and BE 120 with a B or better. 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 C 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 104. Realtime Reporting Lab 40/60. 3 hours credit. Prerequisites: RR 102 with a C or better. This course will enable the student to use the 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 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, jury charge, and testimony material at 40 and 60 wpm with emphasis on high realtime translation accuracy and speed development.

RR 200. Realtime Reporting Lab 80/100. 6 hours credit. Prerequisite: RR 104 with a C 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. This course will enable the student to increase his/her speed by at least 10 wpm and accuracy by applying disciplined practice on a steno machine through online dictation. The instructor will evaluate baseline skills and establish individualized learning objectives. Successful 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 104 with a C or better. This course will enable the student to understand computer-aided transcription (CAT) software and its terminology. The student will learn the basic operation of a CAT system and the use of system support. The student will enhance personal application of computer functions by dictionary management and production of transcripts.

RR 206. Realtime Reporting Multi-Voice Dictation. 3 hours credit. Prerequisite: RR 202 or VR 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 200 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 or VR 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 apply the professional procedures and 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 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 on the steno writer for sustained periods of time. The student will produce a complete and accurate transcript of the proceedings 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 his/her strengths and weaknesses as a realtime reporting information systems professional. National Court Reporters Association (NCRA) standards will be followed for this internship.

RR 241. Realtime Reporting–Dictionary Building I. 3 hours credit. Prerequisite: RR 101 and RR 102 with a C or better. This course will enable the student to add 15,377 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: legal terms, names, and gear up (prefixes, suffixes, homophones, homonyms, and hyphenated words). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 242. Realtime Reporting–Dictionary Building II. 3 hours credit. Prerequisite: RR 101 and RR 102 with a C or better. This course will enable the student to add 15,000 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: food and health, business and finance, geography, and for fun (fun-related words). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 243. Realtime Reporting–Dictionary Building III. 3 hours credit. Prerequisite: RR 101 and RR 102 with a C or better. This course will enable the student to add 14,000 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: animals and plants, around the house (name brands of appliances and household goods), environment and space, and politics. The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.



RR 244. Realtime Reporting–Dictionary Building IV. 3 hours credit. Prerequisite: RR 101 and RR 102 with a C or better. This course will enable the student to add 15,100 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: entertainment, world (foreign words used in the English language), and jump back (words used in history). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

RR 245. Realtime Reporting–Dictionary Building V. 3 hours credit. Prerequisite: RR 101 and RR 102 with a C or better. This course will enable the student to add 15,500 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: media, sports, and advanced vocabulary. The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

(SM) SHEET METAL

SM 120 Pattern Design I. 4 hours credit. This course will enable the student to understand and apply basic knowledge of pattern design. Included in the curriculum are three basic forms of pattern development.

(SC) SOCIAL SCIENCE

SC 120. Principles of Geography. 3 hours credit. This course will enable the student to locate geographic places in a global context including countries, cities, landforms and bodies of water. The student will internalize the economic, political and cultural relationships between geography and people.

SC 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

SC 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

SC 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(SP) SPEECH COMMUNICATION

SP 100. Public Speaking. 3 hours credit. This course will enable the student to communicate effectively in a variety of public speaking venues, utilizing nonverbal as well as verbal skills. The student will be able to critically assess information on both a verbal and research level. This course will enable the student to recognize the importance of self concept in oral communication, to interview effectively and to work in groups confidently.

SP 102. Interpersonal Communication. 3 hours credit. Dyadic interpersonal communication and small group communication will be the concern of this course. The nature and structure of interpersonal communication, perspectives, self, and message systems will be studied. The student will be involved in communication exercises, projects and discussions.

SP 105. Advanced Public Speaking. Persuasive. 1 hour credit. Prerequisite: SP 100 with a C or better. This course will enable the student to confidently and effectively present persuasive business and professional presentations in a variety of public speaking venues for community audiences. The student will engage in critical evaluation of public speakers, in audience analysis strategies and in research strategies for individual presentations and/or group presentations.

SP 106. Advanced Public Speaking. Informative. 1 hour credit. Prerequisite: SP 100 with a C or better. This course will enable the student to confidently and effectively present informative business and professional presentations in a variety of public speaking venues for community audiences. The student will engage in critical evaluation of public speakers, in audience analysis strategies, and in research strategies for individual and group informative presentations.

SP 107. Advanced Public Speaking. Teams. 1 hour credit. Prerequisite: SP 100 with a C or better. This course will enable the student to confidently and effectively present team business and professional presentations in a variety of public speaking venues for community audiences. The student will engage in critical evaluation of public speakers, in audience analysis strategies and in research strategies for individual presentations and/or group presentations.

SP 108. Signing Exact English Level I. 2 hours credit. The course is designed to provide students a basic foundation of sign language and fingerspelling utilizing the Signing Exact English (SEE) approach to manual language.

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 110. Oral Interpretation of Literature. 3 hours credit. This course will enable the student to effectively interpret, analyze, and orally perform works of poetry, prose, fiction, non-fiction, and drama.

SP 116. American English Pronunciation I. 1 hour credit. A systematic approach to American English pronunciation for ESL students, utilizing phonics, sentence intonation, syllabic stress, and articulation instruction.

SP 117. American English Pronunciation II. 1 hour credit. Prerequisite: SP 116 with a C or better. A continuation of additional phoneme instruction, phrasing in oral and written language, compound word stress, linking and blending.

SP 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

SP 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

SP 205. Signing Exact English (SEE) Level III. 2 hours credit. Prerequisite: SP 108 and SP 109 with a C or better. This course will enable the student to practice advanced beginners' skills in signing and receptive skills in the workplace, home, school, and the community. The student will build relationships with the Deaf and hard-of-hearing community in order to enhance his/her awareness and appreciation of the value of diversity.

SP 216. American English Pronunciation III. 1 hour credit. Prerequisite: SP 116 and SP 117 with a C or better. A continuation of additional phoneme instruction, question intonation, Schwa vowel usage, typical syllabic reductions, and review of all material presented.

SP 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(SR) SURVEYING

SR 104. Introduction to Surveying. 3 hours credit. Prerequisite: High school level geometry and trigonometry recommended. This course will enable the student to use basic surveying equipment, record notes, and use measurement and mapping techniques.

SR 110. Introduction to GIS/GPS. 3 hours credit. Prerequisite: A score at a pre-determined level in numerical skills on a placement instrument. Proficiency in basic keyboarding and computer skills in Word, Internet research, spread sheets, and databases is highly recommended. 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 and MA 140 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 be able to examine the development of social work as a profession as well as the knowledge and skills used by social workers.

SW 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of Behavior Science Department dean, lead faculty and instructor. Topics of specific interest to the student will be developed. These topics will be established by the student's needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics that are needed to supplement normal classroom instruction will be offered.

(TA) THEATRE ARTS

TA 110. Acting I. 3 hours credit. This course will enable the student to find an approach to building a theatrical character with a method suited to his/her particular skills and individual knowledge. The student will be able to make informed choices drawn from personal life experience to apply to the craft/art of acting.

TA 112. Acting II. 3 hours credit. Prerequisite: TA 110 with a C or better. This course will enable the student to build a body of theatrical material that will be suitable for use in auditioning in the amateur, semi-professional, and professional theatrical arenas. Additionally, the student will be able to approach performances of different genres and styles with informed choices.

TA 120. History of American Cinema: Film Appreciation. 3 hours credit. This course will enable the student to develop a broad appreciation, insight and analytical understanding of motion pictures as one of the dominant art forms of the 20th century. The student will be introduced to the history, vocabulary, principles, techniques and influences on the cinematic arts.

TA 125. Stagecraft. 3 hours credit. This course will enable the student in the handling of scenery, costumes, make-up, lighting, and properties. Additionally, the student will be able to read and discuss a play script in terms of the technical aspects from inception to completion.

TA 127. Stage Makeup. 3 hours credit. In this course, the student will study the theory and application of theatrical makeup. Students will explore facial analysis, character description, environmental, and hereditary influences.

TA 131. Children's Theatre. 3 hours credit. This course will enable the student to heighten his/her awareness of children's literature and gain proficiency in performing live theatre in front of an elementary school audience.



TA 151. Theatre Practicum I. 1 hour credit. Designed for students actively participating in theatre production. The student must be involved in acting or backstage work which results in a public performance by the Butler Theatre Department. Admission only upon consent of the instructor.

TA 152. Theatre Practicum II. 1 hour credit. Prerequisite: TA 151 with a C or better. Continuation of TA 151.

TA 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

TA 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

TA 206. Introduction to Theatre Art. 3 hours credit. This course will enable the student to identify the basic elements common to all theatre. The student will be able to make appropriate written and/or spoken criticism of the value and merit of individual examples of theatrical performance according to the critical standards presented in the courses. The student will be able to read and discuss a play script in terms of its theatrical merit, demands, and potential as a piece of theatrical performance according to the script analysis principles presented in the course. The student will be able to identify and define distinguishing elements and characteristics of theatrical art as it was presented in the major historical periods of theater as surveyed in the course. Additionally, the student will be able to identify and discuss briefly the elements and principles involved in the practice of the various component activities in theatrical art including theatre architecture, production, direction, acting, scenic design, costume design, lighting design, makeup, sound, and multimedia.

TA 250. Theatre Practicum III. 1 hour credit. Prerequisite: TA 152 with a C or better. A continuation of TA 152.

TA 251. Theatre Practicum IV. 1 hour credit. Prerequisite: TA 250 with a C or better. A continuation of TA 250.

TA 253/254. Special Topics. 3 hours credit. Prerequisite: Approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.

(VR) VOICE REPORTING

VR 101. Voice Reporting Technology. 6 hours credit. This course will enable the student to understand voice recognition software and its terminology. The student will learn the basic operation of the voice writing system and its use with computer-aided transcription (CAT).

VR 201. Voice Reporting Lab 120/140. 6 hours credit. Prerequisite: VR 101 with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary, jury charge, and two-voice testimony material at 120 and 140 wpm with emphasis on high realtime translation accuracy and speed development.

VR 202. Voice Reporting Lab 160/180. 6 hours credit. Prerequisite: VR 201 with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary, jury charge, and two-voice testimony material at 160 and 180 wpm with emphasis on high realtime translation accuracy and speed development.

VR 203. Voice Reporting Lab 200/225. 5 hours credit. Prerequisite: VR 202 with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary and jury charge material at 200 wpm, and two-voice testimony material at 225 wpm with emphasis on high realtime translation accuracy and speed development.

VR 204. Voice Reporting CVR Exam Prep. 6 hours credit. Prerequisite: VR 203 with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material at 200 wpm, jury charge material at 225 wpm, and two-voice testimony material at 250 wpm with emphasis on high realtime translation accuracy and speed development.

(WE) WELDING

WE 111. Welding Survey. 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 develop skill in the fundamentals of arc welding through theory and practice. The student will weld in several positions using "70" series classification electrodes. Safety practices will be emphasized.

WE 112. Oxy-Fuel Gas Welding. 2 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement. 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 covered when working with welding equipment.

WE 113. Cutting Operations. 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 recognize and apply proper fundamentals of various cutting processes. The student will learn theory and will practice modern cutting methods, including oxyacetylene cutting, plasma cutting, carbon arc cutting, and shape cutting. Cutting safety will be emphasized.

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 116. Shielded Arc Welding. 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 recognize and apply proper fundamentals of shielded arc metal welding. The student will weld steel in all positions with several types of electrodes, emphasizing fundamentals and procedure. Safety when working with welding equipment is emphasized.

WE 119. Blueprint Reading (Welding). 3 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement. This course will enable the student to interpret drawing at a fundamental level as applied to the welding trade. Emphasis will be placed on developing the student's ability to interpret blueprints and learn symbols from which the welder must work.

WE 121. Fundamentals of Welding. 3 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement. This course will enable the student to recognize and apply proper techniques at a fundamental level of shielded metal arc welding and gas metal arc welding, emphasizing welding various gauges of sheet metal. Safety practices are emphasized.

WE 122. Fundamentals of Welding II. 3 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement and at least one of the following: WE 121 with a C or better or WE 116 with a C or better or instructor approval. This course will enable the student to continue to develop proficiency in the fundamentals of shielded metal arc welding and gas metal arc welding, emphasizing various thicknesses of steel plate as well as the proper selection and preparation of applicable welding joints. Safety practices are emphasized.

WE 150. Industrial Welding. 6 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument. This course will enable the student to acquire skills and knowledge of Gas Metal Arc Welding (GMAW) procedures, blueprint reading, and cutting operations within a short-term, industrial-based format. Weld test and job search procedures, as applied to the industry, are an integral component of the curriculum.

WE 193, 194. Internship I and II. Integrate education with on-the-job experience. See Internships section of this catalog for a complete description of these courses.

WE 197, 198, 297, and 298. Cooperative Education I, II, III, and IV. Integrate education with on-the-job experience. See Cooperative Education section of this catalog for a complete description of these courses.

WE 212. Automatic Arc and Inert Gas Welding. 2 hours credit. Prerequisite: A score at a pre-determined level in reading, writing, and math on a placement. This course will enable the student to develop proficiency in the gas shielded metal arc semiautomatic welding process, emphasizing the use of .035 and .045 size solid core wire to weld basic steel joints in all applicable positions. Safety practices are emphasized.

WE 213. Welding and Pipe Fitting. 2 hours credit. Prerequisite: WE 116 with a C or better. A score at a pre-determined level in reading, writing, and math on a placement instrument. This course will enable the student to develop proficiency in welding and pipe fitting, as well as expose the student to cutting, beveling, preparation, and fit-up of pipe prior to the welding process. The student will learn various procedures of pipe welding, as well as cutting, beveling, preparation and fit-up of pipe prior to the welding process. The student will also be exposed to pipe saddling and fitting. Safety practices will be emphasized.

WE 215 Gas Tungsten Arc Welding. 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 develop proficiency in gas tungsten arc welding fundamentals. The student will study fundamentals of welding steel and aluminum in various positions with the gas tungsten arc process, as well as prepare metals prior to the welding process. Safety practices are emphasized.

WE 216. Welding Problems Capstone. 2 hours credit. Prerequisite: WE 112, WE 113, WE 114, WE 116, WE 121, and WE 215 with a C or better. This course will enable the student to apply skills, procedures and processes learned throughout welding program coursework. The student will also explore special welding processes in both ferrous and nonferrous applications. Safety practices are emphasized.

WE 219 Gas Metal Arc (Mig). 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 weld aluminum and steel by the gas metal arc process. The student will study setup, operation, and maintenance of semi-automatic welding equipment as well as inert gases, joint design and electrode selection, as well as inner shield and submerged arc processes. Safety practices are emphasized.

WE 220. Metallurgy. 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 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 253/254. Special Topics. 3 hours credit. Prerequisites: WE 116 or WE 121 with a C or better and approval of dean and instructor. Topics of specific interest to the student will be developed. These topics will be established by student needs or requirements. Areas of specific needs will be pursued and instructional material that lends itself to current trends or topics needed to supplement normal classroom instruction will be offered.



HOW WILL
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YOU?

**COLLEGE
INFORMATION**



Butler
Community College



ADMISSIONS

GENERAL ADMISSIONS

The following applicants may be admitted:

1. Graduates of accredited high schools.
2. Individuals who have completed the General Educational Development (GED®) test.
3. Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.

Steps for Seeking Admission

1. Complete the Application for Admission. New and transfer students must submit an Application for Admission which may be obtained from any Butler location or the Butler Web site www.butlercc.edu. Students can apply online at www.butlercc.edu. A student who falsifies admission information will be subject to dismissal.

2. Submit Official Transcript(s). Complete transcripts of all post-secondary work must be mailed directly from the institution to the 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 directly to the Office of the Registrar.

3. Submit College Entrance Test Scores. Applicants will not be refused admission to Butler on the basis of these scores. However, results from college entrance tests such as the ACT (American College Testing program) and the SAT (Scholastic Aptitude Test) are used in advising and for placing students in appropriate courses. The ACT is given at Butler and at other testing centers throughout the United States. Application forms may be obtained from high school principals or counselors. It is recommended the test be taken during the senior year in high school.

4. College Course Placement Tests. All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses are required to take the 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 placement test. Any exception must go through the Dean of the academic area in question.** Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

5. Proof of Residency. When enrolling, the student is responsible for indicating the proper residence classification for tuition costs. If there is a question, the student should consult with personnel in the Registrar's Office, or with registration personnel at sites other than the main campus. Residency status is determined by procedures consistent with Kansas statutes. Copies of these statutes are available in the Registrar's office and the college library. Generally, residency is determined by length of residence—minimum of six months of established residency in Kansas and three or more of the following:

- a. Registration of automobile
- b. Payment of personal property tax
- c. Voter registration
- d. Job status/school attendance
- e. Kansas Driver's License
- f. Rent or utility receipt
- g. Notarized statement from a Kansas resident verifying that student has resided with him or her for six months

The above documentation must indicate dates at least six months prior to the application for change of residency. **Any changes of residency status must be processed before the first day of the semester involved.**

If Kansas residency was established due to recruitment or transfer for full-time employment, see Registrar's Office personnel for information regarding Domiciliary Residence certification.

5a. Appeal for Residency. If a student disagrees with his/her classification as a nonresident for tuition costs, he/she may file a written appeal within 30 days with the Registrar's Office. The payment of tuition as originally assessed shall be a condition to the right to appeal residency classification. Failure to file an appeal within the time and manner specified makes classification by the Registrar's Office final. For additional information, call the Registrar's Office: (316) 322-3123 or direct 733-3123 from the Wichita/metro area.



SPECIFIC ADMISSIONS QUALIFICATIONS

High School Student Admission

(Includes public, private and home-schooled)

High school students may take courses for credit, if they:

1. Are classified as a sophomore, junior, or senior by the standards where the student attends high school.
2. Have a High School release signed by the school **PRINCIPAL** certifying the student is at least a sophomore. This document should be submitted to the Registration Office at your community location **before enrollment takes place**. The student needs one permission form per academic year.
3. Meet placement score requirements (ACT, SAT or ASSET). Scores must be certified on High School Release form prior to submission to Registration Office.
4. Are classified as a gifted student in his/her freshman level of high school. A copy of the Individual Education Program (IEP) and a permission letter signed by the high school **PRINCIPAL** certifying giftedness, must be turned into the Registration Office **before enrollment takes place**.
Note: High school students who are below the sophomore level or who do not have IEPs can only enroll in college courses for audit (noncredit). Students must meet placement score requirements.

INTERNATIONAL STUDENT ADMISSIONS

Butler welcomes international students. To be considered for admission to Butler, international students must have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents. All items must be on file at Butler before an I-20 will be issued. Application deadlines are as follows:

Fall semester June 15.

Spring semester November 15

I-20s are not issued for summer for overseas admissions.

I. Application for Admission: Contact the International Student Advisor, the Office of International Admissions, or international@butlercc.edu to obtain an application.

2. Processing Fee. Butler requires a \$75.00 processing fee for all international students. This includes all overseas and transfer students from other institutions. The \$75.00 processing fee must be received before a student's documents can be processed and an I-20 issued from Butler. Guest students pay a \$25.00 processing fee each semester.

3. Academic Records (Transcripts): Official copies of academic records for all course work completed in secondary schools, colleges and universities within and outside of the U.S. must be submitted. Students who wish to have foreign coursework accepted for credit at Butler, must have their foreign credits evaluated by an independent agency such as World Education Services (www.wes.org) or Educational Credential Evaluators, Inc. (www.ece.org).

4. Financial Sponsor Letter: A hand-signed letter or statement from the student's sponsor verifying financial support. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.

5. Bank Statement: A certified bank statement dated within six months of the start of classes showing the equivalent of \$15,903.00. This verifies that the sponsor has sufficient funds for sponsoring one year of study at Butler. This is the estimated one year cost for tuition, books, fees, housing and living expenses.

6. English Proficiency: Students whose first language is not English or whose country's official language is not English must document their English proficiency in one of the following ways:

a. A minimum TOEFL (Test of English as a Foreign Language) score of 500 or above on the written test, 173 on the computer-based test, or 61 on the internet test is required. The TOEFL institutional code for Butler is **6191**.

b. Completion of the Advanced II level or higher at Wichita State University's Intensive English Language Center. Students must have grades of C or better in all classes.

c. Academic credit of 12 hours or more from a U.S. college or university (or one year from a U.S. high school) with a minimum 2.0 grade point average.

d. The IELTS (International English Language Testing System) test is also acceptable as an alternative to TOEFL. An overall score of 5.0 is required for admission.

7. Transfer within the United States: A completed "transfer request form" must be on file from the previous institution. This form is available from the International Student Advisor. Transfer students also have to submit items 1-5 listed above. All items above must be received **before** transfer students will be allowed to enroll. The deadline for transfers to Butler is one week before the first day of each term. All necessary documents for admission must be received by the deadline, including transfer approval from the previous institution. Transfer students will not be accepted for admission or enrollment after the deadline and will have to wait until the next term. Butler does not accept "out-of-status" students for transfer; those students must be reinstated through their home institution before transferring to Butler.

8. Supply Proof of TB Test Results: A TB test must be obtained after you enter the United States and negative results must be provided before you may enroll or move into residence halls. Also, each year TB screening is required for ALL international students. Failure to do so will result in a hold being placed on your enrollment. Call College Health Services for questions or appointments 316.218.6282 (BOA) or 316.733.3371 (BOE).

9. Medical Insurance: Medical Insurance is mandatory for Butler's International students. Premiums are automatically billed to the student each semester and must be paid in full prior to the first day of class. No payment plan exists for medical insurance. For more information contact Student Assurance Services at (316) 686-3373.

10. All international students attending Butler on a non-immigrant visa are subject to international student tuition and fee rates.

11. Guest students may enroll at Butler for **one or two** classes. The student must bring a letter of permission **each semester** from the school indicated on their current I-20. The student must also meet the English proficiency requirement for admission at Butler and provide a current TB test before enrollment. If a student wishes to enroll in the majority of their classes at Butler, he or she should transfer to Butler. Please refer to #6 above.

12. Permanent Resident Aliens: A student with an immigrant visa may establish residency in the same manner as a U.S. citizen as described under the General Admissions section of the catalog. In addition, he/she must present their resident alien card ("green card") or I-551 passport stamp for temporary evidence of permanent residence as documentation. Please contact the international advisor for more details, (316) 322-3230 or from the Wichita/metro area 733-3230.

New Policies for Continuing International Students

To facilitate compliance with SEVIS, the new Department of Homeland Security information and reporting system, the International Office has instituted the following policies for international students who have an I-20 from Butler.

Full Course of Study: All Butler international students are required to enroll in a minimum of 12 credit hours each semester at Butler. There may be occasional exceptions, in accordance with F-1 regulations and at the discretion of the international student advisors, which will require full course certification with strong rationale and documentation.

Concurrent Enrollment: Butler international students must enroll in 12 credit hours at Butler before they are allowed to enroll as a guest student at other colleges in the area, such as Wichita State University or Cowley College. Students enrolled for 12 credit hours may be given a guest letter to enroll in additional courses at other colleges.

Reinstatement: International students who are “out-of-status” will be required to apply for reinstatement before they are permitted to enroll for the next semester. The international office will assist students with their reinstatement application but the student is responsible to see that it is mailed.

Note: International students (F-1 visa holders) attending Butler for the first time and with less than 12 passed credit hours from a U.S. institution, are required to enroll in OR 102 Student Connect during the first 8 weeks of the semester following initial enrollment.

NURSING PROGRAM SELECTIVE ADMISSIONS

Step One: Admission to the College

Butler is an equal opportunity institution. In order to be admitted to the college, an applicant must be a graduate of an accredited high school or have passed the GED examination.

1. Complete Butler Community College Application
2. Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended.
3. College admission does not automatically mean admission to the nursing program.

Step Two: Admission to the Associate Degree Nursing Program

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree Nursing Program.
- Butler grants admission twice yearly with a limited number of applicants accepted each fall and spring semester.
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student’s responsibility.
- **To meet this responsibility the student must:**

1. Complete program prerequisites (BI 240 Anatomy & Physiology, EG 101 English Composition I, BS 160 General Psychology and Math MA 120 or above.)

2. Complete the admission assessment exam: An Admission Assessment Exam is offered on the El Dorado campus. Exam dates are available by calling the Nursing Office or accessing the Nursing web site. Students must register to take the exam at least two weeks prior to the exam date. It is a computerized exam and is monitored in a campus computer lab. The applicant is responsible for the nonrefundable exam fee, paid at the time of registration. The admission assessment exam may be repeated one time, with the best composite score used in the selective admission formula. It is the student’s discretion as to when they choose to take the exam; before, during or following the prerequisite courses. The exam must be taken in time to document the score with the nursing office prior to the application cut off dates. The admission assessment exam must be taken within the past five years of the date of application.

3. Submit application for the Nursing Program.

4. Submit official college transcripts showing completed prerequisites to Butler registrar.

5. Submit verification of the composite score on the admission assessment exam to the Nursing Office.

6. All application materials must be received in the Nursing Department before May 20, for the following fall semester, and September 20 for the following spring semester to guarantee consideration for admission.

7. Address all application materials to:

Selective Admissions
Department of Nursing
Butler Community College
901 S. Haverhill Road
El Dorado, KS, 67042

Step Three: Ranking for Final Selection

Applications will be ranked according to earned grade points in Anatomy & Physiology, General Psychology and English Composition I, plus the applicant composite score on an Admission Assessment Exam.

Earned Grade Point calculation: Class grade times the number of credit hours (A=4 pts, B=3pts, C=2pts.)

Anatomy & Physiology (5) maximum points	= 20
General Psychology (3 hrs) maximum points	= 12
English Composition I (3 hrs) maximum points	= 12
Maximum Total Grade points possible	= 44

Plus Admission Assessment Exam:

Highest possible composite score	= 99
Highest possible final applicant score for ranking	= 143

- 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.
- 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 up to a maximum number of admissions.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to May 20 and September 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.

Step Five: Selected Student Responsibilities

Once the applicant is admitted to the program, the following responsibilities are to be completed by the beginning of the clinical component of the nursing courses.

1. Physical examination report annually including documentation of immunizations. Required immunizations: Tdap in last 2 years., 2 MMR's, 2 Varicella or doc of disease, and TB screening.
2. Highly recommended: Hepatitis B immunization
3. Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction. (The American Heart Association Course or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.)
4. Liability insurance purchased through the Butler Business Office.
5. Background check

Note: For students currently enrolled in prerequisites at the time of application, official grades are to be received in the **Nursing Department office** no later than May 20 for fall admissions, and Sept. 20 for spring admissions.

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity
2. Sufficient auditory perception
3. Sufficient gross and fine motor coordination
4. Sufficient communication skills
5. Sufficient intellectual and emotional functions.

Special policies and procedures regarding admissions criteria for the Nursing Program are contained in the Nursing Student Handbook.

Admission Process for Advanced Placement of Licensed Practical Nurses

Butler Community College's Department of Nursing, in support of the Nursing Education Articulation Plan for Kansas, provides an opportunity for articulation of the licensed practical nurse (LPN) into the second year of the associate degree nursing program. At the time of graduation, the student earns an Associate in Applied Science Degree and is eligible to take the state board licensure examination to become a registered nurse (RN).

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience he/she has already achieved in reaching his/her own individual potential. The nursing faculty encourages the LPN to evaluate his/her resources and abilities in order to establish realistic career goals.

Step One: Admission to the College

Butler is an equal opportunity institution. In order to be admitted to the college an applicant must be a graduate of an accredited high school or have passed the GED examination.

1. Complete Butler Community College Application.
2. Submit official high school transcript or GED scores and official transcripts from other colleges, universities or schools attended.
3. College admission does not automatically mean admission to the nursing program.

Step Two: Admission to the Associate Degree Nursing Program

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree nursing program.
- Butler grants admission each fall and each spring, based on space availability.
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility. To meet this responsibility the student must:

1. Complete successfully (with a grade of C or better) the following courses (25 college credit hours) to be eligible for advanced placement:
 - a. Anatomy & Physiology* 5 credits
 - b. Microbiology* 5 credits
 - c. English Composition I 3 credits
 - d. Developmental Psychology 3 credits
 - e. Math 120 (Intermediate Algebra) or above 3 credits
 - f. General Psychology 3 credits
 - g. Therapeutic Nutrition 3 credits

*Anatomy and Physiology and microbiology must have been completed within the last 5 years at the time of admission into the nursing program. The Anatomy and Physiology course must be 5 credit hours and include both anatomy and physiology. Microbiology must be at least 5 credit hours. Courses taken at other institutions must be from an accredited community college or four year school.

2. Submit the application for the Nursing Program.
3. Submit evidence of IV Therapy certificate and evidence of LPN licensure in the State of Kansas.
4. Submit official college transcripts showing completed prerequisites and copy of transcript of practical nursing education.
5. Student identifies which of the following classifications applies to him/her and completes those requirements:

0 - 5 Years after Graduation

The graduate must have:

- a. Graduated from a Kansas LPN program within the last five years. Credit will be evaluated individually for out-of-state applicants not from an NLN accredited program and
- b. Successfully completed the seven prerequisite classes listed above.

6 - 10 Years after Graduation

The applicant must have:

- a. Graduated from a Kansas LPN program within the last six to 10 years. Credit will be evaluated individually for out-of-state applicants not from an NLN accredited program **and**
- b. Successfully completed the seven prerequisite classes listed above **and**
- c. Provided documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years.

More than 10 Years after Graduation

The applicant must:

- a. Provide documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years **and**
 - b. Arrange to take the designated exam(s) in order to be granted credit for Level I nursing courses.
6. All application materials must be received **in the Nursing Department** before May 20 for the following fall semester, and Sept. 20 for the following spring semester to guarantee consideration for admission.
 7. Address all application materials to:
Selective Admissions
Dept. of Nursing, Butler
901 S. Haverhill Road
El Dorado, KS 67042

Step Three: Ranking for Final Selection

- The number of positions available in the second and third semester nursing classes varies with each class depending on the number of students continuing the progression.
- Applicants will be ranked according to GPA of the required prerequisites in decreasing order.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the GPA cannot discriminate a rank order, the department will review all application materials of the applicants with the same GPA with selection based on "most highly qualified applicant."
- All selected and non-selected applicants will be notified in writing.

Step Four: Acknowledging Acceptance

- Selected applicants are given a specified time period to accept their position in the class.
- If any of the first group do not accept or if any accept and then with draw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant.
- Upon acceptance into the nursing program (regardless of entry level) the student will enroll in NR 108 Nursing Concepts for Advanced Standing. This is a two-credit-hour course offered prior to fall and spring semester classes. This course will introduce the philosophy and conceptual framework of the nursing curriculum.
- After successful completion of NR 108 the student will receive credit for the appropriate first-year course(s). No grade will be earned - only **credit** recorded. If going into the second semester nursing class the transcript will read:

Credit by Advanced Placement Examination: NR 105 Basic Nursing Care of the Adult, 10 hours credit. If going into third semester, this course will also appear: NR 106 Nursing Care of the Developing Individual, 10 hours credit.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and Sept. 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.



Step Five: Selected Student Responsibilities

Once the applicant is admitted to the program, the following responsibilities are to be completed by the beginning of the clinical component of the nursing courses:

1. Physical examination report annually including documentation of immunizations.
Required immunizations: Tdap in last 2 years., 2 MMR's, 2 Varicella or doc of disease, and TB screening.
2. Highly recommended: Hepatitis B immunization
3. Health care provider CPR verification. CPR course **must** include adult, child **and** two-person instruction. The American Heart Association Course C or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
4. Liability insurance purchased through the Butler Business Office.
5. Complete required background check
6. If interested in graduating from Butler with honors, at least 30 hours of classes (not counting the "Credit by Advanced Placement Examination" hours) must be taken at Butler.
7. Complete a degree check in the Registrar's Office to ensure you will meet the graduation requirements.

Nursing Program Transfer Students

Students wishing to transfer from another nursing program to complete the requirements for RN licensure must send their nursing transcript and any other transfer hours to the Nursing Department. An evaluation will be completed on an individual basis to determine the student's admission into the appropriate semester of the program.

A letter requesting the evaluation and a Department of Nursing application must accompany the transcripts and be mailed to

Butler Community College
Department of Nursing
901 S. Haverhill Rd.
El Dorado, KS 67042

Pending space available, the student is selected on competitive basis by the combined GPA of the prerequisite courses if there are more applicants than spaces. Prerequisite courses are the general education courses listed prior to the semester the student is eligible for being admitted. For example, a student eligible for admission to the second semester would need to have English Comp. I, General Psychology, Anatomy and Physiology, Math 120 or above, Developmental Psychology and Therapeutic Nutrition, prior to entering at that level.

Professional Nursing Licensure Application

1. Graduated from an accredited high school or obtained the equivalent, as determined by the Kansas Department of Education.
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing.
3. Other qualifications as the board may determine.

KSA 65-1120 (a) The Board of Nursing shall have power to deny, revoke, limit or suspend any license or certificate in the event the applicant or licensee be found after hearing:

1. Guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing.
2. Have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense if determined not to have been sufficiently rehabilitated as to warrant public trust.
3. To have committed an act of professional incompetency.
4. To be unable to practice with skill and safety due to current abuse of drugs or alcohol.
5. To be mentally incompetent.
6. To be guilty of unprofessional conduct.
7. To have willfully or repeatedly violated any provision of the Kansas Nurse Practice Act. Therefore, applicants desiring admission must furnish full evidence that they have been rehabilitated before admission.

Felony Crimes

Note: The Board of Nursing will not issue licenses to applicants who have felony convictions against other persons. A list of these convictions is available on the Kansas State Board of Nursing website www.ksbn.org.

Transfer Student Admission

A student in good academic standing from another accredited college or university seeking admission to Butler must submit official transcripts of all previous college work to the Office of the Registrar to be on file at the time of enrollment. The availability of transcripts is essential for Butler to provide appropriate advising and course placement services.



ENROLLMENT & ACADEMIC INFORMATION

LEARNING CALENDAR

The school year generally consists of a fall and a spring semester of 16 weeks each and a summer session of eight weeks. A variety of scheduling options are available during any semester, i.e., four-, six-, and eight-week sessions. Intersessions are typically scheduled the two weeks prior to the beginning of Fall, Spring and Summer sessions. Credit is granted on the semester hour basis. (To graduate in four semesters, a student should plan to complete at least 15 to 16 hours of college-level credit each semester.)

ENROLLMENT CHECK LIST

- **Do you have a current application on file?** Be sure to verify address, phone numbers, and other pertinent information each semester via Pipeline or with an advisor.
- **Do you have an Educational Plan?** Visit with an academic advisor for assistance in developing a plan for success.
- **Do you plan to take an English or math course?** If you do, you must take the ACT or ASSET/COMPASS test before enrolling in a math or English course or provide a college transcript showing completion of the prerequisites for the course(s) in which you plan to enroll.
See placement testing for more information.
- **Courses with prerequisites will be strictly monitored.** Courses taken at other institutions to fulfill these requirements need to be submitted to the Registrar via an official transcript prior to enrolling.
- **Do you plan to enroll online?** If so, contact an advisor each semester to develop or check on your Educational Plan and to have your registration account enabled. (For more information see pipeline information or visit pipeline@butler.com on Butler's homepage at www.butlercc.edu.)

Remember: If registering online, you as a student, take responsibility for the implementation and fulfillment of your Educational Plan. Advisors are available to assist you in meeting your educational goals and aspirations.

- **Can I enroll at any location?** If you choose to enroll in person rather than online, you can enroll at any location with the exception of McConnell. If you are interested in classes at McConnell Air Force Base, contact a McConnell advisor. Due to military regulations, international students and other non U.S. citizens are not allowed to:
take courses at McConnell Air Force Base. **The Air Force also requires a background check two weeks prior to enrolling.**
- **Are there deferments by third party payments?** Tuition payments deferred by third party payments must have written authorization from paying party.
- **What if I need to simultaneously drop and add?** During the refund period, students wishing to change their schedules in person will be charged a \$10 service fee. There is no service fee for dropping a class via Pipeline. Students who withdraw from a course after the refund period and add another course will not receive a refund for the dropped course and will be required to pay for the added class at the time of enrollment. Adds, drops and withdrawals are not accepted via phone.

COLLEGE ORIENTATION

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



ENROLLING ON THE WEB

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 (316-733-3306 from the Wichita metro area) for log in assistance.
3. After logging in the first time, a screen will appear telling you that your password has expired. You must choose and confirm a new password. Your new password must be between 4 and 10 characters in length using letters and numbers only you remember. DO NOT share your new password with anyone else! Additionally, you will be asked a series of questions (the answers you give will be encrypted to protect your privacy), which will be used to verify your identity should you forget your password.
4. You should now be at the "My Homepage" page. Personal and Campus announcements, your e-mail Inbox and Quick Clicks are accessible from here.
5. Most of the more frequently used services to students are available from the "Student Quick Clicks" channel on the My Homepage tab. Other services are available by going to the "Student Services" tab. Students' course information is accessible from the "My Courses" tab.

How to access registration pages:

To add and drop classes through Pipeline you will need to contact an advisor each semester to have your registration account enabled. Some classes are not available to add and drop online due to dates or durations outside of the normal structure. Contact an advisor for assistance to add or drop these courses. Call 316-322-3163 or e-mail advising@butlercc.edu to contact an advisor.
**** Don't forget to log out when you're finished by clicking the "Logout" icon and closing your browser. This will ensure your records are secure. Not all classes are available for dropping or adding once the semester begins. Please allow time prior to published deadlines in case you need advisor assistance.**

ACADEMIC LOAD

Fall and Spring

- Full-time Status** – 12 hours or more of semester credit
- Part-Time Status** – less than 12 hours of semester credit
- Maximum Load** – 18 hours of semester credit

Summer

- Full-Time Status** – 6 hours of semester credit
- Part-Time Status** – less than 6 hours of semester credit
- Maximum Load** – 12 hours of semester credit

For financial aid purposes, class load requirements may vary. Please see the Financial Aid section of the catalog for clarification.

A typical academic load for the traditional college student is 15-16 hours per semester and 6 hours during the summer session. A student may request permission to take more than the maximum hours from the Director of Enrollment Management, or Director of On-Site Advising. Permission may, or may not, be granted based on director's judgment. This judgment will be based on, but not limited to, the student's past academic record and extracurricular demands such as student activities and employment situations.

ENROLLMENT PERIODS

It is **strongly recommended** that students enroll early to improve their chances of getting the schedule of classes desired.

Enrollment for the summer and fall semester begins in March. Enrollment for the spring semester begins in October.

Students wishing to take responsibility for their own educational plan, which includes students selecting appropriate courses to fit their educational plans, must contact an advisor each semester to enable their on-line pipeline registration.

Students wishing to enroll in an English or Math course or a course requiring prerequisites, must provide appropriate documentation of previous test scores or coursework. As always, advisors are available to assist any student as needed.

ENROLLMENT AND FEE PAYMENT

All students enroll and pay fees on dates directed and publicized by the Accounts Receivable Manager and Registrar. These directions and dates are issued prior to the enrollment periods for fall, spring, summer and special sessions. Each session's schedule of enrollment encompasses a specific time frame and directions are developed and publicized accordingly on the Butler website, www.butlercc.edu, and is listed as "Important Registration Dates" in Pipeline.

STUDENT I.D. CARD

Students are issued a photo identification card for each academic year. Students should carry the card at all times. The card admits them to all college activities and is used to identify those who have contracted for meals at the cafeteria. A student I.D. card is required to make purchases utilizing financial aid and to purchase computer software at the Butler Bookstores, or to utilize college computer labs. Cards are available as soon as students have registered for classes, and can be acquired at multiple locations:

1. El Dorado: Registration counter, Hubbard Center.
2. Andover: Administrative Office, 6000 building.
3. Wichita: Butler Service Center

PLACEMENT TESTING

The Counseling/Advising Center administers the ASSET and/or COM-PASS placement test which provides students with information about their academic skills in reading, English and math prior to class enrollment. Advisors review results with students, providing them options to enhance their academic success.

CREDIT SOURCES SEMESTER HOUR CREDITS

The basis for granting credits is the semester hour. A semester hour represents 55 minutes of classroom work per week for 16 weeks or its equivalent. A course worth three hours credit could meet three times a week for an hour, 2 times a week for 1 1/2 hours or 1 time a week for 3 hours. Laboratory courses and skill courses usually require twice as many clock hours as semester hours credit granted for the course. Students should plan to spend an average of 2 hours outside preparation for every credit hour in which he/she is enrolled.

ACT CREDIT

Students may earn credit for English Composition I and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition I is given at the completion of English Composition II and the same grade will be assigned for both courses. Students need to notify the Registrar's Office by signing a retroactive credit form if they are eligible for this credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) TESTING

College Level Examination Program (CLEP) exams are administered through the Testing Center at Butler of Andover. Interested students should contact the Advising Center at Andover (316) 218-6259 to arrange the examination.

A student must score at least the minimum level on any given test as established by the English and Mathematics departments. In addition, each student taking the English Composition test must write an essay and submit it to the English department for a review along with the examination. If the essay is of sub-standard quality, no credit will be given for English Composition I for any CLEP/ACT test. ** Students cannot test for English Composition II at Butler Community College.

Note: Nursing Students wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the seven prerequisite courses, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

GENERAL EXAMINATIONS

The Butler Registrar grants college credit (subject to approval from the appropriate dean) for the College Level Examination Program (CLEP) general examinations on the following basis:

When a student presents a score representing the 50th percentile in one or more of the general 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.**

The five general examinations are: Mathematics, Natural Sciences, Social Sciences, Humanities and History.

Note: Nursing Students wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the seven prerequisite courses, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

Subject Examinations

Any student wishing to take a CLEP Subject Examination should contact the El Dorado Advising Office.

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; only subject exams are available through CLEP. Butler does not allow CLEP credit for English Composition II, Foreign Language or Speech.

Any questions regarding credit by examination should be addressed to the Registrar or the Advising Office.

CLEP test are given by computer only. Prospective or currently enrolled students test for college credit in the following ways:

Testing for Credit in English Composition I

The requirements can be satisfied in these ways:

TEST	Score	Credit
*English Composition	60	3
*Freshman College Composition	50	3
#ACT English	31	3

#Same grade awarded at completion of Composition II

*A student must score at least as high on any given test as the above scale.

In addition, each student must write an essay and submit to the English Department for review along with the examination. If the essay is of substandard quality, no credit will be given for English Composition I for any of the above tests.

****Students cannot test for English Composition II at Butler.**

Testing for Credit in College Algebra or Pre-Calculus Math

TEST	Score	Credit
CLEP College Algebra	50	3
ACT Mathematics		
*College Algebra credit	31	3
**Pre-Calculus Math	31	3

*Students must also have completed the equivalent of algebra II and one year of high school geometry with at least a "B" average.

**Students must also have completed the equivalent of algebra II, one year of high school geometry, and one-half unit of trigonometry with at least a "B" average.

Additional CLEP Exams Awarding Credit by Examination:



GENERAL EXAMINATION	SCORE	CREDIT
Humanities	70	3
Mathematics	50	6
Natural Sciences	50	6
Social Sciences & History	50	6

SUBJECT EXAMINATIONS	SCORE	CREDIT
American Government	50	3
American Literature	60	3
Calculus w/Elementary Functions (equivalent to our Calculus I)	50	3
Chemistry (equivalent to our Basic Chemistry)	50	5
College Algebra	50	3
English Literature	60	3
General Biology	50	5
History of U.S. (Early Colonization to 1877)	50	3
History of U.S. (1865 to Present)	50	3
Human Growth & Dev. (Dev. Psych.)	50	3
Introductory Accounting (equivalent to Acctg I & II)	50	6
Introductory Business Law	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Pre-Calculus	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Western Civilization I (Ancient Near East to 1648)	50	3
Western Civilization II (1648 to Present)	50	3

ADVANCED PLACEMENT

The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior year in high schools offering advanced placement courses.

Students who have completed any of the following CEEB Advanced Placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar's Office in order to receive credit. If you did not originally have scores sent to Butler, you must have ETS forward a copy of your scores to the Registrar's Office. To order reports you must provide ETS with the year the Advanced Placement exam was taken, subject of the exam, your birth date or Social Security number, and a \$12 fee. Requests should be sent to

Advanced Placement Program
P.O. Box 6671, Princeton
New Jersey 08541-6671
609-771-7300.

When calculating grades from the Advance Placement tests, scores of 5, 4, or 3 are granted credits as indicated in the following column. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at Butler. Advanced placement courses can be used toward Butler's General Education requirements.

For more information contact:

Registrar's Office
901 S. Haverhill Road
El Dorado, KS 67042
316-322-3188

The following list of course equivalencies, credit hours and grades shown indicate Butler's acceptance policy only. Other institutions may interpret recommendations differently.

	Butler Score	Credit Course	Hours	Grade
Biology	5	Gen Biology	5	A
	4	Gen Biology	5	Cr
Calculus AB	4-5	An. Geometry & Calc I	5	A
	3	An. Geometry & Calc I	5	B
Calculus BC	4-5	An. Geometry & Calc I AND An. Geometry & Calc II	5	A
	3	An. Geometry & Calc I AND An. Geometry & Calc II	5	A
	3	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	B
Macroeconomics	5	Macroecon.	3	A
	4	Macroecon.	3	B
	3	Macroecon.	3	CR
Microeconomics	5	Microecon.	3	A
	4	Microecon.	3	B
	3	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
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

	Score	Butler Course	Credit Hours	Grade
History				
-European	3	Western Civ I/II	3	CR
History				
-United States	5	US History I/II	6	A
	4	US History I & II	6	CR
	3	US History I/II	3	CR
Physics B	3-4-5	Gen Physics I & II	6	CR
Physics C				
-Mechanics	3-4-5	Physics Gen Ed	4	CR
Physics C				
-Elec. & Mag.	3-4-5	Physics Gen Ed	4	CR
Psychology				
	5	Gen Psychology	3	A
	4-3	Gen Psychology	3	CR
Spanish				
-Language	4-5	Beg Spanish I	5	A
	3	Beg Spanish I	5	B
Spanish				
-Literature	4-5	Spanish Readings	3	A
	3	Spanish Readings	3	B
Statistics				
	5	Intro to Statistics	3	A
	4	Intro to Statistics	3	B
	3	Intro to Statistics	3	CR

CORPORATE TRAINING CREDIT

Students who have had extensive training through employment at Boeing, Spirit, Bombardier, Cessna, or HawkerBeechcraft may have their training profiles evaluated for possible transfer credit. For more information call (316) 733-3286.

INTERNATIONAL BACCALAUREATE (IB) CREDIT

The International Baccalaureate (IB) subject test is one way to earn college credit by examination. These exams are given in high schools by International Baccalaureate.

Students who have completed any of the IB tests should have International Baccalaureate forward an official report of their scores to the Office of the Registrar at Butler Community College for evaluation. Butler Community College considers completion of the International Baccalaureate Diploma to be equivalent to a U.S. high school diploma. Students must complete a minimum number of college general education credit hours at Butler before the IB credits are accepted. Students should contact the Office of the Registrar for Butler's acceptance policy on specific course equivalencies, credit hours, and grades.

MILITARY SERVICE CREDIT

Butler is a Service Member Opportunity College (SOC) which means credit for military experience and training can be awarded to assist the student in completing his/her degree. Butler will act as a credit-holding institution by which a service member can enroll with Butler, be transferred and still complete an associate degree program.

Students who have previously served in any branch of the United States Armed Forces may receive college credit for their military training and experience. Four semester hours of credit in physical education may be allowed for certain service schools completed. All military schools are evaluated upon request.

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 (3 hours). The grades for both classes will be the same as earned in the more advanced class.

Retroactive credit is available in a limited number of courses. Please visit with the Registrar's Office or Advising Office to obtain additional information. Students wishing to receive retroactive credit must complete the request form, obtain appropriate signatures at the first class meeting, and return to the Registrar's office.

TECH PREP COURSE CREDIT

Butler is pleased to serve as the educational entity offering specialized Tech Prep programs in cooperation with area high schools. The high school and college level curriculums have been collaboratively reviewed and program articulation agreements have been established to provide students with a non-duplicative sequence of coursework leading to a degree or certificate in a Tech Prep education program.

For students to receive articulated credit, the student's high school must have a signed current articulation agreement on file with Butler in that subject area. The student must also complete an articulation application form from the Technical Advancement Director's Office (Butler of El Dorado, Building 400, Room 405). In addition, the student must maintain a B or better in the specified high school score. Tech Prep articulation credit will be posted as CR credit. Students may also receive concurrent credit if enrolled in our high school tech academia. Students participating in our Tech Prep Academies must pass the Ability to Benefit/Asset test with scores of at least 37 (Reading) 35 (Writing) and 35 (Numerical Math), must be at least a Junior in High School, and complete a High School Release/Recommendation Form. To find out more about articulation credit call the Technical Advancement Office at 316-322-3277 or talk to your high school guidance counselor.



TRANSFER HOURS

Students seeking a degree or certificate at Butler must request an official transcript from each institution attended, to be sent directly to the Registrar's Office. A student will not be able to graduate until all transfer hours are on file in the Registrar's Office. Butler accepts transfer hours from only those institutions recognized by the Council for Higher Education (HCEA) and/or the U.S. Department of Education (ACE). All accepted transfer hours are counted toward the student's final grade point average.

NOTE: 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 when 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 an Associate in Arts degree, Associate in Science degree, 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 300 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 the appropriate division dean. If a student repeats a course, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of degree requirements and cumulative GPA calculation.

Student grades may be interpreted as follows:

GRADES	EXPLANATION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
IP	Class still in progress	0
NR	Grade not reported by instructor	0
WT	Withdrawn by Teacher	0
AU	Audit	0
CR	Credit	0
^	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 Appeal

If students do not agree with a grade assignment and it cannot be resolved between the student and the instructor, students have the right to appeal in writing within **six weeks** of the date the grade was officially posted by the Registrar's Office. A written appeal is initiated with the appropriate academic dean or community site director/coordinator. If the student is not satisfied with the decision of the dean or site director/coordinator, 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 dean or community site director/coordinator, and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the dean or community site director/coordinator 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 Academic Affairs within 10 days of receipt of the committee decision. The decision by the Vice President of Academic Affairs is final.

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 regular enrollment for the term, nor may students change to audit after the enrollment period ends. 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 junior level will be allowed to audit courses only with approval of the appropriate dean. Audit hours are not considered for financial aid.

REPEAT OF COURSEWORK

A student may retake courses in order to improve a grade under the following conditions:

1. A student may enroll in a course for credit one time only.
2. The repeat grade will be used in grade point average computation, regardless of whether it is higher or lower than the original grade. The original grade and credit is not counted although it remains on the transcript, marked with the symbol (*), or "E" in the far right column indicating "excluded."
3. When a student repeats a course, he/she should indicate the re-enrollment on the registration form.

ACADEMIC RENEWAL

Students wishing to petition for academic renewal must file a formal letter of petition with the Registrar's Office indicating why they no longer wish their previous academic record considered for college credit. The Registrar will make a determination as to whether a petition has met the following criteria. Students filing petitions will be informed of the final decision in writing.

Academic Renewal Petition Criteria

1. Only those courses taken **five years ago or more** may be petitioned.
2. Students petitioning must have shown academic progress by completing a minimum of 12 hours with at least a 2.00 GPA since the semester or class being considered, at Butler or any other accredited institution.

Regulations Regarding Academic Renewal

1. Only Butler hours can be petitioned for academic renewal. Hours from another institution will need to be petitioned at that institution since academic renewal policies vary.
2. Students will only be eligible to receive academic renewal one time.
3. Students may choose to petition **either** a single course or an entire semester of courses keeping in mind the opportunity to petition for academic renewal is given only once.
4. The course or courses granted academic renewal **remain on the Butler transcript** marked with the symbol (#), but will no longer be counted in the final GPA or total hours earned.

STUDENT HONORS

Honor Rolls

The President's Honor Roll recognizes students who have earned a semester grade point average of 4.0. The Dean's Honor Roll includes students who have earned a semester grade point average of 3.5 to 3.99. Honorable Mention Honor Roll includes students who have earned a semester grade point average of 3.0 to 3.49. In order to be eligible for these honor rolls, a student must carry a minimum of 12 hours college level coursework **per semester** and have no grade lower than a "C."

Honors Academic Program

Students demonstrating the ability to work at the top of their class and an interest in being intellectually challenged should consider the Honors Academic Program. As a member of the Honors Academic Program you may earn the designation of Honors Graduate on your transcript from Butler Community College.

Students enrolled in Honors classes enjoy small, focused classes and recognition for their Honors work. In addition, they may be eligible for Honors Scholarship opportunities. There are several ways to take classes for Honors credit.

- General Education Core Classes designated as Honors sections.
- Honors Option in a Regularly Scheduled Class.
- Honors Independent Study



Order of the Purple and Order of the Gold

Graduating sophomores may earn an additional honor by qualifying for membership in the Order of the Purple or Order of the Gold. Order of the Purple candidacy is announced each spring by the Dean of Learning Resources and Services. **Candidacy** for this Honor is based on cumulative grade point average figures and a minimum of 30 resident Butler hours earned the semester **before** graduation.

Graduates with grade point averages of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a grade point average of 4.0 based on final cumulative grade point average earned, calculated to include the semester of graduation.

Both honors are based on the student's final grade point average, **including all transfer hours, developmental hours, and including a minimum of 30 resident Butler hours. Academic renewal disqualifies students from eligibility for Order of the Purple or Gold. Repeated courses are acceptable.**

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

Phi Theta Kappa

Phi Theta Kappa is an honor society serving institutions internationally which offer associate degree programs. Its purpose is to recognize and encourage scholarship among associate degree students. Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

National Technical Honor Society

The purpose of the NTHS is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. NTHS strives to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

ATTENDANCE POLICY

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may, at the discretion of the instructor, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Instructors are responsible for clearly stating their attendance policy and administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of those policies.

Procedural Clarifications:

Students should not miss class for any reason other than a college approved activity or an emergency, as determined by the instructor (i.e., death in the family, health).

Student absences for approved college activities will not accrue as excessive absences. Students will be allowed to make up work missed as a result of college approved activities. Students will make up work before the absence for the approved college activity or within one week after returning to class. Students will check with each instructor prior to the absence to arrange for make-up times.

Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

DROP AND WITHDRAWAL POLICY

Administrative Withdrawals:

Students can be administratively withdrawn from a course for non-payment, for violating expectations of student conduct and standards of honesty, and for excessive absences (see Attendance Policy). When a student is administratively withdrawn, a "WD" or "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Once a student is administratively withdrawn for any reason, the student will no longer be allowed to attend the class(es) from which he/she has been withdrawn unless written authorization of re-instatement by the appropriate administrator can be provided.

Students can check current registration status via pipeline@butler on Butler's homepage at www.butlercc.edu or by calling the Registrar's office at (316) 322-3268 or 733-3268 Wichita/metro area.

Withdrawal from Class(es)

For an official withdrawal from class(es), a student must report to an advisor and submit in writing a course scheduling form to either the Registrar's Office or an advisor at a community location. Students may also withdraw from most classes via Pipeline. A "W" (Withdrawal) shall be recorded. The last day to withdraw from class is posted on the Butler Website or available from registration personnel at any Butler site.

Note: Students who fail to officially drop from class(es) may receive "WT" or "F" at the instructors discretion.

Financial Aid and/or scholarship students are advised to confer with the Financial Aid Office prior to dropping any class in order to maintain the number of credit hours necessary to receive such aid. If you receive financial aid for classes you never attended or dropped, you may be required to repay part or all of your aid.

ACADEMIC PROGRESS & EXPECTATIONS

Expectation of Satisfactory Academic Progress

It is the philosophy of Butler Community College that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

Academic Probation and Suspension

Students registered in a minimum of seven credit hours who do not maintain a semester grade point average of 1.5 will be placed on probation. If at the close of the following semester, they have not raised their grade point average, they may be placed on suspension, during which time they may not be recommended for admission to any other academic institution. Failure to make satisfactory academic progress may impact financial aid recipients. Please refer to the Financial Aid section of the catalog or contact a financial aid counselor.

Probation status may be removed upon completion of a minimum of 7 credit hours in a subsequent semester with a grade point average of 1.5 or higher.

Academic Probation

Students placed on academic probation shall not enroll in more than twelve (12) hours without permission from the Director of Enrollment Management or Site Director of Advising.

Academic Suspension

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made. When progress is not satisfactory, the student is given time to reconsider goals and career plans outside the educational setting.

Students who are placed on academic suspension at Butler Community College may appeal to the Director of Enrollment Management or Site Director of Advising. For more detailed information, contact the Director of Enrollment Management.

EXPECTATION OF STUDENT CONDUCT

A high standard of conduct is expected of all students. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Rules and regulations relating to the students at Butler are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational mission of the college. Obedience to the law, respect for properly constituted authority, personal integrity and common sense are expected to guide the actions of students both in and out of the classroom.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. This action may include probation, suspension or expulsion.

Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any college class or activity.
3. Conduct which substantially impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity or substantial and material impingement upon or invasion of the rights of others.
6. Possession of or consumption of alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property.
7. Theft of any property belonging to the college, faculty or staff, visitor or student.
8. Willful damage to or destruction of property belonging to the college, faculty or staff, visitor or student.

ACADEMIC HONESTY

Effective learning may involve differences of opinion and views between the student and faculty. Students are responsible, however, for learning the content of course of study outlined by the instructor, regardless of how the student feels privately. This attainment for content must be reached in an honest and forthright manner. Students who compromise the integrity of the academic process are subject to disciplinary action on the part of the college.

Students who have been accused of violating a standard of honesty may protect themselves with a series of appeal processes and are assured of due process and procedure. A student may appeal faculty and administration decisions concerning academic honesty. First, contact the Division Dean, who, if necessary, may inform the student of further steps in the procedure. These can include appeals to the Vice President for Student Services and College President if the student deems this necessary.

Students violating such standards must accept the consequences which may include a failing grade, suspension or dismissal from the class and/or the college.

Violations Include:

1. Cheating, in any form, whether in formal examinations or elsewhere.
2. Plagiarism, using the work of others as one's own without assigning proper credit to the source.
3. Misrepresentation of any work done in the classroom or in preparation for a class.
4. Alteration of any documents pertaining to academic records.
5. Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.



STUDENT GRIEVANCE PROCEDURES

Academic Appeals

The Butler Community College academic appeals process provides you with an approach to question academic behavior by faculty members, administration, counselors, staff or other college personnel. For appeals regarding any academic concerns, such as differences of opinion on grades, 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 may be consulted and be included in these discussions if you so desire.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed to the dean responsible for the area or the Community Site Director/Coordinator. The appeal must contain a written statement with supporting information on the problem. The dean will send you a written response within ten working days. This appeal must be submitted within thirty (30) business days of the date that the grade was officially posted by the Registrar's Office.
- Should you consider the response of the dean an unsatisfactory resolution, you may appeal to the Student Review and Appeals Committee. The appeal must be made in writing to the Vice-President for Student Services and should indicate the initial concern, the decision by the dean or community site director/coordinator and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the dean or community site director/coordinator 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 the decision of the Student Review and Appeals Committee, he or she may do so to the Vice-President of Academic Affairs within ten days of receipt of the committee decision. The decision by the Vice-President of Academic Affairs is final.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Nonacademic Appeals

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.

- If you feel the grievance has not been resolved, you may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform you in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.

- The Vice President for Student Services will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

PROBATION, SUSPENSION OR EXPULSION

The Board of Trustees may place on probation, suspend or expel or by regulation may authorize the President, Vice President of Academic Affairs, Vice President for Student Services, or Dean of Student Life to place on probation, suspend or expel any student involved in a violation of academic honesty or expectations of student conduct.

Appeal to the Student Review and Appeals Committee

No extended-term suspension and no 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 and the charges upon which the same is based 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 of the Board of Trustees. If the student wishes to appeal the decision to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two business 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 three business days after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are not considered as business days.

Reports of Hearing

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a written recommendation to the President of the College. Such recommendation shall be copied to the Board of Trustees and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained 18 years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained 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 President of the College that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

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 required under Section 2 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 one business day 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 business 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 business 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 business days prior thereto. Such appeal shall be conducted under rules which are consistent with Section 4. 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 not considered as business days.

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 therein,
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 under Section 2 or Section 5 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. A hold is placed on transcripts of students with outstanding financial obligations to the college.



TUITION AND FEES

EXPECTATION OF FINANCIAL RESPONSIBILITY

It is the expectation of Butler Community College that every student enrolled in classes meet the financial obligation associated with their enrollment. Students who fail to meet this obligation will not be granted academic credit for work completed.

Early Enrolled Students must have tuition and fees paid in-full by the early enrollment payment deadline, or have a payment plan established with the Accounts Receivable office. Deadline dates are published each term on the web site.

Students Who Do Not Early Enroll must pay tuition and fees or complete and sign a payment plan with accounts receivable.

Students Receiving Federal Financial Aid must make prior arrangements with the Accounts Receivable office for deferment of tuition, and fees.

Students On Activity Scholarships must pay fees in accordance with the payment policies previously stated.

Students Who Have Other Types of Scholarships must pay tuition and fees not covered by such scholarships in accordance with the payment policies previously stated.

Students Receiving Veterans' Benefits for the first time may make arrangements for deferment of tuition and fees by making prior arrangements with the Veterans' Coordinator in the Registrar's Office and Accounts Receivable Office.

ANY EXCEPTIONS TO THE ABOVE DIRECTIONS MUST BE COORDINATED WITH ACCOUNTS RECEIVABLE. TUITION AND FEES ARE SUBJECT TO CHANGE BY ACTION OF THE BUTLER BOARD OF TRUSTEES. ANY STUDENT ACCOUNT BALANCES NOT ON A PAYMENT PLAN OR COVERED BY FINANCIAL AID ARE SUBJECT TO LATE PAYMENT FEES AT THE END OF EACH MONTH.

STUDENT TUITION AND FEE REFUND POLICY

Written notification required. Any student enrolled in a class must provide written notification of withdrawal by using a course scheduling form (drop slip). The form must be completed by the student and signed by an advisor and turned into the Registrar's Office or an advisor at a community location. For most classes, students may withdraw themselves on the Web via pipeline@butler on Butler's homepage at www.butlercc.edu.

*****Failure to attend or ceasing to attend a class does not constitute an official withdrawal!*****

The above is applicable regardless of the number of hours dropped, simultaneous hours added, or the time period of the drop.

Failure to make a formal request in writing or via pipeline@butler on Butler's homepage at www.butlercc.edu to drop a class or classes will result in full assessment of charges whether any sessions are attended or not.

A refund will be considered only if the student complies with the policy above and if the drop is requested or processed prior to the end of the refund period applicable to the class or classes dropped.

100 Percent Refund Period

Students are entitled to a 100 percent refund of tuition and fees less a \$10 per visit service fee for classes formally dropped as posted on the Butler Web site or available from registration personnel at any Butler site. The \$10 service fee is not charged to students processing their own drops via pipeline@butler on Butler's homepage at www.butlercc.edu.

The above does not apply to Business Performance Group classes. Call for a current course schedule and related refund policy, 316.218.6118.

Cooperative Education and Internship Courses: No refund after the training plan has been signed.

100 Percent Refund Period For Books

Students are entitled to a 100 percent refund for books returned to the bookstore as follows:

For 16-week classes – through the third Friday of start of class.

For eight-week to less than 16-week classes – through second Friday of start of class.

For classes less than four weeks - before second meeting of class.

Cash register receipt is required and books must be in purchased condition.

The above does not apply to Business Performance Group classes.



Schedule of Refund Dates

A schedule of refund dates will be available in Accounts Receivable each semester, no later than the first day of classes for that semester. Such schedules will take precedence over any earlier publicized refund dates. This schedule also applies to book refunds. The schedule of refund dates may also be obtained via Pipeline, by clicking on "Important Registration Dates" under Student Quick Clicks.

Refund Appeal Procedures

Refunds **may** be granted in documented situations beyond the student's control.

Students wishing to appeal their refund should do the following:

1. Complete a refund appeal request form and return it with appropriate documentation to the Registrar's Office prior to the published last day to drop classes for the semester involved. If the student has not been withdrawn from the class(es) at that time, the signed appeal form will serve as their official withdrawal (regardless of the outcome of the appeal).
2. Ruling on appeal will be determined by a team consisting of Registrar, Director of Enrollment Management, Accounts Receivable Manager, and the appropriate department Dean if appeal includes instructor or classroom issues. The Director of Financial Aid is involved if a refund is granted and if financial aid is involved, to help students make the best financial decisions surrounding the acceptance of a refund.
3. Action will be taken and the student will be notified by letter from the Registrar.

Should the student wish to appeal this decision, he or she may do so to the Vice President for Student Services **within 10 days of receipt of the committee decision**. The decision by the Vice President for Student Services is final.

If a refund appeal is granted, the student may be responsible for returning part or all of his/her Federal Financial Aid.

Refunds For Canceled Classes

Students enrolled in classes canceled by the school will receive a full refund of tuition and fees with no service fee regardless of date. To facilitate refunds on such classes, students should contact the Advising Center for other course options or other appropriate community site personnel. Books must be returned to the bookstore within two weeks of class cancellation for a refund.

Simultaneous Drop/Add

During the 100 percent refund period, if a student withdraws from a course and simultaneously adds a course, the \$10 per visit service fee will be charged. The service fee is not charged when students process their own enrollment changes via pipeline@butler on Butler's homepage at www.butlercc.edu.

If a student withdraws from a course after the refund period and simultaneously adds a course, no refund will be given for the withdrawn course. Full tuition and fees will be charged for the added course.

Exceptions

If at any time a student, upon the advice of their instructor or advisor and with approval of the appropriate dean or applicable site administrator, withdraws from a course and simultaneously adds a course, no service fee will be charged. This service fee is waived if the student drops the course(s) via Pipeline.

Any other exceptions to the service fee policy must be approved by the Registrar.



FINANCIAL AID

The Financial Aid Office is located in the Student Services area of the Hubbard Center and is open from 8 a.m. to 5 p.m. Monday through Thursday, and 10 a.m. to 5 p.m. Friday. A financial aid counselor is also available daily at Butler of Andover until 7:15 p.m. Students are encouraged to correspond with the Financial Aid Office through e-mail, at finaidmail@butlercc.edu. The Office of Student Financial Aid will correspond electronically with students through their pipeline e-mail account. Students who prefer to receive correspondence via the postal service, should contact the financial aid office to make this change. Students can do this by sending an e-mail to finaidmail@butlercc.edu that includes their name, student ID number or the first 5 digits of their Social Security Number (SSN). Students are encouraged to use e-mail as it is the quickest way to communicate.

For information regarding individual financial aid status and awards, go to www.butlercc.edu. Log into your pipeline account and utilize 'FinAid Awards Info' or 'FinAid Eligibility Info' located in "Student Quick Clicks." For other useful links about financial aid, go to www.butlercc.edu, click on Financial Aid in "Take Me 2" (Use the Navigation list that appears in the purple box.)

Federal Sources of Aid

Butler participates in four federal aid programs and provides institutional scholarships and employment. The receipt of money from the federal programs is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA) which is available from the Butler Financial Aid Office, community locations, a high school counselor, or on the Web at www.fafsa.ed.gov. You/your parents should have a PIN(s) 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 \$6,000 a year depending on federal appropriations. The Pell Grant Award is based on actual hours enrolled — excluding audit and non-credit hours. Once Pell funds are paid out, additional Pell funds will not be disbursed for increased enrollment. You can only receive Pell funds at one college during each term you are enrolled.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is gift aid and requires no repayment unless the student withdraws during the semester or receives an overpayment. This award is provided to students who are Pell eligible, but FSEOG funds are limited. First priority will be given to students with completed financial aid files by April 1, or earlier, preceding the award year. Butler usually will award \$200-\$500 per student.

Academic Competitiveness Grant

The Academic Competitiveness Grant (ACG) is gift aid and requires no repayment unless the student withdraws during the semester or receives an overpayment. This grant is designed to provide educational access to low-income students and to ensure that students obtain more rigorous high-school training.

Reference: 34 CFR 691.7

An eligible program for ACG is one that:
Leads to an associate's or bachelor's degree;
Is a two-academic year program acceptable for full credit towards a bachelor's degree; or
Is a graduate degree program that includes at least three academic years of undergraduate study. Student is only eligible while in undergraduate status.

To be eligible to receive the ACG, students must be:
U.S. citizens (including eligible non-citizens)
Federal Pell-Grant recipients (for the same period)
Enrolled half-time in a degree program.
Enrolled in their first or second academic year at a two or four year degree-granting institution.



Additional requirements include:

First-year students:

Must not have been previously enrolled in undergraduate programs as a regular student.

Have graduated from a rigorous secondary school program of study after 1/1/06.

Second-year students:

Must have at least a 3.0 cumulative GPA on a 4.0 scale for their first academic year of study, in an eligible program.

Have graduated from a rigorous secondary school program of study after 1/1/05.

Completion of a rigorous secondary-school program of study, as defined as:

An advanced or honors secondary-school program established by a state and in existence for the 2004-2005 or 2005-2006 school year.

A State Scholars initiative.

An Advanced Placement or International Baccalaureate course and passing test scores.

A set of courses similar to those required under the State Scholars initiative.

Courses must include:

Four years of English, three years of math, three years of science, three years of social studies and one year of a foreign language.

In the case of home-schooled students, the parents or guardians provide documentation that students have completed rigorous secondary-school programs. For transfer students, institutions are permitted to rely on prior schools' determinations that students have completed a rigorous high-school curriculum.

Federal Work-Study (FWS)

Students who wish to earn a portion of their college expenses while gaining practical experience in a work situation may be awarded federal work-study. Students are limited in the amount they may earn depending on program funding and financial need. Students who meet the April 1 priority date are given first consideration for FWS.

Federal Family Education Loan Program (FFELP)

This program includes the Federal Stafford Loan, The Federal Unsubsidized Stafford Loan, and the Federal Parent Plus Loan for Undergraduate Students.

Federal Stafford Loan (Subsidized)

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 30-62 passed hours. The funds are provided by a bank or lending institution and guaranteed by a designated agency. Your local lender cannot guarantee a Stafford Loan for you without the college certification of eligibility. 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 5.2 percent. Payment will vary based on your repayment plan with your lender.

Unsubsidized Stafford Loan

This loan has the same application procedures, loan limits, grace period and repayment options as the Subsidized Stafford Loan, but the borrower is responsible for the interest that accrues during his/her in-school time and deferment periods. The interest rate is fixed at 6.8 percent. The Unsubsidized Stafford 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 Stafford limits will allow the student to borrow. Payment options can be discussed with the lender. The minimum payment is \$50 per month. These loans have a fixed interest rate at 8.5 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 loan will be certified.

Student Eligibility for Federal Aid:

In addition to having financial need, federal student aid programs require student recipients to:

1. Have a high school diploma, a GED, or pass an independently administered examination approved by the USDE, i.e., ASSET Test or COMPASS, or have completed at least 6 credit hours of college coursework.
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 FFELP loan.

POLICY OF FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Federal regulations require students receiving Federal Pell Grant, Federal SEOG, Academic Competitiveness Grant (ACG), Federal Work Study, or Federal Stafford Loans to be making "satisfactory academic progress." This progress is measured at the end of each semester according to three factors: a semester and cumulative grade point average (GPA); completion of credit hours; and the time frame allowed for completing a certificate or degree.

A 2.0 semester and cumulative grade point average are required to receive Financial Aid.

Any student placed on Financial Aid Suspension at the end of the term will also lose their ACG awards for the following term. Students can appeal financial aid suspension. However, a first year ACG recipient (ACG1 award) must have a minimum 3.0 GPA after 24 credits earned or they lose eligibility for the second year ACG award, there is no appeal. This is federal law.

Audit hours are **NOT** considered for Financial Aid. Remedial hours are included and recalculated in the GPA for Federal Aid purposes. The successful completion of the following minimum number of credit hours is required to remain in good standing:

If You Enroll in:	Status	You Must Complete:
12 or more hours	Full-Time	A minimum of 12 hours
9 to less than 12 hours	3/4 Time	A minimum of 9 hours
6 to less than 9 hours	Half-Time	A minimum of 6 hours
*.5 to less than 6 hours	Less-Than Half-Time	All hours

* (there will be no probationary period for these students)

A grade of “CD”, “I”, “NR”, “WD”, or “WT” does not count as hours completed.

Probation: Students *not* completing the minimum hours required but have a 2.0 GPA will be placed on probation for the following semester, during which time they must complete all the hours they enroll in, a minimum of six hours in one semester at Butler with a semester and a cumulative GPA of 2.0.

Students with prior college credit hours at Butler that received no financial aid and failed to meet the required Butler SAP policy will be placed on probation for the first semester they apply for financial aid at Butler. Transfer students who do not meet the required Butler SAP policy, will be placed on probation for the first semester they apply for financial aid at Butler.

Suspension: Suspension from Federal Student Aid will occur if a probationary student does not meet the requirements stated above. Suspension will also occur if a non-probationary student does not have a semester and cumulative GPA of 2.0 or if a full-time student does not complete a minimum of six hours and if a three-quarter time student or half-time student does not complete a minimum of three credit hours with a semester and a cumulative GPA of 2.0. Less than half-time students must complete all hours taken with a semester and a cumulative GPA of 2.0. Students who receive grades of “CD”, “I”, “NR”, “WD”, or “WT” in **all** coursework will automatically be placed on suspension with no probationary period.

Reinstatement: Students who are suspended from financial aid may be reinstated in the following manner: All suspended students will receive a suspension notification letter with an appeal form at the end of the term. The appeal, with the appropriate documentation, must be submitted with the initial appeal. The decision of the Financial Aid Review Committee is final. If an appeal is not submitted or granted, a student may be reinstated after successfully completing and paying for one semester at **Butler**. In that semester the student must complete all of the hours they enroll in, a minimum of six credit hours must be taken, with a semester and cumulative GPA of at least 2.0. After being re-instated, the student will remain on probation for one semester and must satisfy the probationary requirements. If a student owes a repayment or overpayment of Title IV Funds, it must be taken care of before they can regain eligibility for additional Federal Title IV funds.

Time Frame: A student will be allowed up to 93 attempted credit hours to complete an Associate Degree or up to 45 attempted credit hours to complete a one-year certificate program. This will be monitored on a weekly basis. The maximum attempted credit hours include hours for repeated/withdrawn classes and includes both Butler and transfer credit hours, regardless of whether or not financial aid was used for those credits. After obtaining an Associate Degree or 93 credit hours, or obtaining a Certificate or 45 credit hours, and continuing to pursue an education through Butler, please contact the Financial Aid Office for an Educational Advancement Certification form or download the form from Butler’s Financial Aid web site.

SCHOLARSHIPS

Butler Foundation

The Butler Foundation is a nonprofit corporation organized exclusively for the purpose of providing support to the college. The Foundation solicits and accepts cash and deferred gifts as well as gifts-in-kind. The Foundation, incorporated in December of 1966, is overseen by a 25-person board of directors representing Butler’s service area. The Foundation dovetails with the Alumni Association and is responsible for maintaining all donor and alumni information. Endowed scholarships are provided to students by private, corporate, organizational, and foundation funds administered by the Foundation. Scholarship applications are made through the Office of Financial Aid. A cumulative grade point average (GPA) of 2.0 on a 4.0 scale must be maintained to be eligible for an academic scholarship. An athlete must have and maintain a 3.5 GPA per Jayhawk Conference rules to be eligible to receive an academic scholarship. Visit the Foundation web page at www.butlercc.edu, or call 316-320-7312 for the latest listing of Endowed Scholarships.

1. SCHOLARSHIPS: These awards vary in amount and requirement criteria. Funds are provided through the Butler Foundation from earnings on the endowed principal. These awards are need or merit-based. Athletes are only allowed \$1,000.00 maximum academic package due to the State Jayhawk Conference rules. Applications are available in the Financial Aid Office at Butler of El Dorado, all Butler community locations, in high school counselor’s offices, Butler Viewbook, and on Butler’s Financial Aid web site. The application priority date is March 1, for the following academic year. Many endowed scholarships are renewable if the recipient maintains the appropriate grade point average.
2. ANNUAL SCHOLARSHIPS: The Butler Foundation disburses scholarships that donors provide on an annual or one-time basis. The donor determines the scholarship’s criteria. Applications are available in the Financial Aid Office at Butler of El Dorado, all Butler community locations, in high school counselor’s offices, Butler Viewbook, and on Butler’s Financial Aid website. The application priority date is March 1, for the following academic year.
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.



OTHER SOURCES OF FINANCIAL AID

4. **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.

5. **ACADEMIC SCHOLARSHIPS:** Awards are to first-time, full-time freshman students who have not attended any other post-secondary institution. Students must submit a scholarship application to be eligible. Scholarships may be awarded to graduates of either accredited or non-accredited institutions based on their ACT, SAT or GED scores. Graduates of accredited institutions may also be awarded based on their cumulative high school GPA including at least six completed semesters of high school. The seventh or eighth semester of high school can increase an award for these scholarships, but will not reduce an award. Exception: final coursework must be a 3.5 for students accepting an athletic scholarship. Students must complete 12 credit hours with a semester and cumulative 3.0 GPA to maintain the scholarship. Exception: students on athletic scholarships must maintain a 3.5 GPA per Jayhawk Conference rules.

For graduates of non-accredited institutions, the following organizations are recognized: State of Kansas (North Central), National Association of Private Schools, Associated Christian Schools International, Independent Schools Association of the Southwest.

6. **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 Financial Aid for more details.

7. **STATE SCHOLARSHIPS:** The Kansas Board of Regents provide Kansas State Scholarships to students who are designated on the basis of their academic records and who have demonstrated financial need. The maximum award is usually \$1,000 per year. Other state programs available for students at Butler include the Kansas Ethnic Minority, Kansas Vocational, Kansas Nursing Service, and the Kansas Teacher Service Programs.

Nursing scholarships are awarded to students admitted to the nursing program. The state funds are matched by a sponsoring hospital and the recipient is required to work for the sponsor for one year for each year the scholarship is received. The State Minority Scholarship program provides funds to certain academically-talented minority students who demonstrate financial need.

Academic Achievement programs and services help meet the diverse needs of Butler's students. These include a variety of college credit courses, developmental courses and other programs and services that assist students in meeting their academic, career, and life goals.

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.

CCAMPIS: Child Care Access Means

Parents In School

(CCAMPIS) is a grant program for students that are ineligible for SRS childcare assistance while enrolled in classes. Eligible students are Pell Grant recipients, enrolled in at least 6 credit hours at Butler and can enroll their child at EduCare. Contact Sue Barrientos at 316.323.6845 for more information.

State Assistance

Butler works with multiple state programs to assist many different types of students to overcome a variety of continuing education barriers. WIA (Workforce Investment Act) is one example of assistance. WIA is a federally funded program, which can assist individuals to attend school in a demand occupational field, within an educational program that can be completed in two years or less with an approved provider.

Another example is TAAC (Trade Adjustment Assistance Act). TAAC is a federally funded program to assist individuals that have been laid off due to lack of work from a manufacturing company who has a United States Department of Labor certified petition issued because production of products have been moved to a foreign country and/or sales production has been directly affected by imports from foreign countries.

For more information on any state assistance program you can contact Carol Hull in Accounts Receivable at 316.218.6201 for application procedures and program administration in your area.

Outside Scholarships

Scholarships are available from many different kinds of organizations, companies, churches, hospitals, etc. Some entities have scholarships available for members/employees and their children. Others accept applications from any individual that meets their criteria. Scholarship search engines can be found on the internet such as Fastweb.com or Collegeboard.com, etc. Most searches are free. Many companies that charge for these services are fraudulent companies. Butler has a list of valid search engines available at our office or on the web. Checks should be made payable to Butler. The student's name and Butler student identification number, but not a social security number, should be listed on the check and mailed directly to the Office of Student Financial Aid - 901 S Haverhill Rd - El Dorado, KS 67042.



ACADEMIC ACHIEVEMENT CENTERS

Academic Achievement Center Courses

Most courses are taught in the independent study format, but many are also taught in face to face 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 not enroll in more than six credit hours of independent study courses in one semester.** Students may be advised by an instructor to take less than six 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

Basic Arithmetic	Medical Terminology (Health Prof) I/II
Basic Algebra Concepts	Paragraph Groundwork
Becoming a Master Student	Sentence Structure
Biological Vocabulary	Spelling Improvement I & II
Career Planning	Stress Management
English Grammar II	Study Skills
Fractions, Decimals & Percents	Vocabulary Development I & II
Keyboarding	Writing Skills II
Legal Terminology	Multisensory Reading and Spelling I & II
Critical Concepts in Biology	

Course work is offered in the areas of developmental, personal development, and academic courses. 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. Course delivery options are independent study, small group classes, or online classes.

These programs and services differ from site to site, and from semester to semester. Contact the appropriate Center for a listing of programs offered and hours of operation.

Andover, 316-218-6237, kmccoske@butlercc.edu
 Council Grove, 620-767-5158, rnewlin1@butlercc.edu
 El Dorado, 316-322-3395 or 316-322-3164, smilbour@butlercc.edu
 Marion, 620-382-2183, pholub@butlercc.edu
 McConnell AFB, 316-681-3522, smille19@butlercc.edu



LEARNING SUPPORT SERVICES

Academic Advising

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements. Students are expected to initiate and maintain contact with an advisor to discuss issues which affect their academic progress. Continuing contact with an advisor is key to meeting academic goals.

Transfer Information

Advisors utilize college/university transfer materials to assist students in making appropriate curricular choices. Students who plan to transfer to another institution to complete a degree are encouraged to work closely with both a Butler advisor **and** an advisor at their transfer institution to assure proper course selection.

International Student Advising

The International Student Advisors provide admission, cross cultural and academic advising, and immigration services to Butler's international students. They also authorize off-campus employment through curricular practical training and issue letters of enrollment as requested. A newsletter is published two to three times per semester to inform students of immigration regulations and activities of the International Student Association. The International advisors maintain office hours at Butler of El Dorado and Butler of Andover.

Career Exploration Services

Counselors and Advisors at all sites provide career information for students. The computerized career exploration system, DISCOVER, is available for students to use in researching information about occupations, values, interests, skills and educational programs. Additionally, students may access career and occupational training information through the Steve Pershall and Distinguished Alumni Community Success Centers (CSC). The centers are designed to provide on-line computer information in the areas of career exploration, job information, plus college and university information. The centers also include specialized access booths with information about Wichita State University, Pittsburg State University, Newman University and Southwestern College. The centers are located in El Dorado and Andover and are available to anyone in the community.

College Orientation Program

Butler now provides a one credit hour course, OR 102: Student Connect, to assist with student success. The class is required for all first time college students who are taking at least 12 credit hours. The class is designed to help students set realistic, measurable goals. Student will also learn better study skills, time management, and use of Butler offices and publications to reach their goals. This course also helps students learn to navigate the Butler Pipeline Web portal, to use e-mail and other helpful resources.

Leadership Studies Program

The Leadership Studies courses are designed to develop leadership skills through academic courses and practical experience. The Butler Leadership Certificate is earned by completing the four leadership courses: Exploring Leadership, The Emerging Leader, Team and Community Building and Leadership Development. Participation in the leadership studies classes is a requirement to be eligible for the Leadership Scholarship that is awarded each semester.

Tutoring Services

Butler provides a tutoring service that is free to all students. Tutoring is provided by both instructors and peer tutors. Butler students who have successfully completed the classes in a requested subject and have a recommendation from their instructors are hired as tutors. All tutoring takes place in Butler facilities and may involve group tutoring. The scheduling of tutoring services depends on the availability of tutors, and not all subjects may be available each semester at each Butler site. Call 316.218.6146 for peer tutoring schedules or visit Tutoring at: www.butlercc.edu.

Testing Center

The Butler Testing Center provides a quality, secure testing environment in which the highest testing standards are maintained. The Butler Testing Center provides a variety of testing services. These include placement tests for prospective Butler students, tests for Butler Online courses, and make-up tests for Butler instructors. In addition, the center administers academic and certification tests to non-Butler students. For more information call 316.218.6259 or e-mail testing@butlercc.edu.

Honors Academic Program

Students who are interested in being challenged academically have the option at Butler to participate in the Honors Academic Program. Options for taking classes for Honors credit are through general education core classes designated as Honors sections, using an Honors option in a regularly scheduled class or by Honors independent study.

Service Learning

Students who are interested in service-learning have the opportunity to enroll in classes designated as service-learning classes. Students may choose a class in which all students participate in service-learning, or a class in which service-learning is an option. Certain honors classes are also designated service-learning classes.

Service-learning is more than community service because it combines service with hands-on learning that may take place on or off campus. A service-learning project may be a group project or an individual project. A project may last the whole semester or through a single unit of study. Students are advised to consult with the instructor or activity advisor for details about specific service-learning experiences.

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 in a comfortable, confidential environment.

Butler also offers free drug and alcohol group therapy, as well as a variety of support groups for students, faculty and staff as a part of a comprehensive drug and alcohol program.

Course Placement

The Counseling/Advising Center requires students to take either the ACT, SAT, ASSET or COMPASS placement test which assesses their academic skills in reading, English and math prior to class enrollment. Advisors review results with students to assist them with appropriate course selection to enhance their academic success. Students with learning and/or physical disabilities should contact the Disability Services Office to check qualifications for special accommodations for taking the ASSET test. See the Disability Services section below.

The College Level Examination Program (CLEP) exams are administered through the Testing Center at Andover. Interested students should contact the Advising Center in Andover at (316) 218-6259 to arrange the examination.

Nursing students wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the three prerequisite courses, plus the nursing entrance test the CLEP course is considered equivalent to a grade of C which will be reflected in the **final** GPA computation.

Disability Services

The Office of Disability Services provides a range of support services to all students with documented disabilities enrolled at Butler. Any prospective student, who has a documented disability that may interfere with his or her performance in course work or prevent access to classes, enrollment, etc., should contact the Director of Disability Services. The Director will familiarize the student with the accommodation process, as well as aid in the enrollment process. Although the Disability Services Office is located in El Dorado and Andover, students at other community locations may make arrangements with advising staff to meet with the Director at their site or call (316) 322-3166 or 733-3166 from the Wichita/metro area.

Student Career & Employment Services (SCES)

Student Career & Employment Services (SCES) assists students in finding jobs while pursuing their degrees or upon completion of a program. SCES also assists employers who wish to post job listings or arrange on campus visits. Services provided to students include job listings posted on the Internet, assistance in planning the job search, résumé development and improving interview skills. For more information, go to www.butlercc.edu, click on "Take Me To" menu, scroll down to the "**Employment**" section, and select "Career/Employment Services." Contact Butler's Workforce Development Specialist at 316-322-3294 in the Student Career & Employment Services Office, located in the Hubbard Center at Butler of El Dorado or at 218-6126 in Andover at the SCES office located in the 5000 Building.

Libraries

The libraries of Butler support both on-campus and distance learning students and faculty through the library website http://www.butlercc.edu/nixon_library/ and at the following facilities: L.W. Nixon Library, 600 Building on the El Dorado Campus; Butler/Andover High School library, 6000 Building, Andover Campus; Butler/Rose Hill High School library, Rose Hill; McConnell Air Force Base Library, 412 Building, McConnell AFB, Wichita. A wide variety of carefully selected resources, including e-books and online full-text databases of journals, audio and video are easily accessible to you from computer workstations within the libraries or from computers at your home or other remote location via the Pipeline account. These online resources are augmented by numerous books, journals, and audio-visual materials available for checkout, including a popular DVD collection. The L.W. Nixon Library catalog lists 49,400 items. Books check out for 3 weeks and may be picked up or returned to any campus location via our courier service. DVD's check out for 1 week. E-books and journal articles can be reviewed online 24/7, year round.

The L.W. Nixon Library is located on the second floor of the 600 Building, directly above Student Services such as registration and financial aid. Our *Library Latte* coffeebar features Starbucks coffee, lattes, cappuccinos and muffins, cookies and popcorn. We are open 69 hours a week during the semesters. A number of computers, including laptops, and free printing are available for your use.

While the Andover campus library traditionally serves students in the 6000 building, watch for *Librarians on the Loose* daily in the 5000 building. These librarians set up shop in either the computer lab, the student union or the lobby, providing help right where you take your class.

Services at all the Butler libraries include interlibrary loans, and assistance with research papers, technology, and class projects. Our librarians are people who:

Explain how to use all the library resources from your home

Help you find answers for your research papers

Answer "how-to" questions

Assist with internet use

Help you create citations for your papers

Contact our reference librarians via email or the chat service on our library tab in Pipeline. Or call any of the Butler libraries for help at 1-800-794-0188.



Distance Learning Opportunities

Distance Learning occurs when the student and the instructor are separated from each other in time and/or space. Technology is used to bridge the distance and provide convenient accessibility for students who need flexible scheduling options. Butler offers three formats of distance learning: Telecourses, Online courses, and Blended Learning courses.

With the increased flexibility distance learning offers, comes an increased responsibility for the student. Students who are considering accessing a distance learning option should realize it requires:

- More self-discipline than a traditional on site course.
- Above average skill in following written directions.
- Time-management skills.

Online courses use Web-technology for the delivery of the course content, interaction and assignments submission. An online course has no required on-campus visits. However, instructors may require proctored testing. Each online course has a required textbook, and there may be other required materials such as study guides, CDs, or DVD's all of which can be purchased through a Butler bookstore.

Benefits: Online courses offer a great deal of flexibility in accessing learning opportunities. They provide you the opportunity to experience individualized, student-centered attention and access to course materials and activities without having to leave home.

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)

Benefits: Blended learning combines the best of face-to-face and online instruction through engaging and meaningful learning experiences. Collaborative activities provide a strong sense of community among class members. Participants will have the opportunity to experience individualized, student-centered attention while accessing course components from home.

Other information about online/blended courses:

- Students pay a \$45 distance learning fee at registration.
- Online courses require more time than traditional on-site classes.
- Instructors have the option to require proctored exams.
- Online courses are subject to the school calendar and are not self-paced.
- Fluency in using the Web, e-mail and word processing is required.
- Students must have access to a computer in their home or residence hall room that has Internet access and Web browser software.
- Online student orientations are provided for first-time online students

Telecourses are offered through a combination of on-site meetings and video-based materials. The course materials are provided on a series of 30-minute to one-hour video lessons. These videos are used in conjunction with a textbook and study guide materials. Students interact with instructors and actively participate in learning activities in the schedule class meetings. The number of class meetings varies between courses, but the average time spent in the classroom is twenty hours during a semester. DVD's may be purchased from a Butler bookstore and can be returned to the bookstore during the book buy back. Keep your receipt for a partial reimbursement at the end of the semester.

Benefits: Telecourse videos can be viewed on your own TV at the time that best fits your schedule. There are fewer scheduled class meetings than for a traditional class. Contact with the instructor can be supplemented by telephone or e-mail.

Other information about telecourses:

- Telecourse students pay a \$45 distance learning fee at registration.
- Because of the limited hours of classroom time in telecourses, attendance at each meeting is extremely important.
- Late enrollment (after the first scheduled class meeting) is not permitted.
- For a refund, students must officially drop within one week of the first scheduled class meeting.

Multi-Media Learning Resource Center/BCTV

The Multi-Media Learning Resources Center provides a full range of production and presentation technology services in support of classroom teaching, the Learning College principles and Butler's mission. MMLRC services include new digital video production services, with digital video, field and/or studio recording. Avid Meridian and Express DV editing workstations are utilized and CD and DVD authoring and duplication, as well as traditional analog duplication and production are available for both internal (educational) and external clients. Butler Community Television (currently local cable channel 20) provides both college production and The NASA Channel which is broadcasted on the El Dorado, Towanda, and Augusta cable systems with the community cable system. Additionally, Telenet 2 (Kansas Regents Network) distance learning and taped satellite downlinks and downlink satellite video conference services are provided. MMLRC is also integrating activities with the electronic media areas in Butler's Mass Communications educational program.

Computer Labs

To meet ever increasing student needs for computer and Internet access, the Information Services Division maintains up-to-date open computer labs at various college sites which contain state-of-the-art hardware and the latest word processing, databases and spreadsheet software. The El Dorado open lab in the 1500 Building is on the second floor, Room 1529. Butler of Andover's open lab is in the 400 Building, Room 437. The Dennis Martens Computer Lab in the L.W. Nixon Library, Building 600, offers Internet access and Microsoft Word during library hours. Other El Dorado labs which are located in Buildings 100, 200, 300 and 600, and labs at Butler of Andover, Butler of Marion, Butler of Rose Hill, and at resource centers in Council Grove are under the supervision of site directors and academic deans and may be available, with permission, to students when classes are not scheduled. Hours of the open labs are posted; students must supply their own electronic storage device to save work, but paper is provided.

World Wide Web

Butler maintains a homepage (Web site) on the World Wide Web: www.butlercc.edu. Included on the homepage are activities and programs the college offers.

E-mail Accounts

All Butler students are issued an e-mail account through pipeline@butler on Butler's homepage at www.butlercc.edu. Contact the Admissions Office, Registrar, or Advising Office for more information.

Student Life Centers

The Student Life Center in El Dorado is located in the Student Union and is adjacent to Bear Necessities (snack bar). The Student Life Center serves as an information hub for student activities, events, programs and services in Student Life. The Student Life Center contains 5 large monitor computers and a printer, a 42" inch flat-screen monitor, workspace, wireless internet access, and provides information about the many student organizations that exist at Butler. This space has a reception desk to receive students managed by the Secretary to the Student Life Center, office space that houses the Dean of Student Life, Event Manager and Intramural Coordinator, Director of First Year Experience and the Student Government Association.

The Student Life Center at Andover is located in the new 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 meeting room and provides information regarding the many student organizations that exist at Butler. The Student Life Center houses the Director of Student Development and the Student Government Association.

First Year Experience

The First-Year Experience (FYE) Office at Butler Community College strives to support first-year students and their families as our new student's transition to Butler. The office is responsible for a Welcome Week Orientation designed to support the adjustment of new students prior to and during the first week of classes. FYE also provides several programs, experiences and opportunities for students to connect with the College and succeed personally and academically during their first year. Such efforts include mentoring, welcome week events in the fall and spring, intervention for students identified as needing support personally or academically, communication with parents on updates and happenings at Butler, educational programming, activities, faculty and staff interaction with students outside of the classroom, and ongoing evaluation and assessment of current experiences while also implementing established 'best practices' from across the country. The FYE office is dedicated to the success of our students and we strive to support our new students so that they can achieve their stated goals for attending Butler.

The FYE office is located in the 1000 building on the El Dorado site. You can also contact the First-Year Experience Office at (316) 322-3353.

Residence Halls/Housing

Butler's residence halls at El Dorado accommodate 377 students. West Hall houses 102 students, the East Hall houses 113 students, Cummins Hall houses 130 students and four year-round apartments provide space for 32 more students. 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 and towels.

It is recommended the \$75 deposit be placed on a room by January 1st for the fall to reserve space in the residence hall and required immunizations of two MMR shots (Measles, Mumps and Rubella), current tetanus shot, and meningococcal vaccine. A student will not receive placement unless these requirements are submitted along with the Housing Application. Upon checking out of the halls properly, \$50 of the deposit is refunded and \$25 kept for general hall damages and hall improvements. Those wishing to reside in the residence hall can obtain an application at the Residence Life Office located off the East Hall lobby. Students may also write for a Housing Application: Residence Life Office, 2415 W. Towanda, El Dorado, KS. 67042 or download an application from the BCC website.

All residents, except those living in the apartments, are required to accept a combination room and meal contract. Nineteen meals per week are provided. Brunch and dinner are offered on weekends.

Students with meal contracts can take advantage of the special meals served in the cafeteria. Meals are not served during official school holidays that include Thanksgiving Break, Holiday (Christmas) Break, and Spring Break. During Breaks, residents living in the apartments do not have to leave the residence halls.

Sophomores returning to the residence hall will have a choice in room selection. Every attempt will be made to honor requests for roommates. The apartment contract is for 12 months, June 1-May 31, and East, West, and Cummins are for 10 months, both fall and Spring semesters. You have to be a full-time student, 12 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) 322-3192 or direct 733-3192 from the Wichita/metro area. This individual will assist you in finding housing to meet your needs.

Student Union Services

The Student Union Building at El Dorado contains a snack bar (Bear Necessities), a commons/lounge area, 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 the ID card with the proper marking. In addition to residence hall students, other students can purchase meals on an individual meal basis.

The newest facility in Andover is the Student Union. The Student Union contains a commons/lounge area, food court and cyber café, game room, study lounge, television lounge, The Grizzly Den (a large multi-purpose room), Student Life Center as well as a mall walkway with seating and gathering space. Student Services at Andover includes a snack bar at the 6000 building which has a variety of vending machines. Student gathering areas are available in both buildings.



Bookstores

Butler operates bookstores at El Dorado and Andover - books, supplies, clothing and gifts are sold. Videotapes for telecourse classes are distributed and returned at both bookstores. Butler bookstores also sell educationally priced software to students and employees of the college. A book buyback is held during finals week of each semester in which books that are in good condition and needed for the upcoming semester are repurchased from the students at a discounted price. The El Dorado bookstore is located in the Student Union Building and maintains hours of 8 a.m. to 6:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. Summer hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. The Andover bookstore located at 715 E. 13th St. maintains hours of 9 a.m. to 7:30 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. Summer hours are 9 a.m. to 6 p.m. Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

Textbooks are available for approximately one week prior to classes starting at Butler of Rose Hill and Butler of McConnell. Check with the site for information on availability of books for that site.

Books can also be ordered online at www.butlercc.bkstr.com.

In order to purchase textbooks, supplies and computer software using financial aid, a current Butler student ID is required.

In order to purchase educationally priced software, a student must:

- Provide a class schedule showing they are enrolled in at least 6 credit hours for that semester
- Present a current college photo ID

Employees only need a college photo ID. A Butler photo ID can be obtained from the Registrar's office in El Dorado and in the open computer lab in Andover, room 6437 - 6000 Building.

***Bookstore hours may vary during peak periods in the summer and holidays.**

Call 322-3197 or 733-3197 direct from Wichita/metro area for El Dorado and 218-6232 (from Wichita) or 323-6232 (from El Dorado) for Andover to verify times.

Information concerning the 100% refund period for books and refunds for cancelled classes can be found under the "Tuition and Fees" section of this catalog.

Child Care (EduCare Center)

The EduCare Center is a 9,385 square-foot, state-of-the-art child care facility as well as a learning lab for Butler Early Childhood Education students. The center is located off Towanda Avenue on the west edge of Butler's campus in El Dorado.

The Center is accredited through the National Association for the Education of Young Children in addition to a 5 Star Center through the Kansas Quality Rating System. The Center cares for 121 children ranging from two-weeks to 12 years old. The Center provides child care services to Butler students, faculty, and staff, and community members on a first-come, first-served basis with priority given to full-time needs. There is a four-hour minimum requirement for each child to stay at the center.

The Center is open year round, closing only for major holidays and the week between Christmas and New Years, Monday through Friday 5:45 a.m. - 6 p.m. For additional information regarding the EduCare Center call (316) 323-6845 or direct 218-6845 from the Wichita/metro area.

College Health Services

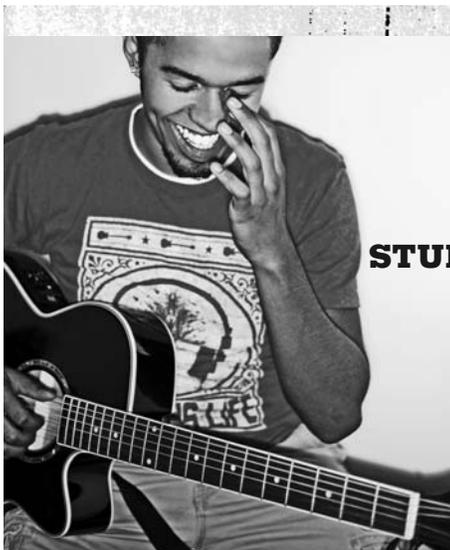
College Health Services opened in the fall of 2002 as a pilot project funded by the Sunflower Foundation: Health Care for Kansas, Topeka, Kansas. The Sunflower Foundation is a philanthropic organization whose mission is to serve as a catalyst for improving the health of Kansans.

Butler operates the College Health Services on the El Dorado campus (located in Room 162 of the 1100 Building or West Residence Hall) and the Andover campus, located in the 5000 building, room 5112N. The health services provided include health management, disease prevention, and illness care. Health Services are available at both locations 5 days a week. A local physician, Dr. Michael Rauseh M.D. is available on Mondays, while nurse practitioners and RN staff the remaining days. While walk-ins are accepted, appointments are appreciated, please call (316)-322-3371 or 316-733-3371

Security

The El Dorado campus is staffed by Security Officers on duty 24 hours a day. They perform continuous patrol duties to deter, detect and investigate unusual activity. They also monitor video surveillance systems, take incident and accident reports, enforce College and Parking Regulations and assist motor vehicle operators with locked cars and jump starts. Security staff is available by calling 321-7657. Security Officers at Butler of Andover perform similar duties and is available by calling 316-218-6112. At all other College locations, individuals are to contact local law enforcement and the local site director. If security reports are filed, a follow-up report is requested to be filed at Butler of El Dorado, especially if injury, damage, or theft is involved. The Butler Safety and Security Department has outstanding working relationships with area emergency response agencies.

Butler Community College has an emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies. To enroll in this emergency notification system, individuals should follow the directions as provided on Campus Pipeline. Should individuals have questions regarding this system or the enrollment process, they may contact campus security at 316-321-7657.



STUDENT ACTIVITIES & 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.

Admissions Ambassadors

The Admissions Ambassadors serve the Butler Office of Admissions. The ambassadors assist with campus tours and serve as hosts for family and high school student recruitment events.

Agriculture Club

The Butler Agriculture Club is open to all students with an interest in agricultural areas. The purpose of the organization is to provide a means for agriculture students with common goals and interests to get together for school, community and social activities.

Art Club

Students that are interested in art at Butler meet regularly to discuss works of art and listen to guest artists. The art club is a student run organization that sponsors student art sales and a field trip annually. Membership is open to any student interested in art. For information contact the art department.

Athletic Program

An athletic program of national prominence is supported by the Board of Trustees, the community, the student body and the College administration. Volleyball, basketball, track and cross country, soccer and softball are provided on an intercollegiate level for women. Football, basketball, baseball, track and cross country are offered for men. The college holds membership in the Kansas Jayhawk Junior College Conference and the National Junior College Athletic Association.

Black Student Union

The Black Student Union is an education organization that promotes group unity, networking, entrepreneurial encouragement, and community development within the African American student community.

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.

Butler Student Nurses Association

The Butler Student Nurses Association (BSNA) provides an avenue for contributing to nursing education to promote the highest quality health care. Members participate in educational programs, community activities and legislative activities in nursing and health as appropriate. Projects and seminars aid the student in the transition from pre-professional to professional roles as a health care provider. BSNA also offers leadership, educational, service and social opportunities for students currently enrolled in the A.D.N. program as well as pre-nursing students enrolled at Butler Community College. BSNA is an affiliate of the Kansas Association of Nursing Students (KANS), and the National Student Nurses Association (NSNA).

Campus Crusade for Christ

The purpose of this non-denominational student organization is to foster a knowledge of Jesus Christ and Biblical Christianity among interested Butler students. The program is planned to provide a time of fellowship, a time of sharing and a clear personal understanding of the spirit-filled life.

Colleges Against Cancer

This organization includes a collaboration of Butler students, faculty, and staff dedicated to eliminating cancer by initiating and supporting programs of the American Cancer Society within the Butler communities.

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.



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.

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.

Hispanic American Leadership Organization (HALO)

Butler’s Hispanic American Leadership Organization (HALO) provides Latino students the opportunities to better serve fellow students through leadership development, student recognition, fostering traditions, serving as a support system, and representing the Hispanic Community and Butler Latino student body.

IT Club

The purpose of this student organization is to provide students the opportunity to network with fellow students, the chance to listen to speakers from industry, tour company headquarters, and learn about emerging technology.

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

The International Student Association (ISA) is open to international students, permanent residents, and all students interested in promoting cross-cultural understanding. A Leadership Committee is elected during the fall semester. The group plans social, sporting and fundraising activities to encourage intercultural student participation in college life. The ISA also considers ways to improve international student services. Another important goal of the association is to support global education by sharing cultures and information about different countries. The ISA encourages intercultural exchange by participating in campus events such as, the “Spring Fling.”

Intramurals

All men and women have the opportunity to participate in individual and team sports through an intramural program. This intramural program is designed to engage students in social activity and events that promote teamwork, leadership and positive social development. Various sporting events will be offered in the Fall and Spring. Men, women, and co-rec leagues may be offered throughout the year.

Kansas Gaming Association

This group provides camaraderie amongst Butler Community College students who share a passion for gaming. The group meets once a week in the Student Life Center to visit, compete and enjoy in the shared interest of gaming.

Karate Club

The purpose of this student organization shall be to further demonstrate and educate individuals in the advancement of the Okinawan form of karate. As it requires the body to move in all directions using the muscle groups, thus creating a balanced development of the whole body and mind. Karate training is as mental as it is physical. Students will learn the essence of Karate while fostering the traits of courage, courtesy, integrity, humility and self control.

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.

Marketing/Delta Epsilon Chi

The Delta Epsilon Chi division of Distributive Education Clubs of America (DECA) is an international affiliation of students who have common job and career interests in marketing and management. Membership is open to those students who are enrolled in the Marketing and Management program. DECA provides opportunities for awards and recognition for those who demonstrate outstanding qualities in marketing, merchandising and management skills at both the state and national levels. Members are eligible to campaign for local, state and national offices.

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.

Phi Beta Lambda

Phi Beta Lambda is a national, state and local business club designed to be an extracurricular activity for those business students intending to make a career for themselves in one of several business occupations. Service projects, leadership conferences, and contests are included in the chapter activities. Membership is open to any student. Members are eligible to campaign for local, state and national offices.

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.

Philosophy Club

The Butler Philosophy Club meets monthly to engage in discussions regarding various political, ethical, and philosophical principles within our culture and society.

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 SkillsUSA Chapter is affiliated with the Kansas Association of Skills USA. It's membership is open to all students enrolled in college/technical courses in trade, industrial, technical and health occupations education.

Society of Manufacturing Engineers

Butler's student chapter U196 is associated with the SME International Chapter 52. It's membership includes students majoring in manufacturing related engineer technology or engineering fields.

Student Government Association

The Butler SGA serves as the voice of the student body throughout the college. The SGA is composed of an Executive Board and at-large senators made up of diverse students from various academic departments, campus locations, and student groups/organizations of Butler. Members also help lead students to engage in purposeful curricular and co-curricular activities, promote good will and make positive contributions to the College and the community at large. SGA Open Sessions are held the 1st Tuesdays in El Dorado and the 3rd Tuesdays in Andover from 3-4:30 pm.

Student Publications**The Lantern**

The Lantern, maintaining a tradition of state and national honors, is published by and for the students of Butler every Monday morning except during holidays and final examination week.

Students gain hands-on experience in today's highly technical field of print journalism. Butler students who have received laboratory experience on The Lantern have made the transition to major journalism schools or directly to jobs in media organizations.

The Grizzly

The Grizzly, published since 1928, is the college's student-produced, full color magazine. It serves as a history of the academic and social activities of the students while they attend college. Students may participate in the production classes for college credit. Students have gone on to major journalism schools or directly to mass media jobs.

The Scan

The Scan publishes academic work, including essays and other projects undertaken as class assignments. The Scan is published once a year with deadline dates in October. Butler students, faculty, staff and alumni may submit work for the publication.

The Quill

The Quill is a publication of literary and visual art produced by Butler students, faculty, staff and alumni. Poetry and Fiction are submitted to the editors for critique and publication.

Theatre/Delta Psi Omega

The Butler theatre department produces four major productions and a variety of experimental productions per year. Auditions are open to all students. A full spectrum of courses for theatre majors is available.

The Chi chapter of Delta Psi Omega, the National Theatre Honor Fraternity of college students, has been at Butler of El Dorado for more than 50 years. Potential members are invited into the organization on the basis of their activity in the college theatre production program.

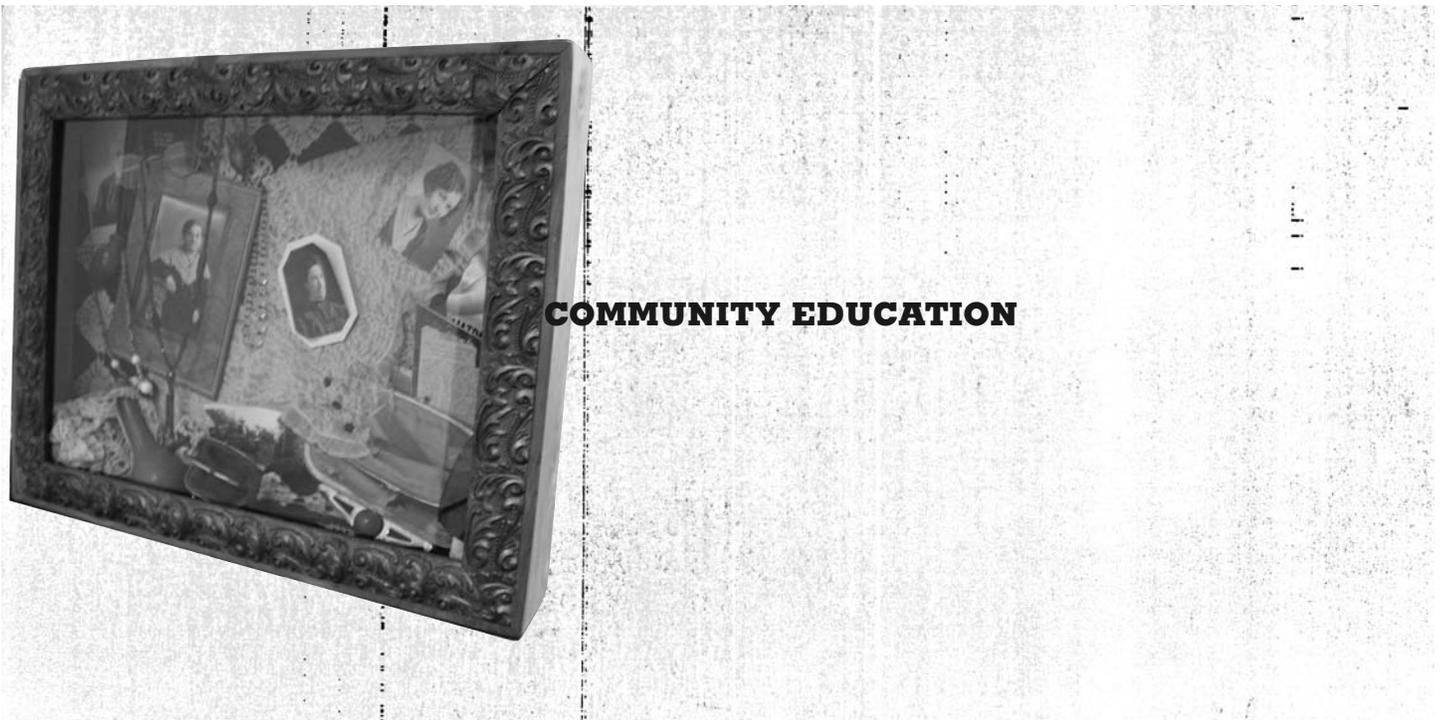
Vocal Music

The vocal music department at Butler provides a variety of singing experiences for students. The 90-voice Butler Concert Choir presents four major concerts per year and is open to all with the instructor's approval. An audition process is used to select members of the Headliner's show choir, the Chamber Singers, and the Sweet Melody ladies vocal ensemble. The Headliners, a show choir consisting of 28 singers/dancers and an instrumental combo, specializes in performing show and pop music. The Headliners do numerous performances each semester, including hosting the annual Butler Showchoir Festival and performing at the Butler Summer Showchoir Camp each July. The Chamber Singers produce the annual Renaissance Feast each December as well as performing at home concerts. The Sweet Melodies sing a variety of music and also performs at home concerts. There are also smaller select ensembles, the Smorgaschords barbershop quartet and a vocal jazz ensemble that performs for various college functions.

A full spectrum of courses for music majors is also available, including music theory, aural skills, music fundamentals, music appreciation, piano lessons, voice lessons, instrumental lessons, and dance classes.

Young Republicans

The Young Republicans (YRs) are the oldest political youth organization in the United States. Important to the growth of the Republican Party, the YRs reach out to registered Republicans, 18 to 40 years of age, and provide them with better political knowledge and understanding of the issues of the day.



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 and middle school children 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 each Tuesday morning for fun and fellowship. Life Enrichment is intended to enrich the lives of Senior Citizens through programs which offer practical and useful information as well as entertainment. The cost of the series is nominal and includes a monthly newsletter, weekly meetings and information on Life Enrichment group trips. For further information, contact the office of Community Education at 316-322-3193 or 316-733-3193 from the Wichita/metro area.

Senior Citizens "Golden Grizzly" Policy

Senior Citizens from the Butler service area (Butler, Chase, Greenwood, Marion and Morris counties) who are 60 years of age or older will be given, upon request, a lifetime college activity card entitling them to become a "Golden Grizzly." This will allow them free admission to all regularly scheduled, college-related activities* and free tuition (fees not included) for all Butler credit courses on a space available basis. Golden Grizzly cards are issued through the Registrar's Office.

*Jayhawk conference rules prohibit free admission to regional or conference playoffs.



ECONOMIC DEVELOPMENT & CORPORATE SERVICES

The Division of Economic Development and Corporate Services serves the community beyond the traditional college setting by working collaboratively with business, economic development and workforce development organizations to strengthen the region's economy. Programs and services address distinct learning needs, yet share the common goal of helping companies, organizations, and individuals develop their most valuable asset – PEOPLE.

Economic Development

The Economic Development Center provides a wide-range of services to meet the needs of our local stakeholders and is committed to adding value to local economic development efforts through a number of services and initiatives.

Rural Economic Development

The Economic Development Center offers consulting services as well as training in rural economic development. Certified consultants in rural economic development are on staff to assist local communities in developing and sustaining long-term economic viability. The cornerstone of these services is the Hometown Competitiveness (HTC) program. The HTC is a comprehensive approach to long-term rural community sustainability which goes beyond the traditional vision of economic development. HTC helps the community to focus on four interrelated strategies that depend on each other for ultimate success. The four strategic areas of HTC are: Developing Leadership, Energizing Entrepreneurs, Engaging Youth, Charitable Giving. Trained and Certified consultants in the HTC program are available to lead communities through this intensive and highly successful program.

Entrepreneurial Institute and Center for Innovation

The Entrepreneurial Institute and Center for Innovation assist individuals in exploring what it means to be an entrepreneur and in developing the skills and knowledge necessary for success in today's business environment. Workshops and seminars focus on all aspects of starting and running your own successful business venture.

Business Performance Group, Corporate Training

Butler offers a variety of corporate training solutions designed to help people become more productive, and companies more profitable, through the investment in training, education and employee development. We offer customized training and public classes. Call Butler's Business Performance Group 316.218.6118 to request a current training schedule or inquire about group training.

Customized Training

The expertise of faculty and staff from throughout the college are available to companies through customized training. Our subject matter experts work with company representatives to select, customize or develop training to achieve corporate goals. We will design a schedule that works for your business and provide the training at the location of your choice.

Command Spanish®

Business Performance Group is a Licensed Official Registered Provider for Command Spanish® and provides programs for non-Spanish-speakers who interact with Spanish-speakers in the workplace. Learn only the Spanish phrases, questions and commands needed for your profession. Command Spanish® Online offers web-based Spanish language training courses that you can take whenever and wherever you want, because they are asynchronous and non-instructor-led. These programs were designed to be efficient, effective, and not teacher-bound, so you can take the course at your convenience and pace. Visit our web site at www.butlercc.edu to learn more.

Computer Training

Computer courses are offered in most industry standard software applications. From beginning to advanced levels, our courses, equipment, and qualified trainers will provide you and your company with an immediate increase in productivity. We offer word processing, spreadsheet, database, presentation, desktop publishing, and Web page design classes. We can bring our training to your site and, if desired, we can customize it to fit your employees' needs.

Online Training

Through our partnership with Education To Go, we offer a wide range of highly interactive non-credit courses you can take entirely over the Internet. The courses are affordable, fast, convenient, and taught by expert instructors. Visit our web site at www.bpg.butlercc.edu to view a complete list of online classes.

Professional Development

Popular areas of employee development include leadership, supervision, management, team work, interpersonal and customer service skills. We develop our own material as well as utilize products created by Achieve Global and other well known suppliers to deliver training that has been proven effective worldwide.



Project Management

Butler's Business Performance Group has been reviewed and approved as a Registered Education Provider® by the Project Management Institute. As a PMI® Registered Education Provider, Butler has agreed to abide by PMI established quality assurance criteria. We offer Professional Development Units for three courses registered in the Registered Education Provider course database: Project Management Fundamentals (14 PDU's), Microsoft Project Level 1 (14 PDU's), and Microsoft Project Level 2 (8 PDU's).

Call us at 316.218.6118 for more information or visit our Web site at www.bpg.butlercc.edu.

Corporate Advising and Recruiting

Butler provides onsite advising at Cessna and Hawker Beechcraft and participates in corporate recruiting events at area companies. To learn more about onsite recruiting and advising, call 316.322.3286.

Corporate Studies Degree

Butler Community College's Associate of Applied Science in Corporate Studies is a flexible degree designed to meet the needs of specific businesses. The objective of the Corporate Studies Degree is to be responsive to the specific and unique education and training needs of a particular business or industry while maintaining the quality and academic integrity of Butler Community College. The degree is granted upon completion of customized instructional tracks designed by the business along with general education, electives, and the core courses identified by the business. To learn more about this customized degree program, call 316.218.6118.

Grizzly Adventure, ROPES Challenge Course

Climb outside your comfort zone with Grizzly Adventures. When you and your teammates take on this state-of-the-art, outdoor challenge course, you'll learn it is taking risks that most often stand in the way of achieving goals. Grizzly Adventures provides the ultimate training for building a successful team and improving your self confidence. Butler Community College is excited to offer this new and demanding tool for growth in leadership, problem-solving, communication skills, and more.

It's hard to imagine as you venture down this beautiful, serene nature trail at the southwest corner of Butler Community College's campus in El Dorado, Kansas that a physical and mental challenge awaits you of such proportions that it'll stir your blood and spike your adrenaline. Butler sets out to create an experience which breaks through traditional classroom walls. Grizzly Adventures, as part of Butler's academic Leadership program, is open to youth, civic, business and corporate groups who wish to stretch their skills to the brink! For more information, call Shane Steinkamp at (316) 323-6874 or 218-6874 from the Wichita/metro area.

Climb outside the box...and hang on!

Adult Basic Education

Adult Education classes assist adults who lack a high school diploma or who want to improve basic skills in reading, grammar, spelling, writing, technology, mathematics, and workplace skills. Butler Community College operates the Adult Education program in conjunction with the Kansas Board of Regents. Instruction is provided at no cost. The Adult Education Center is located at 131 N Haverhill in El Dorado.

General Educational Development (GED®)

Butler Community College is an official GED testing center. When you successfully complete the GED exam, you receive a Kansas State High School Diploma and transcript from the Kansas Board of Regents. This diploma is widely accepted by employers, colleges and universities. The GED exam is administered in the Adult Education Center by appointment. Call Adult Education at 316.321.4030 for information.

Pathway to Achieving Student Success

The Pathway to Achieving Student Success program is designed to help Adult Education students who plan to attend college. The program provides support and engagement to increase student success in Adult Education as well as in a degree or certificate program at Butler Community College.

Kansas Work Ready Certificate

Butler's Adult Education program is a testing site for the Kansas WorkReady! Certificate. Adult Education students, and other interested individuals, can earn a certificate by successfully completing the WorkKeys® Applied Math, Reading for Information and Locating Information assessments. WorkKeys® preparation instruction is available in an open entry/open exit format.

Call 316.321.4030 to learn more about Adult Education/GED.



COMMUNICATION DIRECTORY

BUTLER COMMUNITY COLLEGE BOARD OF TRUSTEES

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Ted Dankert, El Dorado • Ron Engelbrecht, Benton
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BUTLER COMMUNITY COLLEGE

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(316) 321-BCCC (2222)
or 733-9731 direct from the Wichita/metro area
FAX (316) 322-3109
or 733-3109 direct from the Wichita/metro area

BUTLER OF ANDOVER

1810 North Andover Road • Andover, KS 67002
(316) 733-0071 • FAX (316) 733-2715

BUTLER OF COUNCIL GROVE

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

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715 E. 13th Street • Andover, KS 67002
(316) 218-6118 • FAX (316) 733-4691
www.bpg.butlercc.edu

BUTLER WEB SITE

www.butlercc.edu



Concerning: **Contact:**
General Welfare
Interest of CollegePresident, 322-3100

Faculty Policies
Academic RegulationsVice President of
 Academic Affairs, 322-3110

College ResearchDirector, Institutional Research, 322-3338

Financial Aid
ScholarshipsDirector, Financial Aid, 322-3121
 The Financial Aid Office is located in the Hubbard Center for Student Services and is open from 8 a.m. to 5 p.m., Monday through Friday. A financial aid counselor is also available daily at Butler of Andover.

Financial Operations
Business MattersVice President for Finance, 322-3103

Student AccountsAccounts Receivable Manager, 322-3113

Admissions
Catalogs/General Info.Admissions, 322-3255

**Enrollment/Transcripts/
 Academic Records**Registrar, 322-3123

**Advising,
 Counseling,
 Transfer Info.**Director, Enrollment Management, 322-3231
 Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements.

**Instructional Support
 Services/
 Butler of Flint Hills**Dean, Learning Resources
 and Services, 322-3125

**Telecommunications/
 Information Technology**Chief Information Officer, 322-3133

**L.W. Nixon Library/
 Affiliate Libraries
 Andover/Rose Hill**Director, Library Services, 322-3235

Bookstores
El Dorado/AndoverBookstore Manager, 322-3197

Educare Center
Child Care FacilitiesDirector, 322-6845

**Academic Achievement
 Programs & Services**Director, 218-6146

**Academic studies for
 Behavioral Science/
 Math/Science/
 Physical Education**Dean, 322-3129
 The Behavioral Science, Math, Science and Physical Education Division provides the necessary general education requirements to graduate from Butler with an Associate in Arts, Associate in Science, Associate in Applied Science and Associate in General Studies degrees. The division also provides programs in several occupational and professional areas.

**Academic studies for
 Career and Technical Education**Dean, 322-3128
 The Career and Technical Education Division enables students to acquire basic knowledge and skills in business and industrial technology fields. Program offerings fill the elective and specific programmatic needs of college transfer students, as well as specific needs of students entering the field of business or industrial technology after completing a two-year program.

**Academic studies for
 Humanities/Fine Arts**Dean, 322-3328
 The Division of Humanities/Fine Arts provides general education courses to all students and freshman or sophomore degree requirements for those students majoring in Art, Dance, English, Foreign Language, Humanities, Mass Communications, Music, Philosophy/Religion, Speech and Theatre.

**Academic studies for
 Nursing/Allied Health/
 Early Childhood Education**Dean, 322-3146
 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.

**Community Education/
 Noncredit Programs**Director,
 Community Education, 322-3193
 Butler extends its resources to the public through a variety of noncredit programs including senior citizen's Life Enrichment, noncredit classes and youth programs. Courses designed to meet the needs and interests of community members are open to anyone regardless of educational preparation.

Cooperative

Education/InternshipsDirector,
Cooperative Education, 218-6125

Students enrolled in Cooperative Education earn college credit while gaining valuable work experience.

**College News/Public Relations/
Marketing/Speakers Bureau/
Promotional Publications**Director, Marketing

Communications, 322-3190

The Marketing Communications Department manages the College's image and marketing initiatives. The Marketing Communications Department coordinates speakers for public events, shares college news and serves as a liaison to area media.

**Establishment of Trusts/
Scholarships/
Alumni Relations**Director, Foundation, (316) 320-7312

**Alumni Association/
Membership/Activities**Director, Alumni, (316) 320-7312

**Assistance with
Special Needs/
Class Accommodations/ADA**Director,

Disability Services, 322-3166

Residence LifeDirector, Residence Life, 322-3295

Located in El Dorado, Butler's residence halls accommodate 377 students. West Hall houses 102 students, East Hall houses 113 students, Cummins Hall houses 130 students, and four year-round apartments serve for 32 students. Live-in professional staff are assisted by student staff, Resident Assistants. R.A.s assist with answering questions, programming, and enforcing hall policies. The Residence Life Office is located off the East Hall lobby. Residents eat in the cafeteria located a short distance away in the Student Union. Residents park in the convenient parking lots by the residence halls.

**Athletic Programs/
Scholarships**Director, Athletics, 322-3201

An athletic program of national prominence, Butler is a member of the Kansas Jayhawk Conference qualifying and competing in many state, regional and national events. Grizzly athletics is well-known for its winning tradition.

Physical Plant

Planning/MaintenanceDirector,
Facilities Management, 322-3143

**Student Life/
Student Activities**Dean of Student Life, 323-6915

Butler is proud of its comprehensive student activities program. We offer more than 30 activity programs, ranging from athletics to livestock judging.

**Butler of Andover/
Butler of Rose Hill/
Butler of McConnell**Dean, Butler Learning

Community Centers, (316) 733-0071

**Adult Basic Education/
GED**Director, ABE/GED®, (316) 321-4030

The Adult Education center provides basic skills instruction from literacy through college readiness. Butler is an official testing center for the General Educational Development test.

Corporate TrainingTraining Specialist, (316) 218-6118

Butler offers corporate training programs for individuals and groups. Companies establish learning objectives and determine format, schedule and location.

International StudentsInternational Student
Advisor, 322-3230 or 733-0071

Distance EducationDirector,
Instructional Technology 322-3345

If you do not know the number of the department you wish to contact call the College switchboard operator at (316) 321-BCCC (2222) for assistance.

Wichita/Metro Area Dialing

To call any telephone extension at Butler of El Dorado from any Wichita exchange dial 733-plus the 4 digit extension, except for all 6000 numbers, dial 218-6 - - -.

El Dorado/Local Dialing

From El Dorado, extensions you must dial 323-6 plus 3 digit extension. For all other extensions dial 322- plus 4 digit extension.

Long Distance Dialing

Dial 1-800-794-0188 El Dorado campus.



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**Terry G. Peterson, CPA
Internal Auditor
901 S. Haverhill Rd.
El Dorado, KS 67042**

SECTION 504 COORDINATOR

**Teresa Eastman
Director, Disability Services
901 South Haverhill Road
El Dorado, KS 67042
(316) 322-3321 (Local)
(316) 733-3321 (Wichita/Metro)**



Most schools have a fight song. CAMERON gave Butler an anthem. Actually, it's more of a tribute. A personal song he composed about how the power of Butler has changed him.

THERE'S PERSONALITY BEHIND THE *Power*

EVERYONE has a story.

Power is here. It's calling you, pushing you, confronting you – and demanding that you convince your future to come along for an inspiring ride. Power-is waiting to change you.

At **BUTLER**, education is something we do together. While knowledge comes from us, learning starts with you. It's a relationship that grows stronger through engaging conversations and diverse connections. All of which lead to a powerful education you just won't find anywhere else.

LAYING DOWN TRACKS TO THE *Future*

For **Cameron Bedell**, what's strikes a chord the most about Butler is the freedom to pursue all his dreams. Cameron, a Butler music major, believes he's experiencing something at Butler that he wouldn't get from other institutes of higher learning – opportunity that comes from personal relationships. Everyone is sort of a blur at the larger universities, he says. At Butler, we put you in focus. That's enough to have everyone singing the praises of a powerful education.

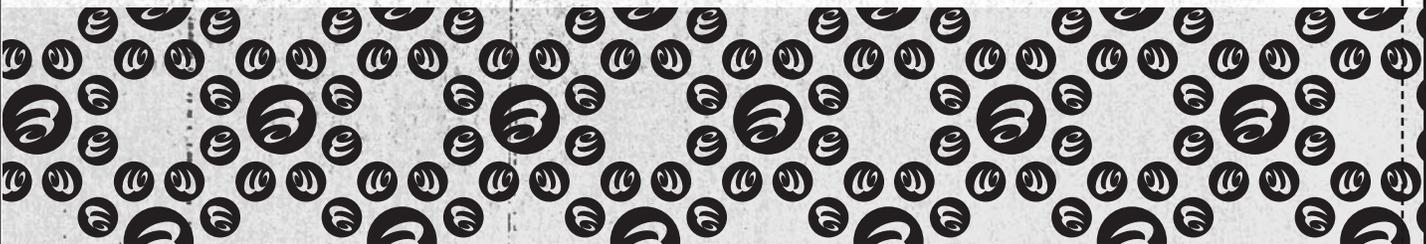


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If for some reason you wouldn't mind cutting down on your trips into campus – and save some gas coin – Butler now has various options of blended learning. How's it work? You spend approximately 50 percent of your time in the classroom and 50 percent is done online. Basically, you get the convenience of online classes without losing the benefit of face time with your instructors.

Butler also offers a crazy amount of full online courses. Great if you're working full time or just prefer to not have to worry about finding that coveted campus parking space.

***** *Other colleges' tuition jumped six to 10 percent, ours went up a buck.* *****



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Pure Learning Power

The *power* of Butler is revolutionary, unconventional – and personally refreshing. Forget settling for stuffy, institutionalized academics. You want more. You want power. You want the personality of Butler.

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DEGREE acceleration

**HANDS - ON EXPERIENCE FOR
customized
CAREERS**



Growing up around fast cars and speed skates gave Devin a passion for hot wheels. His love for speed makes it hard for him to slow down. That's why he's at Butler, to ensure he's able to live his dream in rapid fashion.

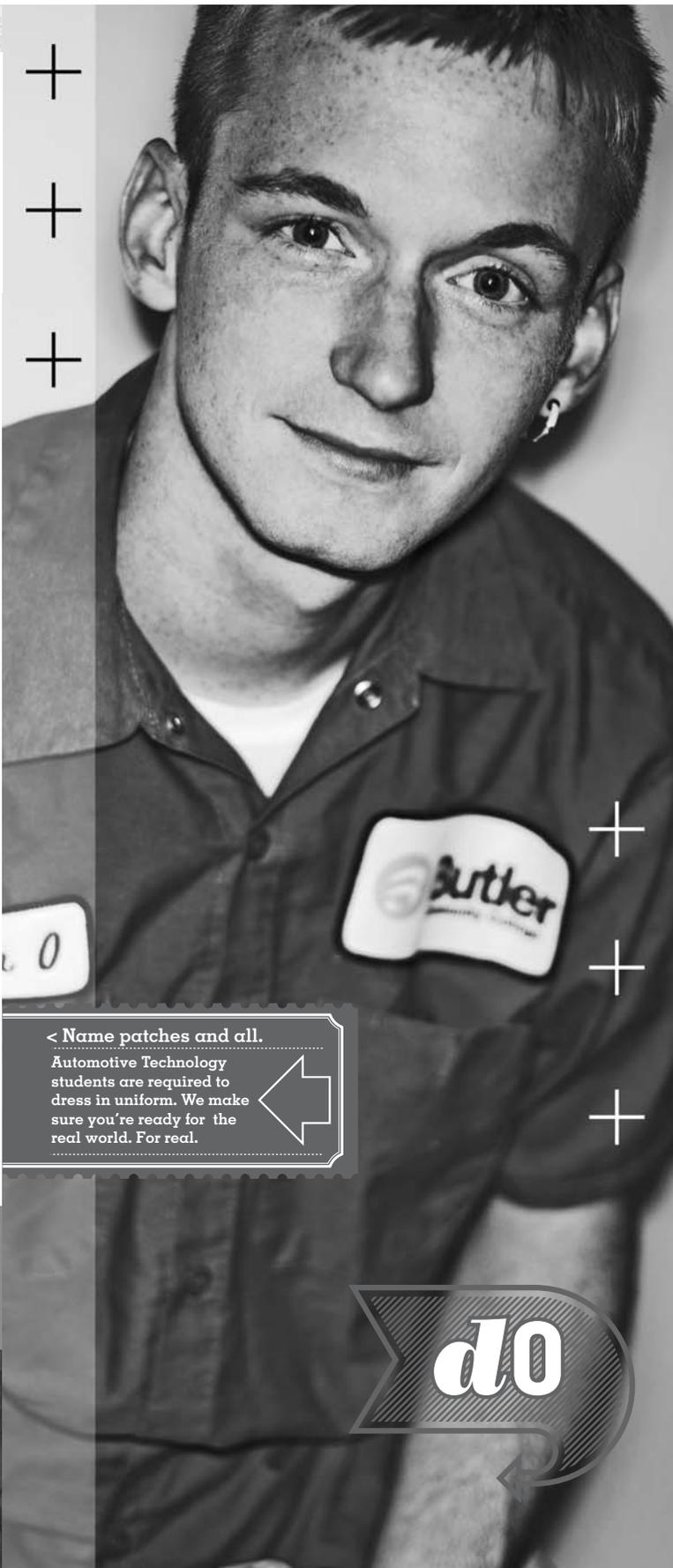
EVER SINCE HE CAN REMEMBER, Devin has been interested in cars. He claims it's part of his genetic code. Whether his relatives are racing cars in Washington or restoring them in California, nearly half of them are mechanics. So when he graduated high school, fast cars were more a part of his future than college, he was sick of school. After a year break, Devin's vision to open his own custom fabrication and hot rod shop brought him to Butler. Rather than starting at a body shop to learn the trade, he wisely chose to earn his degree and build on that foundation. Butler is nothing like he remembers school being before. He's actually excited to be in college. At one point, his uncontrollable interest was leading to a reckless speeding record. Now, he's on the fast track to reaching his goal.

Transforming his life-long passion into a real-life career; that's how Devin brings power to learning.

Devin discovered learning is pretty powerful when instructors support your goals and give you personalized, hands-on training. At Butler, we offer more than 80 degree programs and nearly 30 certificate options. So whether you want to enter the workforce right away, start on your degree courses or simply take some of your general education hours – all in a much more inexpensive and personal environment – we'll have mom doing some non-stop bragging come this year's Thanksgiving dinner.

Been thinking about college but having a hard enough time scraping up laundry coin? - **good News.**

Butler handed out more than \$135,000 in scholarship money last year, putting college cash in the hands of more than 350 students. Plus, we make it easy to access the variety of our scholarships. It's as quick as filling out one sheet of paper, then we work hard to find the one that qualifies. It will probably be the shortest assignment you do all semester, and, you might not have to turn your shirt inside out to go another week before laundry – **unless, of course, you're into that.**



< Name patches and all.

Automotive Technology students are required to dress in uniform. We make sure you're ready for the real world. For real.

d0

➔ **DEVIN olson** || **welding, Class of 2009**



THE inner CHAMPION

THE personal VICTORY IN REACHING

THE STARS ::::::::::::::::::::::::::::::

LEAVING THE LOCKER ROOM before each match reminds Barbi Cervantes of the reason she left her home in Texas to play volleyball at Butler: to live her dreams as an individual. In fact, Barbi turned down Division I athletics for the personal attention she receives here. "Everyone took the time to get to know me," Barbi recalls. "And they still are. From teachers to other students, when you walk around campus everybody knows who you are."

While on the court she's living her dream to play the sport she loves, off the court she's following a new dream to pursue a career in pre-med, a goal that began with her love for art. "I could spend all day in an art museum," she said. "I love the abstract beauty in art. To me, there is a certain beauty and balance in a sonographic image – and an artistic quality of being able to paint parents' first picture of their baby."



BCC Athletics

- ATHLETIC TRAINERS, BASEBALL
- BASKETBALL, CROSS COUNTRY & TRACK,
- FOOTBALL, WOMEN'S SOCCER, SOFTBALL
- SPIRIT SQUAD, WOMEN'S VOLLEYBALL

Her experience at Butler and in the community is making it easier to be so far from home. Still, she does keep her mom close to her in spite of the distance. "My mom is my star," she beams. "We're best friends. She wants me to live life and I always keep these words from her close to me: 'Reach for the moon. Even if you miss, you'll land on the stars.'"

Reaching for your dreams, that's the *power* of Butler.

number ONE

Butler Grizzlies
Football
2007 NJCAA
National
Champions

That's just the beginning of this tradition of excellence.

- 5** NATIONAL CHAMPIONS.
- 7** STRAIGHT CONFERENCE CHAMPIONSHIPS
- 4** UNDEFEATED SEASONS.

Barbi turned down Division I volleyball for the personal attention she received from Butler. She's an individual here, on the court and in the classroom. That's important to Barbi, because even in high school she never could get used to, "there goes what's-her-name."



➔ **BARBI cervantes** || Student, BCC Grizzlies Volleyball

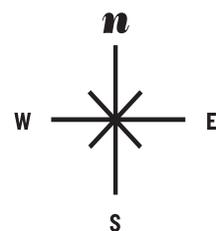
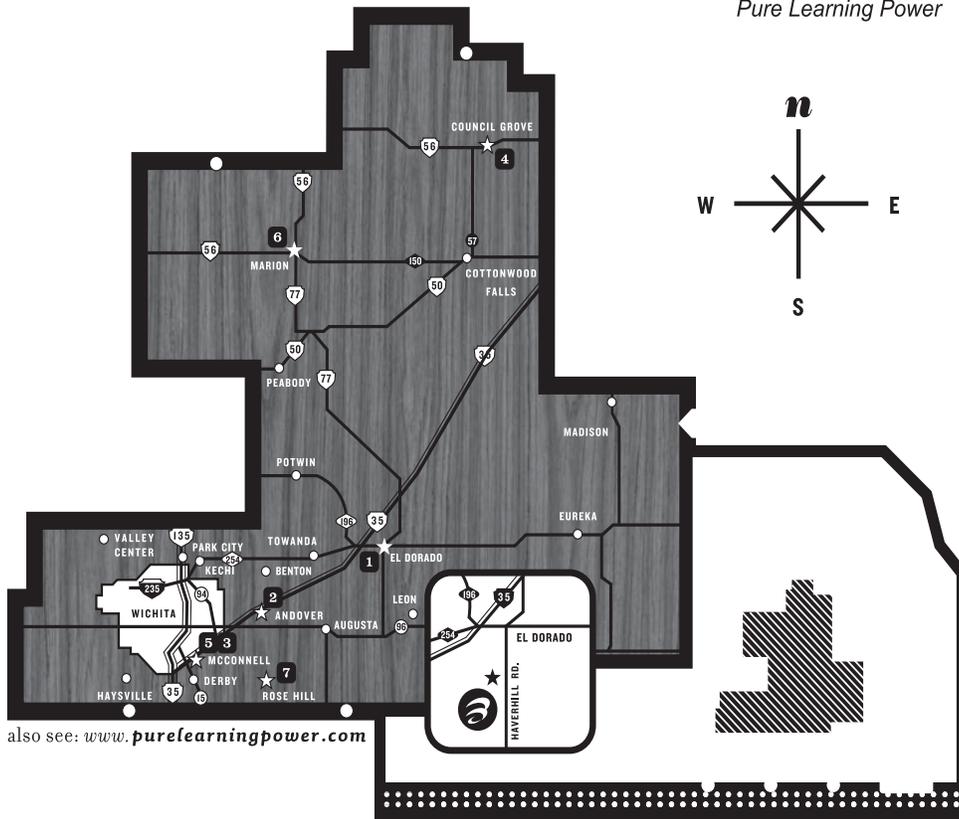
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→ **lives.**

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also see: www.purelearningpower.com

Power is here. It's calling you, pushing you, confronting you – and demanding that you convince your future to come along for an inspiring ride. Power is waiting to change you.

IT'S PRETTY SIMPLE really. At Butler, power comes from our people. People that become more than students you have classes with or figureheads in a lecture hall. With us, learning gets personal. Our instructors would rather inspire than lecture and our advisors see more promise in walking alongside you rather than pointing you down the road alone

That's when learning becomes powerful. When education is something we do together. While knowledge comes from us, learning starts with you. It's a relationship that grows stronger through engaging conversations and diverse connections. All of which lead to a powerful education you just won't find anywhere else.

EVERYONE has a story. That's the POWER of Butler.

The question remains:

 **HOW WILL IT CHANGE YOU?**

