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Barton Community College reserves the right to add or delete classes, change dates and times of classes, and change class instructors if it is in the best interest of the college.

Spring 2012 Calendar

December 12 – January 6	Regular Registration
January 9	Classes Begin
January 9-13.....	Late Registration
January 20.....	Last Day for Refund
March 19-23	Spring Break
February 7 – April 4.....	Courses Dropped Recorded as "W"
May 9.....	Close of Spring Semester


BartOnline Sessions

Classes identified by  - Online Class in class listing

Session 1 (9 weeks)	January 16 – March 18
Session 2 (17 weeks)	January 23 – May 20
Session 3 (9 weeks)	March 19 – May 20

Enroll and see complete course listing at www.bartonline.org

EduKan Sessions

Classes identified by  - Online Class in class listing

Session 1	January 17 – May 4
Session 2	February 13 – May 4
Session 3	March 12 – May 4

Enroll and see complete course listing at www.edukan.org

Registration Dates:

Regular Registration:

Monday, December 12 through Friday, January 6
Payment due: Friday, January 6

Late Registration:

Monday, January 9 through Friday, January 13
Classes for the Spring 2012 semester begin on Monday, January 9.
Payment due: At the time of enrollment

Late Enrollment Policy:

The College is committed to providing you the best opportunity to succeed in your studies. For that purpose, you are strongly encouraged to enroll early and be present at the first class meeting. If you are unable to enroll on time, the following Late Enrollment Policy will apply:

- For semester-length day or evening classes, you may not enroll after the last class meeting of the first week of class without permission of the instructor.
- For classes less than a semester in length, you may enroll only up until the time the course actually begins.
- For courses whose start date is administratively delayed, you may enroll only up until the time the course actually begins.
- If you are adding (as opposed to enrolling) a class or classes after the first week for a semester-length course, you may do so only with the instructor's permission.

In granting permission for late enrollment in semester-length courses, the instructor will require you to sign a learning contract which will outline what course work is to be made up as well as by when the course work is to be completed. You may enroll with a signed learning contract for one additional week after the first week of class.

ADMISSIONS POLICY: SPECIAL STUDENT

A person can be admitted to Barton Community College as a special student if the student:

- Is not seeking an approved certificate or degree from Barton
- Is taking classes for personal enrichment
- Is a high school/home school sophomore, junior or senior with written permission from the high school/home school administrator
- Is a high school/home school student enrolled in an approved gifted program with written permission from the high school/home school administrator
- Has not graduated from an accredited high school or approved home school program
- Has not passed the General Education Development (G.E.D.) examination

ADMISSIONS POLICY: REGULAR STUDENT

Students admitted to Barton as Regular Students are those individuals who the College has deemed as degree- or certificate-seeking from Barton and eligible for graduation upon completion of the degree requirements. A student admitted as a regular student must request official transcripts (secondary, post-secondary, and/or GED) from all previously attended institutions to be sent directly to Barton.

The following degree- or certificate-seeking students will be admitted as Regular Students:

- The student must declare a degree or certificate program of study, and
 - A graduate of an accredited high school, or
 - A graduate of a recognized home school, or
 - A student who has passed the General Education Development (G.E.D.) examination, or
 - A student 18 years of age or older who does not meet one of the above three, but who demonstrates an ability to benefit through placement testing or educational credentials as defined by Barton.

For more information visit: www.bartonccc.edu/prospective or call the Barton Admissions Office at 792-9286 or 800-722-6842.

How to Register

The College has established three windows of opportunity to register for classes. Combined with our wait list opportunity, this should improve your chances of getting the course(s) you need. Take advantage of the Priority Registration times and, in the event a class you need fills up, you'll have the opportunity to be placed on a wait list. The wait list will allow you to be moved into closed classes as seats become available.

Students wishing to drop should do so by January 20. Students on the wait list will then have the opportunity to be moved into available spaces.

Registration Process:

Students Seeking a Degree or Certificate From Barton

A student seeking a degree or certificate from Barton is required to submit all transcripts.

Returning Students:

1. Meet with your academic advisor
2. Enroll with your academic advisor or enroll online at www.bartonccc.edu. Click *Barton Online Services & E-Mail* at top right of home page, then *PAWS*.
3. Make payment arrangements and receive a copy of your schedule from the Business Office in the Kirkman Student Activity Center. For more information contact the Business Office at 620-792-9321.

New Students:

Contact the Admissions Office in the Kirkman Student Activity Center at 620-792-9286 or 800-722-6842. All new students must complete an Application for Admission and submit test scores or be assessed prior to enrollment. *See *Assessment and Placement, page 4*.

Online Enrollment:

Returning students may enroll online at www.bartonccc.edu. Click *Barton Online Services & E-Mail* at top right of home page, then *PAWS*.

For persons with hearing or speech impairments, please use the Kansas Relay Service at 1-800-766-3777 or dial 711.

(The 711 is similar to 911 or 411. It will access the relay service anywhere in the United States.)

Dropping a Class:

Students dropping a class must complete a schedule change/withdrawal form to be officially withdrawn from that class. These forms are available from the Enrollment Services Office, academic advisor, or outreach site coordinator. Any student who does not officially drop a class will receive a final grade of "F" and will still be charged for the class. Please refer to the calendar on pg. 2 for refund dates. IT IS THE STUDENT'S RESPONSIBILITY TO DROP OR WITHDRAW FROM ANY CLASS.

Students have the option of appealing for a refund from a course. A letter must be submitted with supporting documents to the Director of Enrollment Services. Decisions are based upon both the college refund policy, length of the course, and the information provided.

Dropping classes could affect your Financial Aid. Check with the Financial Aid Office for more information.

Refund Policy for Students Receiving Title

IV Funds:

If you are receiving Title IV funds, which include Federal Pell Grants, Federal SEOG Grants, Federal ACG Grants and Federal Loans, and you withdraw, officially or unofficially, prior to 60% completion of the semester, you may be required to repay all or a portion of the aid received. This may show on your student bill or it will be an amount reported to the federal government that must be repaid before you will be eligible for future aid. See the Business Office for additional information.

Payment Process:

Payment for class(es) can be made with:

- Cash or Check
- Visa, MasterCard, or Discover
- Financial Aid awarded through the Financial Aid Office.
- ***NEW *** Payment plan offered by NelNet. The plan allows you to make automatic monthly payments by credit card or from your checking or savings account. Plan requires a \$30.00 per semester non-refundable enrollment fee and completion of the online application. Information required includes the student's Barton ID number, name and address of the person responsible for making payments and account information for the responsible person. You may access the NelNet payment plan by going to:

<http://bartonccc.edu/current/services/payingforcollege/index.html>

If you have additional questions or are unable to enroll in the payment plan, please contact the Business Office at 792-9319 for additional information or assistance.

Payment Arrangements:

Regular Registration must be made by Friday, January 6.

Late Registration must be made at the time of enrollment.

Affordability:

Financial Aid

Through local, state, and federal programs and the efforts of the Barton Foundation, over \$9.8 million is awarded to Barton students. Please contact the Barton Financial Aid Office in the Kirkman Student Services office or by calling 620-792-9270.

Tuition and Fees

Legal Residence in Kansas

Tuition per credit hour	\$57
Fee per credit hour	\$30

Legal Residence OUTSIDE Kansas (within the USA)

Tuition per credit hour	\$88
Fee per credit hour	\$30

Foreign Residents

Tuition per credit hour	\$140
Fee per credit hour	\$30
One-time Administrative Fee	\$150

Audit Fee per Credit Hour.....	\$118
BartOnline per Credit Hour.....	\$133
EduKan per Credit Hour.....	\$130

Special Fees

ARTS 1234 Photography I.....	\$20.00
ARTS 1235 Photography II.....	\$20.00
AUTO 1024 Auto Body Repair I.....	\$75.00
AUTO 1026 Auto Body Repair II.....	\$75.00
AUTO 1036 Auto Body Repair III.....	\$75.00
AUTO 1122 Engine Performance II	\$70.00
BSTC 1036 Computer Concepts & Appl (<i>EduKan only</i>).....	\$115.00
BUSI 1600 Introduction to Business (<i>EduKan only</i>)	\$115.00
CHEM 1802 Fundamentals of General Chem	\$20.00
CHEM 1808 College Chemistry II	\$20.00
CHEM 1816 Organic Chemistry II	\$20.00
CHEM 2818 Basic Corrosion.....	\$179.00
CHLD 1504 Early Childhood Curriculum	\$20.00
CHLD 1553 Creative Experiences for Child.....	\$20.00
CHLD 1554 Creative Activities	\$20.00
CHLD 1565 Preschool Language & Literacy	\$20.00
CRIM 1606 Intro to Law Enforcement.....	\$100.00
CRIM 1658 Police Firearms	\$75.00
CRIM 1667 Crime Scene Investigation.....	\$20.00
ECON 1610 Principles of Macroeconomics (<i>EduKan only</i>).....	\$115.00
ECON 1615 Personal Finance (<i>EduKan only</i>)	\$115.00
EMTS 1500 Emergency Medical Technician	\$40.00
EMTS 1540 Paramedic I	\$250.00
EMTS 1541 Paramedic II	\$250.00
EMTS 1543 Paramedic IV	\$250.00
HZMT 1901 Motorcycle Safety for Beg Ride.....	\$84.50
LANG 1908 Elementary Spanish I (<i>EduKan only</i>).....	\$115.00
LANG 1910 Elementary Spanish II (<i>EduKan only</i>).....	\$115.00
LIFE 1402 Principles of Biology.....	\$20.00
LIFE 1402 Principles of Biology (<i>EduKan only</i>).....	\$115.00
LIFE 1407 Anatomy & Physiology I	\$20.00
LIFE 1408 Anatomy & Physiology	\$20.00
LIFE 1409 Anatomy & Physiology II	\$20.00
LIFE 1410 Principles of Zoology.....	\$20.00
LIFE 1412 Principles of Microbiology.....	\$20.00
LIFE 1414 Environmental Science Lab.....	\$20.00
MATH 1809 Basic Applied Mathematics.....	\$90.00
MATH 1821 Basic Algebra	\$90.00
MATH 1821 Basic Algebra (<i>EduKan only</i>)	\$115.00
MATH 1824 Intermediate Algebra (<i>EduKan only</i>)	\$115.00
MATH 1828 College Algebra (<i>EduKan only</i>).....	\$115.00
MLTC 1502 MLT:Hematology & Coagulation (PER CREDIT HOUR)..	\$25.00
MLTC 1503 Principles of Phlebotomy (PER CREDIT HOUR).....	\$25.00
MLTC 1506 MLT:Clinical Microbiology II (PER CREDIT HOUR)	\$25.00
MLTC 1508 MLT:Blood Banking (PER CREDIT HOUR).....	\$25.00
MLTC 1509 MLT:Immunology & Serology (PER CREDIT HOUR)	\$25.00
MLTC 1510 MLT:Clinical Chemistry II (PER CREDIT HOUR)	\$25.00
MLTC 1512 Basic Med Lab Techniques.....	\$25.00
MUSI 1014 Vocal Ensemble.....	\$50.00
MUSI 1038 Private Voice	\$30.00
MUSI 1049 Applied Piano-Adults	\$30.00
MUSI 1051 Applied Piano	\$30.00
MUSI 1052 Organ	\$20.00
MUSI 1054 Applied Music Individual-Flute	\$30.00
MUSI 1056 Applied Music Indiv-Clarinet	\$30.00
MUSI 1058 Applied Music Indiv-Oboe	\$30.00
MUSI 1059 Applied Music Indiv-Bass.....	\$30.00
MUSI 1060 Applied Music Indiv-Bassoon.....	\$30.00
MUSI 1061 Applied Music Indiv-Violin	\$30.00
MUSI 1062 Applied Music Indiv-Percussion	\$30.00
MUSI 1063 Applied Music Indiv-Viola.....	\$30.00
MUSI 1064 Applied Music Indiv-Trumpet.....	\$30.00
MUSI 1065 Applied Music Indiv-Cello.....	\$30.00
MUSI 1066 Appl Music Indiv-French Horn.....	\$30.00
MUSI 1068 Applied Music Indiv-Trombone.....	\$30.00
MUSI 1070 Applied Music Indiv-Tuba.....	\$30.00
MUSI 1072 Applied Music Indiv-Saxophone	\$30.00
MUSI 1074 Applied Music Indiv-Baritone.....	\$30.00
MUSI 1076 Applied Music Indiv-Jazz Piano	\$30.00
NURS 1208 Mental Health Nursing II	\$50.00
NURS 1256 Medical Surgical Nursing II	\$225.00
NURS 1258 Maternal-Child Nursing I	\$50.00
NURS 1261 Medical-Surgical Nursing IV.....	\$250.00
PHED 1202 Bowling.....	\$20.00
PHED 1219 Target Shooting (Rifle-Pistol).....	\$50.00
PHSC 1400 Physical Science	\$20.00
PHYS 1602 Physics II	\$20.00
PHYS 1606 Engineering Physics II	\$20.00
POLS 1800 Government of United States (<i>EduKan only</i>)	\$115.00
THEA 1330 Introduction to Film (<i>EduKan only</i>)	\$115.00

All Academic Systems Courses..... \$90

Graduation Fee **\$30**

All tuition and fees are subject to change.

Testing and Placement

The Testing Center provides a broad range of testing services to meet the needs of a diverse student population: college placement, English as a Second Language placement, credit by exam, correspondence exams, and certification and licensure exams. Special arrangements can be provided for disabled students. For special arrangements, contact Student Services at 620-792-9240.

Students entering college for the first time without ACT, SAT, ASSET, Accuplacer, or COMPASS scores must take either the ASSET or Accuplacer test at the Great Bend campus, or the COMPASS test at the Fort Riley campus.

Students must have scores on file if they are pursuing a certificate or an associate's degree program or are enrolling in a general education class requiring specific ACT, SAT, ASSET, Accuplacer, or COMPASS scores. These scores will be used to place students in the appropriate English, Reading, or Math course. Please contact the Testing Coordinator at 620-792-9344 to schedule a testing date at the Great Bend campus. Fort Riley campus students may contact the Programs Office at 785-784-6606 to schedule a testing date.

Testing provides both you and your advisor an effective tool to assure academic success. Through enrollment in proper courses, you are more likely to meet your academic goals. Students without a high school diploma who plan to enroll are required, under the "Ability to Benefit Program," to take the ACT, SAT, ASSET, Accuplacer, or COMPASS test if they plan to qualify for any grant, loan, or work under Title IV of the Higher Education Act (HEA).

Students are encouraged to test as early as possible before seeing a counselor or faculty advisor. To schedule an appointment for the Accuplacer or ASSET test, contact the Testing Center at 620-792-9344.

Assessment Statement

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Foundation Studies

AS/AA Degree

Written Communications	6 hours
Oral Communications	3 hours
Math	3 hours
Computer Literacy.....	<u>3 hours</u>
	15 hours

AGS Degree

Written/Oral Communications	6 hours
Math	3 hours
Computer Literacy.....	<u>3 hours</u>
	12 hours

Hours of Operation:

Student Services Hours

Regular Hours:

7:30 a.m. – 5:00 p.m., Monday – Friday

Bookstore Hours

Regular Hours:

7:30 a.m. – 6:00 p.m., Monday – Friday

Learning Resource Center Hours

Regular Hours:

7:30 a.m. – 10:30 p.m., Monday – Thursday

7:30 a.m. – 4:30 p.m., Friday

2:00 p.m. – 10:30 p.m., Saturday – Sunday

Contact Information:

1-800-748-7594

Admissions Office: (620) 792-9286

Bookstore Office: (620) 792-9229

Business Office: (620) 792-9321

Enrollment Services: (620) 792-9252

Financial Aid Office: (620) 792-9270

Learning Resource Center Office: (620) 792-9362

Careers, Education & Training

Adult Health Care

- 90 contact hour Certified Nurse Aide (CNA) training
- 75 contact hour Certified Medication Aide (CMA) training
- Must be 16 years of age to participate in training
- Hybrid (combination classroom and online) classes available
- Students interested in Barton's Nursing program are required to provide proof of Certified Nurse Aide certification
- Reading assessment and pre-payment required
- State certification exam for licensing
- Employment at long-term care facilities, assisted living centers and hospitals
- Employment is projected to grow 18% between 2008 and 2018 with the average wage of \$9.71 to \$13.76 an hour
- Contact **Carol Crockett** at: 620-792-9298 or crockettc@bartonccc.edu
- Learn more at <http://adulthealthcare.bartonccc.edu>

Adventure Based Leadership Education (ABLE)

- Hands-on approach to building teamwork and trust across an organization, club, or athletic team
- Outdoor training experience
- Experiential learning that lasts well beyond the initial training
- Contact **Krystall Barnes** at: 620-792-9332 or barnesk@bartonccc.edu
- Learn more at <http://campaldrich.bartonccc.edu> (click on activities)

Agriculture/Crop Protection

- Flexible program offering degree programs AND short term certificate coursework for entry into the Crop Protection Application industry (1-2 years)
- Hands-on education and real life experience; Barton's Agriculture program includes a soil pit, GPS technology, crop protection equipment and internship opportunities
- Collegiate Farm Bureau student group develops leadership, friendship and networking
- High wage, high demand careers available in Crop Protection, Agribusiness, and Production Agriculture
- Contact **Dr. Victor Martin** at: 620-792-9207 or martinv@bartonccc.edu
- Learn more at <http://ag.bartonccc.edu>

Automotive Technology

- Certificate and degree options with newly aligned curriculum
- National Automotive Technicians Education Foundation (NATEF) recognized program
- Curriculum includes hybrid, electric and alternative fuel vehicles
- Special options available to area high school students
- Train to serve as an automotive technician, service advisor, parts specialist, shop foreman or service manager; with wage range from \$21,000 to \$42,000 depending upon career focus
- Contact **Darcy Wedel** at: 620-792-9336 or wedeld@bartonccc.edu
- Learn more at <http://auto.bartonccc.edu>

Business - Career & Transfer



- Two year degree completion program and transfer options
- Students leave Barton understanding accounting processes and basic business foundations more than students at the same grade level that started at a university
- Instructors take students on college transfer visits and assist them with individual enrollment
- Personalized advisement promotes seamless transition/transfer to a Kansas four-year university
- Our graduates are working in careers such as: Accounting, Communications, Finance, Marketing & Management, Travel & Tourism, Event Coordination, Education, and Mechanical Supervisor
- General and Operation Managers can expect to earn between \$58,230 and \$128,580 annually depending on industry and responsibility
- Contact **Kathy Boeger** at: 620-792-9203 or boegerk@bartonccc.edu
- Learn more at <http://business.bartonccc.edu>

Business Administrative Technology



- Two year degree completion program
- Classroom, online, and hybrid (combination classroom and online) course offerings
- Courses in computer concepts, records management, customer service, ethics, and business/communication skills
- Prepare for a career as an administrative assistant, office manager, executive secretary, customer service representative or front-line supervisor
- Contact **Shanna Legleiter** at: 620-792-9398 or legleiters@bartonccc.edu
- Learn more at <http://busadmintech.bartonccc.edu>

Business Management & Leadership



- Business and general education courses
- Great start to a career in management
- Two-year degree completion program or coursework towards a Bachelors degree program
- Contact **Kathy Boeger** at: 620-792-9203 or boegerk@bartonccc.edu
- Learn more at <http://bml.bartonccc.edu>

College Advantage Program

- Opportunity for sophomores, juniors, seniors and gifted underclassmen to "jump start" their college education in the fall and spring semesters
- Affordable tuition rates
- Contact **Janet Kirmer** at 620-792-9294 or kirmerj@bartonccc.edu or **Jane Howard** at 620-792-9208 or howardj@bartonccc.edu

Corrections

- Certificate and degree completion program
- Program driven in partnership with the Kansas Department of Corrections
- Training and education to prepare students to serve as correctional facility staff
- Opportunity to serve an industry that rehabilitates and assists with public safety
- Program suitable for current correctional employees as well as individuals interested in joining the corrections industry team
- Program credits available in conjunction with Kansas Department of Corrections Basic 200 hour training
- Completion of the program may lead to promotion within the corrections system
- Online coursework coming in 2012!
- Industry selected faculty members

- Employment growth is expected to be faster than the average for all occupations, and job opportunities are expected to be excellent
- Contact **Jane Howard** at 620-792-9208 or howardj@bartonccc.edu
- Learn more at <http://corrections.bartonccc.edu>

Criminal Justice



- Two year completion program and transfer options
- Employment opportunities include police officers, detectives, fish and game wardens, sheriffs and deputies, state police officers, Federal Bureau of Investigation, Drug Enforcement Administration, Department of Homeland Security, U.S. Secret Service, U.S. Border Patrol, and Federal Marshals
- Employment of police and detectives is expected to grow 11% over the 2008-2018
- A more security-conscious society and population growth will contribute to the increased demand for law enforcement services
- Contact **Randy Smith** at 620-792-9299 or smithr@bartonccc.edu
- Learn more at <http://criminaljustice.bartonccc.edu>

Customized Training

- Specific training to meet the training needs of an organization and its employees
- Eliminates unnecessary expenses including mileage, hotels, meals, and other costs related to "off-the-shelf" programs
- Targeted to fit work schedule and demands
- Contact **Krystall Barnes** at: 620-792-9332 or barnesk@bartonccc.edu

Dietary Manager/Dietetics



- Certificate program or two year degree completion options
- National credentialing exam
- Classroom and field experience; preceptors required for the field experience portion of the program
- Classes available online (<http://bartononline.org>)
- Continue your education via online coursework with Kansas State University and become a Registered Dietitian
- Job possibilities in schools, hospitals, long term care facilities and correctional settings
- Employment of dietitians and nutritionists is expected to increase 9% during the 2008-2018
- Contact **Marsha Finley** at: 815-895-5267 or finleym@bartonccc.edu
- Learn more at <http://dietarymanager.bartonccc.edu>

Early Childhood Education



- Two year degree completion program or two year transfer track to four year university; certificate programs coming!!
- Career path that makes a difference to children and families birth to age eight year of age
- Early Childhood professional positions include child care administrator, professional nanny, para-professional, family child care provider, infant/toddler teacher, pre-school teacher, Parents as Teacher Parent Educator, Early Head Start, Head Start, and After School Program Director, EC Special Education teacher or para-professional, Early Intervention Specialist, Birth - 3rd grade teacher regular education and/or special education
- Contact **Cheryl Couch** at: 620-786-1130 or couchc@bartonccc.edu
- Learn more at <http://earlychildhood.bartonccc.edu>



Emergency Medical Services Education

- Certificate and two year degree completion program options
- Nationally accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Coursework at all levels of pre-hospital emergency care
- Preparation for National Registry Exam
- Service as an emergency medical technician, paramedic or emergency medical services administrator
- For an application packet to the paramedic program go to <http://bartonccc.edu/instruction/programs/departments/ems/index.html>
- Contact **Karyl White** at: 620-792-9347 or whitek@bartonccc.edu
- Learn more at <http://ems.bartonccc.edu>

Get Ahead Program (GAP)

- Available to high school students within driving distance to the Great Bend Campus
- Opportunity to earn college credits while still in high school
- Program includes general education and career courses
- Classes offered in the afternoons; Monday-Thursday
- Contact **Janet Kirmer**, Coordinator of Outreach, at 620-792-9294 or kirmerj@bartonccc.edu

Graphic Design

- Design layouts for magazines, packaging, and advertising
- Create graphics and special effects
- Weave text and graphics for websites and manage electronic publishing technologies
- Innovative and responsive to changing technology with dynamic curriculum focused on industry needs
- Skills learned are easily transferred among multiple forms of media and toward other design disciplines
- Transfer program options
- Offers you the chance to blend art and technology skills that will take you far into the future
- Contact **Steve Dudek** at: 620-792-9260 or dudeks@bartonccc.edu
- Learn more at <http://graphicdesign.bartonccc.edu>

Information Technology

- Career field with unprecedented growth and opportunity
- Train to work as a support specialist, network administrator, network security analyst, or digital forensics professionals
- Courses taught by Barton Community College Information Services staff
- Contact **Cristi Gale** at: 620-786-1183 or galec@bartonccc.edu
- Learn more at <http://computerscience.bartonccc.edu>


Medical Administrative Technology

- Two year degree completion program; classroom, online and hybrid (combination of classroom and online) courses
- Coursework in records management, customer service and business/communication, medical terminology, transcription, and coding
- Career option for individuals wishing to work in a medical office setting; employment opportunities at hospitals, clinics, physician's offices, and more
- Contact **Shanna Legleiter** at: 620-792-9398 or legleiters@bartonccc.edu
- Learn more at <http://medadmintech.bartonccc.edu>


Medical Assisting

- Two year degree completion program
- Integration of classroom knowledge into clinical practice internships
- Gain skills to work in a variety of health care settings; good career choice for those interested in spending time with patients, while performing important office tasks
- Evening hybrid (combination of classroom and online) or online class options for students who are "place-bound" or "time-bound"
- Projected as the second fastest growing occupation in Kansas
- Contact **Carol Crockett** at: 620-792-9326 or crockettc@bartonccc.edu
- Learn more at <http://medassistant.bartonccc.edu>


Medical Coding

-  Certificate program; online option for students who are "place-bound" or "time-bound"
- Graduates are eligible to take national certification exams
- Coders review patients' records and assign numeric codes for diagnosis's and procedures
- Good career choice for those who are interested in medical terminology and pay attention to detail
- Contact **Carol Crockett** at: 620 792-9326 or crockettc@bartonccc.edu
- Learn more at <http://medcoding.bartonccc.edu>

Medical Laboratory Technology

-  Two year degree completion program, with internship
- Accredited by the National Accrediting Agency for Clinical Laboratory Sciences
- Graduates are eligible to take national certification exams
- Hybrid (combination of classroom and online) coursework available for students who are "place-bound or "time-bound"
- Employment of clinical laboratory workers is expected to grow 14% between 2006 and 2016
- Contact **Lana Besthorn** at: 620-792-9266, 888-423-1711, or besthornl@bartonccc.edu
- Learn more at <http://mlt.bartonccc.edu>

Medical Transcription

-  Certificate program; online option for students who are "place-bound" or "time-bound"
- Graduates eligible to take national certification exams
- Transcriptionists transcribe dictated material into clear and understandable text, generally for the purpose of charting information on patients
- Good career choice for those who are interested in medical terminology and who enjoy grammar, proof-reading and pay attention to detail
- Contact **Carol Crockett** at: 620-792-9326 or crockettc@bartonccc.edu
- Learn more at <http://medtranscription.bartonccc.edu>

Natural Gas Transmission & Distribution Technology

- Certificate and degree completion program; fast track training!
- New Gas Measurement certificate program coming
- Careers in the natural gas industry with transmission and distribution companies, utility companies, and municipalities
- Paid internships include credit hours
- Entry level wages start at \$25,700 annually (not including benefits)
- Wages increase to \$30,000 - \$50,000 annually with basic and specialized training and experience
- Contact **Mike Baugh** at: 620-792-9325 or baughm@bartonccc.edu
- Learn more at <http://naturalgas.bartonccc.edu>

Nursing

- Licensed Practical Nurse (LPN) Certificate; Associates Degree – Registered Nurse (RN)
- The associate degree nursing program is nationally accredited
- Approved by the Kansas State Board of Nursing
- LPN wages - \$26,000-\$32,000; RN wages - \$35,000-\$60,000
- Employment of registered nurses is expected to grow 22% from 2008 to 2018
- Contact **Dr. Kathy Kottas** at: 620-792-9355 or kottask@bartonccc.edu
- Learn more at <http://nursing.bartonccc.edu>


Outreach

- Face-to-face, ITV and hybrid coursework available at select sites
- Classes available at Claflin, Ellsworth, LaCrosse, Russell, St. John and Victoria
- Enroll online (<http://bartonccc.edu>) or by phone (1-800-748-7594)
- Contact **Janet Kirmer**, Coordinator of Outreach at 620-792-9294 or kirmerj@bartonccc.edu


Pension Management

- Complete up to seven Pension Administration courses.
- Students may sit for three different national pension certifications/credentials
 - ~ Retirement Plan Fundamentals Certificate
 - ~ Tax-Exempt & Government Plan Administration Certificate
 - ~ Qualified 401(k) Administrator (QKA) Credential
- Employment opportunities are available in the retirement plan industry.
- Contact **Jane Howard** at: 620-792-9208 or howardj@bartonccc.edu
- Learn more at <http://bml.bartonccc.edu>

Phlebotomy

-  Certificate program with internship
- Online option available for students who are "place-bound" or "time-bound"
- Completers are eligible to take national certification exams
- Employment of clinical laboratory workers is expected to grow 14% between 2008 and 2018
- Contact **Lana Besthorn** at: 620-792-9266, 888-423-1711 or besthornl@bartonccc.edu
- Learn more at <http://phlebotomy.bartonccc.edu>

Technical Accounting

-  Entry level positions in private enterprise, public accounting firms and government/non-profit organizations
- Accounting specialists process manual and computerized accounting records, including payroll and complete various clerical duties
- Employment opportunities as an accounting clerk, accounts payable clerk, accounts receivable clerk, billing clerk, cash posting clerk, and payroll clerk
- Contact **Kathy Boeger** at: 620-792-9203 or boegerk@bartonccc.edu
- Learn more at <http://techaccounting.bartonccc.edu>

Medical Laboratory Career

Do you love science? Do you want to make a difference in people's lives? If so, the laboratory field needs YOU.

Barton offers an Associate degree that prepares you for a career as a Medical Laboratory Technician. The degree is offered online AND on the Great Bend campus. Contact us TODAY for a great start to a great career.

Check out our website at <http://mlt.bartonccc.edu> or contact Lana Besthorn for more information at 1-888-423-1711 or email her at besthornl@bartonccc.edu.

Thinking of a Career in Nursing?

Barton offers two levels of nurse training: Practical Nurse Certificate and Registered Nurse Associate of Applied Science Degree.

The application deadline for the 2012-2013 class is January 31, 2012.

Contact the Nursing Department at 620-792-9357 or stop by the Technical Building, (T-79) for your application packet today.

Adult Health Care Training

Would you like to become a Certified Nurse Aide, Certified Medication Aide or Home Health Aide? Barton offers classes in Great Bend, Larned, Lyons and Ellsworth.

For more information, contact the Nursing Office at 620-792-9357.

Gas Measurement Certificate

Complementing Barton's Natural Gas Pipeline Transmission and Distribution Technician Program, Barton's NEW Gas Measurement Certificate program was made possible by federal funds from the State Energy Sector Partnership and Training grant.

The 30 credit hour certificate program is targeted to individuals with industry experience or students who have completed Barton's Natural Gas program at both certificate levels.

The training will be delivered with multiple strategies including computer-based, instructor led, and hands-on exercises for the most effective learning environment. The program will follow the industrial training format similar to the current natural gas program. Courses will be offered full time...eight hours a day for the duration of the class.

Gas Measurement classes may be taken sequentially if a certificate is desired, or individually to improve a desired skill set.

For more information or to request training for your company, contact Mike Baugh at 620-792-9325 or email him at baughm@bartonccc.edu.

Early Childhood Education Certificates

Barton is offering two new certificate programs that respond to changing educational requirements by the early childhood industry and agencies that provides early services to infants, toddlers, preschoolers and their families.

- **Preschool Education & Care Certificate - 22 Credits**
- **Infant and Toddler Education & Care Certificate - 22 Credits**

The courses in the programs are approved by the Early Childhood Associate Apprenticeship Program (ECAAP) and successful completers will be prepared to complete the CDA certification.

For more information, contact Cheryl Couch at couchc@bartonccc.edu.

New Computer Certification Opportunities!

Barton offers you the opportunity to gain computer certifications – a perfect tool for resume building and/or career enhancement.

First Level Microsoft Certification - IC3

Demonstrate Skills in the Following Areas:

- Living Online – Internet skills
- Key Applications – Covers popular word processing, spreadsheet and presentation applications
- Computing Fundamentals - Foundational understanding of computing.

Coursework Required (available on campus [eight week sessions] or online www.bartonline.org)

- Introduction to Computers
- Computer Concepts & Applications

Additional Levels of Microsoft Certifications - Specialist

Microsoft Office Specialists are a part of a global community of distinguished achievers. This Microsoft credential tells the work you have demonstrated proficiency in the 2010 standard of the world's foremost desktop computing applications. Achievement of the certification requires passing four of the five testing areas: Word, Excel, Access, PowerPoint and Outlook.

Coursework Required (available on campus or online www.bartonline.org)

- Word Processing Applications - Word
- Spreadsheet Applications – Excel
- Database Management – Access

For more information, contact Renetta Furrow at 620-792-9358 or email Renetta at furrow@bartonccc.edu OR Jane Howard at 620-792-9208 or email Jane at howardj@bartonccc.edu.

Spring 2012 Mini Classes

For more information and a list spring 2012 mini classes, contact Janet Kirmer at 620-792-9294 or kirmerj@bartonccc.edu.