NURSING

ASSOCIATE IN APPLIED SCIENCE

MAJOR CODE: NURS

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

Prior to Admission

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

Level I

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 240</td>
<td>5</td>
</tr>
<tr>
<td>BS 160</td>
<td>3</td>
</tr>
<tr>
<td>EG 101</td>
<td>3</td>
</tr>
<tr>
<td>MA 135 or above</td>
<td>3-5</td>
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</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>NR 104</td>
<td>3</td>
</tr>
<tr>
<td>NR 105</td>
<td>6</td>
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<tr>
<td>BI 231</td>
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THIRD SEMESTER

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AH 111</td>
<td>3</td>
</tr>
<tr>
<td>BS 260</td>
<td>3</td>
</tr>
<tr>
<td>NR 106</td>
<td>9</td>
</tr>
</tbody>
</table>

Nursing Concepts for Adv’d Standing | Credits
--- | ---
NR 108 | 3

(NR 108 is a requirement for Advanced Standing LPNs).

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

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

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

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

**NR 104 and NR 105 must be completed with a grade of C or better. If a student fails one or both courses, the student, if desired, can apply for consideration to be included in the next applicant pool. Upon readmission, the student will be required to take both NR 104 and NR 105.

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 uniform and the licensing exam for Registered Nursing NCLEX-RN. Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program.

Requirements

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

1. A Butler Department of Nursing Health Record (annual physical exam form) completed and signed by a healthcare provider demonstrating compliance with the clinical facility requirements.

2. The Health Record includes verification of an annual TB skin test following an initial two-step. The immunization record also includes a Tdap, two MMR’s, two-dose Varicella (chickenpox), and the Hepatitis B series or signed refusal form. Butler College Health Services can do physicals and immunizations if needed. For an appointment (required), call Butler of El Dorado (BOE) College Health Service phone # 733-3371, 322-3371, 323-6929, or 323-6934. Or Butler of Andover (BOA) College Health Service phone # 218-6282 or 322-3371, or 733-3371.

3. Current CPR certification (American Heart Association BLS Health Care Provider OR the American Red Cross CPR for the Professional Rescuer). Certification should include adult, child, infant and two-person. Online CPR must be accompanied by evidence of a performance exam.

4. The influenza vaccine is required annually.

Admission to the nursing program is contingent upon a satisfactory background check and negative urine drug screen. Previous background checks will not fulfill this requirement. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at www.ksbn.org.

- Crimes against persons http://www.kslegislature.org/li_2014/b2013_14/statute/021_00_9_0000_chapter/021_054_0000_article/

Credits Required: 68

Contact:
Anita Mills, Dean
316-322-3146
anills@butlercc.edu

Or
Kerr Smith
316-322-3140
ksmith@butlercc.edu
Program Information
The nursing program has a selective admission policy (See Selective Admission Policy section in this catalog). The nursing faculty is committed to providing a program of study which prepares the associate degree nurse for licensure and practice. The required nursing courses are offered in a web-facilitated course concept. Coursework is completed on-line, while some is completed in the classroom, campus lab and patient care clinical settings. Clinical assignments include a variety of hospitals and health care settings in El Dorado and Wichita metropolitan area. Students need to be prepared for both day and evening clinical assignments. Students are expected to be prepared for their clinical experiences which may require preparation time at the clinical site in addition to their assigned clinical time. Graduates take the National Council Licensing Examination for Registered Nurses NCLEX-RN.

Nursing Articulation Agreements
The Kansas Nursing Articulation Plan developed by the Council for Nursing Articulation in Kansas permits Butler Associate Degree Nursing graduates 25 upper-division nursing credits to be awarded retroactively on the basis of the associate degree toward a Baccalaureate degree in nursing.

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

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

Accreditation
Accreditation Commission for Education in Nursing
3343 Peachtree Rd NE, Suite 850
Atlanta, GA 30326
404.975.5000
www.acen.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

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

Career Coach
https://butlercc.emsicareercoach.com/
ASSOCIATE IN SCIENCE
MAJOR CODE: PRHS

Your Butler experience will provide preparation for many health care professions. The Pre-Nursing/Health Science Degree offers the prerequisites required for health care professional degrees offered at Butler and beyond. Students planning to apply to Butler’s nursing program will be enrolled as a “Pre-Nursing/Health Science Major”, but will only be required to take the four required prerequisites (English Comp I-EG101, College Algebra-MA135, Anatomy and Physiology-BI240 or BI226/BI227, General Psychology-BS160) to be considered for admission into the nursing program. Students should work closely with a Butler Academic Advisor to determine how the courses within this degree will apply to Butler and other institutions’ professional health care programs.

MINIMUM GENERAL EDUCATION HOURS REQUIRED 33

Communication
- English Comp I* EG 101 3
- English Comp II EG 102 3
- Public Speaking SP 100 3

Science and Math*
- Anatomy and Physiology* or BI 240 5
- Anatomy and Physiology I and BI 226 8
- Anatomy and Physiology II BI 227 3
- College Algebra w/Review* MA 131 or above 3-5
- Applied Statistics or MA 210 3
- Statistics for Management MA 220 5

Social/Behavioral Science
- General Psychology* BS 160 3
- Social Science Course 3

Humanities/Fine Arts
- Fine Arts Course 3
- Humanities Course 3

Fitness and Wellness
- One fitness activity or dance course 1-2

Required Courses 26
- Therapeutic Nutrition AH 111 3
- Health Pro Medical Terminology I AH 201 3
- Pathophysiology BI 231 4
- Microbiology BI 250 5
- Developmental Psychology BS 260 3
- Intro Chemistry: Gen, Org, Biochem or CH 106 5
- College Chemistry I CH 110 3
- Pharmacology NR 245 3

Related Electives (See and Advisor for transfer information) 6
*Prerequisite requirements for Butler’s Nursing Program: Students planning to apply to Butler’s Nursing Program are only required to take the courses designated with an (*) to meet required nursing prerequisites to be considered for admission.
*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 65

Contact: Anita Mills, Dean
316-323-3146
amills@butlercc.edu

Other BCC nursing requirements built within this program:
- Public Speaking or English Comp II
- Microbiology
- Developmental Psychology
- Therapeutic Nutrition
- Pathophysiology

ASSOCIATE IN SCIENCE
MAJOR CODE: MEDI

MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

Communication
- English Comp I EG 101 3
- English Comp II EG 102 3
- Public Speaking or SP 100 3

Science and Math*
- College Chemistry I CH 110 5
- College Chemistry II CH 115 5
- College Algebra w/Review MA 131 or above 3-5

Social/Behavioral Science
- Social Science Course 3
- General Psychology BS 160 3

Humanities/Fine Arts
- Humanities Course 3
- Fine Arts Course 3

Fitness and Wellness
- One fitness activity or dance course 1

Required Courses 30
- Majors Biology I or BI 120 5
- Majors Biology I (Cell) BI 215
- Majors Biology II or BI 130 5
- Majors Biology II (Organisms)* BI 220
  (*Available Spring 2017)
- Organic Chemistry I CH 240 5
- Organic Chemistry II CH 245 5
- General Physics I PH 143 5
- General Physics II PH 146 5

*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Jeffrey Meyer, M.D.
316-322-3368
jmeyer7@butlercc.edu

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

Career Coach
https://butlercc.emsicareercoach.com/
ASSOCIATE IN SCIENCE
MAJOR CODE: ATHT

Your Butler experience will prepare you for a career in athletic training with an opportunity to work with Butler's nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Brett Macklin at 316.322.3220. Butler courses will fulfill the first two years toward a bachelor's degree at most colleges. Requirements vary at four-year colleges so work with a Butler advisor to answer transfer questions.

<table>
<thead>
<tr>
<th>MINIMUM GENERAL EDUCATION HOURS REQUIRED</th>
<th>32</th>
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</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
</tr>
<tr>
<td>☐ English Comp I</td>
<td>EG 101</td>
</tr>
<tr>
<td>☐ English Comp II</td>
<td>EG 102</td>
</tr>
<tr>
<td>☐ Public Speaking or Interpersonal Communications</td>
<td>SP 100</td>
</tr>
<tr>
<td><strong>Science and Math</strong></td>
<td></td>
</tr>
<tr>
<td>☐ College Algebra w/Review</td>
<td>MA 131 or above</td>
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<tr>
<td>☐ Lab Science Course</td>
<td></td>
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<tr>
<td>☐ One additional course from Math, Science, or Computer Science</td>
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<tr>
<td><strong>Social/Behavioral Science</strong></td>
<td></td>
</tr>
<tr>
<td>☐ Social Science Course</td>
<td>BS 160</td>
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<tr>
<td>☐ General Psychology</td>
<td></td>
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<tr>
<td><strong>Humanities/Fine Arts</strong></td>
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<tr>
<td>☐ Humanities Course</td>
<td>BS 160</td>
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<tr>
<td>☐ Fine Arts Course</td>
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<tr>
<td><strong>Fitness and Wellness</strong></td>
<td></td>
</tr>
<tr>
<td>☐ One fitness activity or dance course</td>
<td>FW 190</td>
</tr>
<tr>
<td>☐ Fitness for Life</td>
<td>FW 190 (Recommended)</td>
</tr>
<tr>
<td><strong>Required Courses</strong></td>
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<tr>
<td>☐ Substance Abuse Awareness</td>
<td>BS 115</td>
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<tr>
<td>☐ Healthy Living</td>
<td>FW 220</td>
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<tr>
<td>☐ First Aid/CPR/AED</td>
<td>FW 221</td>
</tr>
<tr>
<td>☐ Prev and Care of Athletic Injuries</td>
<td>FW 280</td>
</tr>
<tr>
<td>☐ Advanced Athletic Training I</td>
<td>FW 285</td>
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<tr>
<td>☐ Advanced Athletic Training II</td>
<td>FW 286</td>
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<tr>
<td><strong>Related Electives</strong></td>
<td>15</td>
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<tr>
<td>☐ Any Fitness Activity Course</td>
<td>FW 226</td>
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<tr>
<td>☐ Principles of Strength and Condition*</td>
<td>FW 226</td>
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<tr>
<td>☐ Principles of Personal Training</td>
<td>FW 225</td>
</tr>
<tr>
<td>☐ Theory of Coaching Football</td>
<td>FW 260</td>
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<tr>
<td>☐ Theory of Coaching Basketball</td>
<td>FW 261</td>
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<tr>
<td>☐ Theory of Coaching Baseball</td>
<td>FW 262</td>
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<tr>
<td>☐ Theory of Coaching Soccer</td>
<td>FW 263</td>
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<tr>
<td>☐ Theory of Coaching Track and Field</td>
<td>FW 264</td>
</tr>
<tr>
<td>☐ Intro to Exercise Science</td>
<td>FW 275</td>
</tr>
<tr>
<td>☐ Kinesiology*</td>
<td>FW 276</td>
</tr>
<tr>
<td>☐ Sport Nutrition</td>
<td>FW 278</td>
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</tbody>
</table>

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

*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.
EXERCISE SCIENCE

ASSOCIATE IN SCIENCE
MAJOR CODE: FITN

Students who are seeking to work in an Allied Health field or in the health and fitness industry in a variety of roles can obtain a two year degree in the Exercise Science program at Butler. As a terminal degree option, trainers can enhance their knowledge, credibility, and marketability by earning a certification with this program. Students can also work in the fitness business while pursuing a four-year degree with this certificate.

MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

Communication
☐ English Comp I EG 101 3
☐ English Comp II EG 102 3
☐ Public Speaking or SP 100 3
Interpersonal Communications SP 102 3

Science and Math*
☐ College Algebra w/Review MA 131 or above 3-5
☐ Anatomy and Physiology BI 240 4-5
☐ One add'l course from Math, Science, or Computer Science 3-5

Social/Behavioral Science
☐ Social Science Course 3
☐ Behavior Science Course 3

Humanities/Fine Arts
☐ Humanities Course 3
☐ Fine Arts Course 3

Fitness and Wellness
☐ Fitness for Life FW 190 2

Required Courses 20
☐ First Aid/CPR/AED FW 221 2
☐ Principles of Personal Training FW 225 3
☐ Principles of Strength and Condition’s FW 226 3
☐ Intro to Exercise Science FW 275 3
☐ Kinesiology* FW 276 3
☐ Sport Nutrition FW 278 3
☐ Sport Psychology FW 279 3

Related Electives 10
☐ Intro to Marketing BA 140 3
☐ Personal Selling BA 215 3
☐ Principles of Management BA 210 3
☐ Healthy Living FW 220 3
☐ Found to Fitness Ed and Sport* FW 222 3
☐ Prev. and Care of Athletic Injuries FW 280 3
☐ Any fitness activity course

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

*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Matthew Sanders
316-322-3395
msanders4@butlercc.

Program Information
An Associate in Exercise Science can help you further your career as:
1. An Allied Health Pre-Professional Track (Physical Therapist, Physician Assistant, and others)
2. Strength and Conditioning Coach
3. Personal Trainer

Students will be prepared to take the Certified Personal Trainer (CPT) exam with the National Strength and Conditioning Association (NSCA). Please refer to their website: www.nsca.com for additional information regarding certification programs.

Butler’s department of Fitness and Wellness provides an opportunity for a student to learn the foundations of the field of exercise science. This field of study incorporates learning principles of anatomy, physiology, biomechanics, kinesiology, physics, chemistry, nutrition, and sport psychology. Butler’s program provides the student many opportunities to gain an understanding of these sub-disciplines thru practical, hands on learning opportunities. The program also provides all students the opportunity to enjoy a wide range of fitness activity courses including: Muscle Pump, Fitness Circuit, Zumba, Yoga, Pilates, Turbo Kick, Karate, Rock Climbing, Golf, Bowling, Archery, and Fitness for life. Degree Program tracks include Exercise Science, K-12 Physical Education, and Athletic Training

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

First Semester (Fall):
BI240, FW275
Second Semester (Spring):
FW225 (CPT content review course)
Third Semester (Fall):
FW278
Fourth Semester (Spring):
FW226 (CPT content review course), FW276

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

Career Coach
https://butlercc.emsicareercoach.com/
CERTIFICATION COURSES IN HEALTH CARE

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

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

**Required Courses**
- Nurse Aide AH 122 5

**Related Courses**
- CNA Refresher: Long Term Care* AH 150 1

*Requirements of KDADS to reactivate the CNA certificate.

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

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

**Additional Costs**
Textbook and workbook bundle, physical examination and TB skin test, state exam, uniforms, white leather shoes and watch with second hand. Additional lab fees will be assessed to each program course and subject to change.

**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.

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

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

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

Appropriate placement scores, see an advisor for details.

**Required Courses**
- Certified Medication Aide AH 120 5

**Related Courses**
- Certified Medication Aide Update* AH 123 1

*This course is required every two years for certificate renewal for Continuing Education for the CMA.

**Requirement for KDHE Certification**

**Contact:** Suzanne McEachern 316-323-6070 dmceachern@butlercc.edu

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

**Additional Costs**
Additional lab fees will be assessed to each program course and subject to change.

ACUTE CARE NURSE AIDE

All students must have current CPR certification for health care providers and active status in the Kansas Nurse Aide Registry.

**Required Course**
- Nurse Aide II - Acute Care AH 125 2

**Credits Required:** 2

Certification of completion as approved by KDADS

**Contact:** Suzanne McEachern 316-323-6070 dmceachern@butlercc.edu
CERTIFICATION COURSES IN HEALTH CARE

PATIENT CARE PATHWAYS

BUTLER CERTIFICATION OF COMPLETION
KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION (CNA)

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

Required Courses 13.5
☐ Nurse Aide AH 122 5
☐ Nurse Aide II-Acute Care Environment* AH 125 2
☐ Nurse Aide Success Skills AH 126 3
☐ Basic Life Support For Health-Care Professionals AH 130 0.5
☐ Health Pro Medical Terminology I AH 201 3

Contact: Suzanne McEachern
316-323-6070
dmceachern@butlercc.edu

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

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

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

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

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

EMERGENCY MEDICAL TECHNICIAN

COURSE APPROVED BY KANSAS BOARD OF EMERGENCY MEDICAL SERVICE

Required Courses 11
☐ EMT AH 110 7
☐ EMT- Skills AH 212 4

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

Students must be 17 years old to attend class and 17 in Kansas, 18 for National Certification, to become certified as EMT. Students must have a specific background check. Previous background checks will not meet this requirement.

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

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

1. A Butler Department of EMS Education Health Record (physical exam form) completed and signed by a health care provider demonstrating compliance with the clinical facility requirements.

2. The Health Record includes verification of two-step TB skin test. The immunization record also includes a Tdap, two MMR’s, Varicella (chickenpox), and the Hepatitis B series or signed refusal form. Butler College Health Services can do physicals and immunizations if needed. For an appointment (required), call Butler of El Dorado (BOE) College Health Service phone # 733-3371, 322-3371, 323-6929, or 323-6934. Or Butler of Andover (BOA) College Health Service phone 218-6282 or 322-3371, or 733-3371.

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

BUTLER/COWLEY PARTNERSHIP PARAMEDIC

Required Courses 31
☐ EMT AH 110 7
☐ EMT – Skills AH 212 4
☐ Information Processing Systems BA 104 3
☐ Anatomy and Physiology BI 240 5
☐ General Psychology BS 160 3
☐ English Comp. I EG 101 3
☐ English Comp. II EG 102 3
☐ Ethics PL 291 3

Credits Required: 31
Certification of successful completion as approved by the State of Kansas Board of EMS

Contact: Jeb Burress
316-323-6269
jburress@butlercc.edu

Accreditation
State of Kansas Board of EMS Approval

Additional Costs
Lab fee cost associated with campus lab, immunization update and physical examination, Uniform, and State application, preparatory exams fees.

Related Programs
EMT is a prerequisite for paramedic programs and AEMT. A Butler/Cowley partnership allows students to complete an AAS Degree at the Butler of Andover Campus.

Wages
Salary/hourly rates are dependent on skill level, experience and location.
ACTIVITY DIRECTOR
COURSE APPROVED FOR
KANSAS DEPT FOR AGING AND DISABILITY
SERVICES (KDADS) CERTIFICATION

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

<table>
<thead>
<tr>
<th>Required Course</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Activity Director</td>
<td>AH 113 3</td>
</tr>
</tbody>
</table>

Credits Required: 3
Certification of successful completion as approved by KDADS.

Contact: Suzanne McEachern
316-323-6070
dmceachern@butlercc.edu

Accreditation
Course approved by KDHE

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

Related Programs
Social Services Designee

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

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

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

<table>
<thead>
<tr>
<th>Required Course</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Home Health Aide</td>
<td>AH 117 2</td>
</tr>
</tbody>
</table>

Credits Required: 2
Certification of completion as approved by KDADS.

Contact: Suzanne McEachern
316-323-6070
dmceachern@butlercc.edu

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

Additional costs
Additional lab fees will be assessed to each program course and subject to change

Accreditation
Course approved by KDADS.

Program Information
Must be active in the Kansas Certified Nurse Aide Registry.
Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316.322.3163 El Dorado or 316.218.8259 Andover

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

OPERATOR TRAINING FOR
ASSISTED LIVING
COURSE APPROVED FOR
KANSAS DEPT FOR AGING AND DISABILITY
SERVICES (KDADS) CERTIFICATION

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

Prerequisite for enrollment: High school diploma, GED, or equivalent.

<table>
<thead>
<tr>
<th>Required Course</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Operator Training for Assisted Living</td>
<td>AH 225</td>
</tr>
</tbody>
</table>

Credits Required: 3
Certification of completion as approved by KDADS.

Contact: Suzanne McEachern
316-323-6070
dmceachern@butlercc.edu

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

Additional costs
Additional lab fees will be assessed to each program course and subject to change

Wages
Salary/hourly rates are dependent on skill level, experience and location.
## CERTIFICATION COURSES IN HEALTH CARE

### RESTORATIVE AIDE

**BUTLER CERTIFICATION OF COMPLETION**

*Course Approved for Kansas Physical Therapist Association (KPTA) Certification*

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

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Restorative Aide</td>
<td>AH 124 2</td>
</tr>
</tbody>
</table>

**Credits Required:** 2

Certificate of Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association (KPTA).

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

**Program Information**
Must be a Certified Nurse Aide

**Requirements**
Must have current Kansas certificate as Certified Nurse Aide

**Additional Costs**
Additional lab fees will be assessed to each program course and subject to change

**Hints for Successful Completion**
Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

**After Butler**
Students are eligible for immediate employment following successful completion of the course.

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

**Career Coach**
https://butlercc.emsicareercoach.com/

### SOCIAL SERVICE DESIGNEE

**BUTLER CERTIFICATION OF COMPLETION**

*Course Approved for Kansas Department for Aging and Disabilities Services (KDADS) Certification*

Your Butler experience will prepare you for certification. Social Service Designees develop and implement a social service plan for residents in adult care facilities.

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Social Service Designee</td>
<td>AH 115 3</td>
</tr>
</tbody>
</table>

**Credits Required:** 3

Certification of completion as approved by the KDADS

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

**Accreditation**
Course approved by KDHE

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

**Related Programs**
Activity Director

**After Butler**
Students are eligible for immediate employment in long-term care.
### ASSOCIATE IN APPLIED SCIENCE

**MAJOR CODE: OSMS**

The students are to choose one of two emphases: medical office or physicians coding, depending on choice of electives. They may continue to become a certified coder by completing the additional requirements for the Physician Coding Certificate.

#### MINIMUM GENERAL EDUCATION HOURS REQUIRED  15

<table>
<thead>
<tr>
<th>Communication</th>
<th>English Composition I</th>
<th>EG 101</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business English</td>
<td>BE 120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Math and Computer Science</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Mathematics I</td>
<td>MA 114 or above</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>MAP 1: Word Processing</td>
<td>BE 165</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MAP 1: Spreadsheet</td>
<td>BE 170</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MAP 1: Database</td>
<td>BE 180</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>General Education Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Required Courses  38

| Health Pro Medical Terminology I | AH 201 | 3 |
| Health Pro Medical Terminology II| AH 202 | 1 |
| Intermediate Document Processing | BE 102 | 3 |
| Records Management* | BE 108 | 3 |
| Human Relations | BE 109 | 3 |
| Microsoft Outlook Level I | BE 115 | 1 |
| Microsoft Outlook Level II | BE 116 | 1 |
| Business Math/10 Key | BE 121 | 3 |
| Introduction to Health Information* | BE 122 | 3 |
| Legal & Ethical Issues in Healthcare* | BE 123 | 3 |
| Reimbursement Methodologies* | BE 124 | 3 |
| Computerized Medical Office Mgmt | BE 126 | 3 |
| Business Communications | BE 130 | 3 |
| Business Procedures | BE 202 | 3 |
| Internship I* | IP 193 | 2 |

#### Related Electives  9

| Medical Office Emphasis          | BA 245 | 3 |
| Advanced Computer Apps           | BE 103 | 3 |
| MAP I: Introduction to Windows   | BE 166 | 1 |
| MAP I: Presentation Graphics     | BE 175 | 3 |
| MAP I: Introduction to Internet  | BE 176 | 1 |
| Desktop Publishing               | BE 275 | 3 |

#### Physician Coding Emphasis

| Beginning Medical Coding* | BE 125 | 3 |
| Advanced Medical Coding*   | BE 127 | 3 |
| Anatomy & Physiology*      | BI 240 | 5 |

*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

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**Business Medical Specialist**

**Credits Required:**  62

**Contact:**  Karen Waddell  
316-322-3176  
kwaddell@butlercc.edu

**Accreditation**

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

**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:  
Karen Waddell  
kwaddell@butlercc.edu

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

**Completion Requirements**

To receive this degree or certificate, a student must:
1. Attain a grade of C or higher in each required course.
2. Attain a minimum overall grade point average of 2.0 (C)
3. Complete at least one semester of internship.

**Related Programs**

Physician Coding Certificate: After completing the AAS degree in Business Medical Specialist with a physician coding emphasis, the student may take the additional three courses (8 credit hours) to earn the Physician Coding Certificate. If they complete this also, they would receive two certificates, Business Medical Specialist and Physician Coding as well as the AAS degree in Business Medical Specialist.

**After Butler**

Your Butler experience will prepare you, under supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility. You will be able to perform specialized data entry, classification and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation.

**Wages**

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

**Career Coach**

[https://butlercc.emsicareercoach.com/](https://butlercc.emsicareercoach.com/)
BUSINESS MEDICAL SPECIALIST

CERTIFICATE B

MAJOR CODE: OSMS

Your Butler experience will prepare you, under supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility. You will be able to perform specialized data entry, classification and record-keeping procedures related to medical diagnostic, treatment, billing and insurance documentation.

CERTIFICATE HOURS REQUIRED  35

☐ Health Pro Medical Terminology I  AH 201  3
☐ Inter. Document Processing  BE 102  3
☐ Human Relations*  BE 109  3
☐ Business English*  BE 120  3
☐ Business Math/10-Key  BE 121  3
☐ Introduction to Health Information*  BE 122  3
☐ Legal & Ethical Issues in Healthcare*  BE 123  3
☐ Reimbursement Methodologies *  BE 124  3
☐ Computerized Med Office Mgmt  BE 126  3
☐ MAP 1: Word Processing  BE 165  1
☐ MAP 1: Spreadsheet  BE 170  1
☐ MAP 1: Database  BE 180  1
☐ Business Procedures*  BE 202  3
☐ Internship  IP 193  2

* Spring only
• Fall only
○ Online only

Credits Required:  35

Contact:  Karen Waddell
          316-322-3176
          kwaddell@butlercc.edu

Accreditation

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

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:
Karen Waddell
kwaddell@butlercc.edu

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

Completion Requirements

To receive this degree or certificate, a student must:
1. Attain a grade of C or higher in each required course.
2. Attain a minimum overall grade point average of 2.0 C.
3. Complete at least one semester of internship.

Related Programs
Business Administrative Technology

Recommended Course Sequence

Classes must be taken in the following sequence.

First Semester (Fall)  
AH201, BE102, BE120, BE121, BE122, BE165, BE170, BE180

Second Semester (Spring)
BE109, BE123, BE124, BE126, BE202, IP193

After Butler

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

Wages

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

Career Coach
https://butlercc.emsicareercoach.com/

Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:
http://documents.butlercc.edu/gainful-employment/Business-Medical-Specialist/Gedt.html
ASSOCIATE IN APPLIED SCIENCE
MAJOR CODE: BSBC

Your Butler experience will prepare you to take the CPC exam to become a certified coder apprentice (CPC-A). After two years of validated work experience in medical coding, the apprentice part of the certificate is dropped.

MINIMUM GENERAL EDUCATION HOURS REQUIRED 15

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business English</td>
<td>3</td>
</tr>
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</table>

Math and Computer Science*:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>MAPI: Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>MAPI: Spreadsheet</td>
<td>1</td>
</tr>
<tr>
<td>MAPI: Database</td>
<td>1</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Courses 37

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Pro Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>Health Pro Medical Terminology II</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Health Information*</td>
<td>3</td>
</tr>
<tr>
<td>Legal &amp; Ethical Issues in Healthcare*</td>
<td>3</td>
</tr>
<tr>
<td>Reimbursement Methodologies*</td>
<td>3</td>
</tr>
<tr>
<td>Beginning Medical Coding*</td>
<td>3</td>
</tr>
<tr>
<td>Computerized Medical Office Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Medical Coding*</td>
<td>3</td>
</tr>
<tr>
<td>Coding Certification Test Prep*</td>
<td>1</td>
</tr>
<tr>
<td>Business Procedures *</td>
<td>2</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology*</td>
<td>5</td>
</tr>
<tr>
<td>Internship I*</td>
<td>2</td>
</tr>
</tbody>
</table>

Related Electives 10

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAP I: Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>MAP I: Introduction to Internet**</td>
<td>1</td>
</tr>
</tbody>
</table>

* BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the degree.

* Spring only
* Fall only
* Online only

*Note: Credit hours that exceed the minimum general education requirements in math and science may be applied to required related electives where applicable.

Credits Required: 62

Contact: Karen Waddell
316-322-3176
kwaddell@butlercc.edu

Accreditation

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

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

Completion Requirements

To receive this degree or certificate, a student must:
1. Attain a grade of C or higher in each required course.
2. Attain a minimum overall grade point average of 2.0 C.
3. Complete at least one semester of internship.

There is a growing need for certified coders in the medical field. Employers feel that credentials are most important for medical coding professionals. Hiring and promotion practices are influenced by credentials. Credentialed employees are rewarded financially.

Butler’s program recognizes the requirements to become a professional certified coder (CPC) through American Academy of Professional Coders. This certification is nationally recognized seeking ethical, accurate and experienced coders.

To become a certified coder, the applicant must have passed the national certification test plus have two years coding experience. Those applicants who are successful in passing the certification examination, but have not met the required “two years of coding work experience” will be awarded the apprentice certification. Upon completion of acquiring the required coding work experience the apprentice coder submits appropriate documentation and receives the official certification diploma. The test is given in the Wichita area.

Students interested in this program certificate must be able to work independently and be extremely accurate. To receive the Butler certificate, students must complete all required courses with a grade of a C or higher. Students must be prepared to purchase reference materials that would be used in a medical office. There is also a fee to take the national certification exam.

Related Programs

Business Administrative Technology

After Butler

This certificate prepares students for an entry-level position in a physician office as a medical coder or for continuation of education leading to an associate degree.

Wages

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

Career Coach
https://butlercc.emsicareercoach.com/
CERTIFICATE B  
MAJOR CODE: BSBC

Your Butler experience will prepare you to take the CPC exam to become a Certified Professional Coder Apprentice (CPC-A). After two years of validated work experience in medical coding, the apprentice part of the certificate is dropped.

CERTIFICATE HOURS REQUIRED  35

- Health Pro Medical Terminology I  AH 201  3
- Health Pro Medical Terminology II  AH 202  1
- Introduction to Health Information*  BE 122  3
- Legal & Ethical Issues in Healthcare*  BE 123  3
- Reimbursement Methodologies*  BE 124  3
- Beginning Medical Coding*  BE 125  3
- Computerized Med. Office Mgmt.  BE 126  3
- Advanced Medical Coding**  BE 127  3
- Coding Certification Test Preparation**  BE 128  1
- MAP I: Word Processing  BE 165  1
- Pathophysiology  BI 231  4
- Anatomy & Physiology  BI 240  5
- Internship I  IP 193  2

* BI226 Anatomy & Physiology with Review I and BI227 Anatomy and Physiology with Review II may be taken in place of BI240. Only five credit hours will be counted toward the certificate.

+ Spring only
+ Fall only
+ Online only

Credits Required:  35

Contact:  Karen Waddell
          316-322-3176
          kwaddell@butlercc.edu

Requirements
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To become a certified coder, the applicant must have passed the national certification test plus have two years coding experience. Those applicants who are successful in passing the certification examination, but have not met the required “two years of coding work experience” will be awarded the apprentice certification. Upon completion of acquiring the required coding work experience the apprentice coder submits appropriate documentation and receives the official certification diploma. The test is given in the Wichita area.

Students interested in this program certificate must work independently and be extremely accurate. To receive the Butler certificate, students must complete all required courses with a grade of a C or higher. Students must be prepared to purchase reference materials that would be used in a medical office. There is also a fee to take the national certification exam.

If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only BE 128 Coding Certification Test Preparation. Before enrolling in this course, the student must take a pre-test to verify prerequisite coding skills. The student would not be eligible for the certificate but would be prepared to sit for the nation certification.

Related Programs
Business Administrative Technology

Recommended Course Sequence
Classes must be taken in the following sequence.

First Semester (Fall)
   AH201, BE122, BE126, BI240

Second Semester (Spring)
   AH202, BE123, BE124, BE125, BE165

Third Semester (Fall)
   BE127, BE128, BI231, IP193

After Butler
This certificate prepares students for an entry-level position in a physician office as a medical coder or for continuation of education leading to an associate degree.

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

Career Coach
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