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
FIRST SEMESTER - Program Prerequisites
- Anatomy and Physiology* BI 240 5
- General Psychology BS 160 3
- English Composition EG 101 3
- College Algebra MA 135 or above 3-5
SECOND SEMESTER
- Phy Assess for the Practice of Nursing** NR 104 3
- Found of Patient Centered Care** NR 105 6
- Pathophysiology BI 231 4
THIRD SEMESTER
- Therapeutic Nutrition AH 111 3
- Developmental Psychology BS 260 3
- Patient Centered Care of the Developing Individual and Family NR 106 9
- Nursing Concepts for Adv’d Standing NR 108 3
  (NR 108 is a requirement for Advanced Standing LPNs).

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

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

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

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

**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.

Level II
FOURTH SEMESTER
- Microbiology* BI 250 5
- Patient Centered Care In Mental Health and High Acuity Medical-Surgical Environments NR 202 9
FIFTH SEMESTER
- English Composition II or Public Speaking EG 102 3
- Leadership and Mgmt in Prof Nursing SP 100 3
- Nursing Concepts for Adv’d Standing NR 203 9

Required courses must be completed with a C or better for progression in the nursing program of study.

Hints for Successful Completion
Students should limit outside work to less than 25 hours per week to maintain good grades and successfully complete the nursing program.

Additional Costs
A Nursing Lab fee is assessed each semester of the nursing program. Students are responsible for cost of uniforms and the licensing exam for Registered Nursing NCLEX-RN. Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program.

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

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

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

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

4. The influenza vaccine is required annually.

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

Credits Required: 68

Contact:
Anita Mills, Dean
316-322-3146
amills@butlercc.edu or
Kerri 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 institution’s professional health care programs.

### MINIMUM GENERAL EDUCATION HOURS REQUIRED 33

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>English Comp I*</td>
<td>EG 101 3</td>
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<tr>
<td></td>
<td>English Comp II</td>
<td>EG 102 3</td>
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<tr>
<td></td>
<td>Public Speaking</td>
<td>SP 100 3</td>
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<tr>
<td>Science and Math*</td>
<td>Anatomy and Physiology*</td>
<td>BI 240 5</td>
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<td></td>
<td>Anatomy and Physiology I</td>
<td>BI 226 8</td>
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<td>Anatomy and Physiology II</td>
<td>BI 227</td>
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<td></td>
<td>College Algebra w/Review*</td>
<td>MA 131 or above 3-5</td>
</tr>
<tr>
<td></td>
<td>Applied Statistics</td>
<td>MA 210 3</td>
</tr>
<tr>
<td></td>
<td>Statistics for Management</td>
<td>MA 220 5</td>
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<tr>
<td>Social/Behavioral Science</td>
<td>General Psychology*</td>
<td>BS 160 3</td>
</tr>
<tr>
<td></td>
<td>Social Science Course</td>
<td></td>
</tr>
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<td>Humanities/Fine Arts</td>
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</tr>
<tr>
<td>Fitness and Wellness</td>
<td>One fitness activity or dance course</td>
<td>1-2</td>
</tr>
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</table>

### Required Courses 26

- Therapeutic Nutrition
- Health Pro Medical Terminology I
- Pathophysiology
- Microbiology
- Developmental Psychology
- Intro Chemistry: Gen, Org, Biochem or CH 106
- College Chemistry I
- Pharmacology

### 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

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## ASSOCIATE IN SCIENCE
**MAJOR CODE: MEDI**

### MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Communication</td>
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<td>Public Speaking</td>
<td>SP 100 3</td>
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<td></td>
<td>Interpersonal Communication</td>
<td>SP 102</td>
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<tr>
<td>Science and Math*</td>
<td>College Chemistry I</td>
<td>CH 110 5</td>
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<td>College Chemistry II</td>
<td>CH 115 5</td>
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<td>Social Science Course</td>
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<td></td>
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</tr>
<tr>
<td>Fitness and Wellness</td>
<td>One fitness activity or dance course</td>
<td>1</td>
</tr>
</tbody>
</table>

### Required Courses 30

- Majors Biology I (Cell)
- Majors Biology II (Organisms)
- Organic Chemistry I
- Organic Chemistry II
- General Physics I
- General Physics II

*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/
ATHLETIC TRAINING

ASSOCIATE IN SCIENCE
MAJOR CODE: ATHT

Your Butler experience will prepare you for a career in athletic training with an opportunity to work with Butler’s nationally ranked sports programs. Students must be accepted into the program before enrolling in the Advanced Athletic Training classes. To apply for a scholarship and acceptance into the program, contact Amanda Maiden 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.

MINIMUM GENERAL EDUCATION HOURS REQUIRED 32

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Details</th>
<th>Hours</th>
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<td>English Comp II</td>
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<td>Public Speaking or Interpersonal Communications</td>
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<tr>
<td>Science and Math*</td>
<td></td>
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</tr>
<tr>
<td>College Algebra w/Review</td>
<td>MA 135 or above</td>
<td>3-5</td>
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<tr>
<td>Lab Science Course</td>
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<td>4-5</td>
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<tr>
<td>One additional course from Math, Science, or Computer Science</td>
<td>3-5</td>
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<tr>
<td>Social/Behavioral Science</td>
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<tr>
<td>Social Science Course</td>
<td>BS 160</td>
<td>3</td>
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<tr>
<td>General Psychology</td>
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<tr>
<td>Humanities/Fine Arts</td>
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<td>Humanities Course</td>
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<td>3</td>
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<tr>
<td>Fine Arts Course</td>
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<td>3</td>
</tr>
<tr>
<td>Fitness and Wellness</td>
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</tr>
<tr>
<td>Fitness for Life</td>
<td>FW 190</td>
<td>2</td>
</tr>
</tbody>
</table>

Required Courses 19

- Field Exper in Athletic Training I FW 183 1
- Field Exper in Athletic Training II FW 184 1
- Healthy Living FW 220 3
- First Aid/CPR/AED FW 221 2
- Intro to Exercise Science FW 275 3
- Prev and Care of Athletic Injuries FW 280 3
- Field Exper in Athletic Training III FW 283♦ 1
- Field Exper in Athletic Training IV FW 284◊ 1
- Assess of Lower Extremities Injuries FW 285 2
- Assess of Upper Extremities Injuries FW 286◊ 2

(♦ Available Fall 2018)
(◊ Available Spring 2019)

Related Electives 9

- Biomechanics FW 276 3
- Sport Nutrition FW 278 3
- Sport Psychology FW 279 3

- Any Fitness Activity Course

*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: 60

Contact: Matt Sanders
316-322-3395
msanders4@butlercc.edu

Program Information
Butler’s Athletic Training Program offers its students multiple practical experience opportunities to serve and support the health and well-being of the student athletes in all Butler Grizzly sports. Coursework required for this program builds a knowledge base necessary for the student to be competent in the skills necessary for prevention, assessment, management, referral and rehabilitation of athletic-related injuries and illness.

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 department lead for details when planning your class schedule.

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

Career Coach
https://butlercc.emsicareercoach.com/
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, students can enhance their knowledge by earning a certification with this program through the NSCA. Students can also work in the fitness industry 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 Interpersonal Communications  SP 100  3

Science and Math*
- College Algebra w/Review  MA 135 or above  3-5
- Anatomy and Physiology  BI 240  5
- One add'l course from Math, Science, or Computer Science  BA 104  3-5 (recommended)

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 22
- Health Living  FW 220  3
- First Aid/CPR/AED  FW 221  2
- Principles of Personal Training  FW 225  3
- Intro to Exercise Science  FW 275  3
- Biomechanics  FW 276  3
- Sport Nutrition  FW 278  3
- Sport Psychology  FW 279  3
- Field Exper in Exercise Sci (Capstone)  FW 299  2

Related Electives 6
- Intro to Marketing  BA 140  3
- Sport Management  BA 231  3

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

Credits Required: 60

Contact: Matt 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
4. Sport Psychologist

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, Karate, Rock Climbing, Golf, Bowling, Archery, and Fitness for life.

Degree Program tracks include Exercise Science, Athletic Training, K-12 Physical Education.

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 department lead for details when planning your class schedule.

First Semester (Fall):
- BI240, FW275

Second Semester (Spring):
- FW279, FW220, FW221

Third Semester (Fall):
- FW225 (CPT content review course), FW278

Fourth Semester (Spring):
- FW299 (Capstone), 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 Care, 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
- Medication Aide Update AH 120 5

Related Courses
- 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:** 12.5

- Nurse Aide: AH 122, 5
- Nurse Aide II - Acute Care Environment: AH 125, 2
- Nurse Assistant Success Skills: AH 126, 2
- Basic Life Support For Health-Care Professionals: AH 130, 0.5

**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

**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

**Program Information**

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.

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 healthcare 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.

**Accreditation**

State of Kansas Board of EMS Approval

**Additional Costs**

Lab fee cost associated with on campus lab, immunization update and physical examination, uniform, and State application, preparatory exams fees.

**Related Programs**

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

**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

LET’S TAKE TOMORROW
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>Credits Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Health Aide AH 117</td>
<td>2</td>
<td>Certification of completion as approved by KDADS.</td>
</tr>
</tbody>
</table>

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 316.218.6259 Andover

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

OPERATOR TRAINING FOR ASSISTED LIVING

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

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

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

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator Training for Assisted Living AH 225</td>
<td>3</td>
<td>Certification of completion as approved by KDADS</td>
</tr>
</tbody>
</table>

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</th>
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</thead>
<tbody>
<tr>
<td>Restorative Aide</td>
<td>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/
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

**Communication**
- English Composition I EG 101 3
- Business English BE 120 3

**Math and Computer Science**
- Technical Mathematics I MA 114 or above 3-5
- MAP 1: Word Processing BE 165 1
- MAP 1: Spreadsheet BE 170 1
- MAP 1: Database BE 180 1
- General Education Elective 3

### 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**
- Advanced Computer Apps BA 245 3
- Keyboard Skillbuilding BA 246 3
- 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
- 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
  ◯ Online only
  ◯ Fall 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 Wright  316-218-6212  kwright6@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 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/
BUSINESS MEDICAL SPECIALIST

CERTIFICATE B
MAJOR CODE: OSMS

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CERTIFICATE HOURS REQUIRED

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>Health Pro Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>Inter. Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
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<tr>
<td>Business English</td>
<td>3</td>
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<tr>
<td>Business Math/10-Key</td>
<td>3</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>Computerized Med Office Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MAP 1: Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>MAP 1: Spreadsheet</td>
<td>1</td>
</tr>
<tr>
<td>MAP 1: Database</td>
<td>1</td>
</tr>
<tr>
<td>Business Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>Internship I</td>
<td>2</td>
</tr>
</tbody>
</table>

* Spring only

Credits Required: 35

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316-218-6212
kwright6@butlercc.edu

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

Communication
☐ English Composition I  
EG 101 3
☐ Business English  
BE 120 3

Math and Computer Science*
☐ Technical Mathematics I  
MA 114 or above 3
☐ MAPI: Word Processing  
BE 165 1
☐ MAPI: Spreadsheet  
BE 170 1
☐ MAPI: Database  
BE 180 1
☐ General Education Elective  
3

Required Courses 37
☐ 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 Medical Office Mgmt  
BE 126 3
☐ Advanced Medical Coding*  
BE 127 3
☐ Coding Certification Test Prep*  
BE 128 1
☐ Business Procedures *  
BE 202 3
☐ Pathophysiology  
BI 231 4
☐ Anatomy & Physiology*  
BI 240 5
☐ Internship ²  
IP 193 2

Related Electives 10
☐ Intermediate Document Processing  
BE 102 3
☐ Records Management*  
BE 108 3
☐ Human Relations²  
BE 109 3
☐ Business Communications  
BE 130 3
☐ Introduction to Windows  
BE 166 1
☐ MAPI I: Introduction to Internet²  
BE 176 1

* 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.

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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.
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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/
PHYSICIAN CODING

CERTIFICATE B
MAJOR CODE: BSBC

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

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

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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.

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

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