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.

<table>
<thead>
<tr>
<th>Level I – FIRST SEMESTER</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Prerequisites 14</td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology*</td>
<td>BI 240 5</td>
</tr>
<tr>
<td>General Psychology</td>
<td>BS 160 3</td>
</tr>
<tr>
<td>English Composition</td>
<td>EG 101 3</td>
</tr>
<tr>
<td>Math Requirement</td>
<td>MA 135 or above 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phy Assess for the Practice of Nursing</td>
<td>NR 104 3</td>
</tr>
<tr>
<td>Found of Patient Centered Care</td>
<td>NR 105 6</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>BI 231 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapeutic Nutrition</td>
<td>AH 111 3</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>BS 260 3</td>
</tr>
<tr>
<td>Patient Centered Care of the Developing Individual and Family</td>
<td>NR 106 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Concepts for Advanced Standing</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR 108 is a requirement for Advanced Standing LPNs.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Level II – FOURTH SEMESTER</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOURTH SEMESTER 14</td>
<td></td>
</tr>
<tr>
<td>Microbiology*</td>
<td>BI 250 5</td>
</tr>
<tr>
<td>Patient Centered Care In Mental Health and High Acuity Medical-Surgical Environments</td>
<td>NR 202 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIFTH SEMESTER</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition II or Public Speaking</td>
<td>EG 102 3 SP 100 3</td>
</tr>
<tr>
<td>Leadership and Mgmt in Prof Nursing</td>
<td>NR 203 9</td>
</tr>
</tbody>
</table>

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 # 218-6828 or 322-3371, or 733-3371.

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

4. The influenza vaccine is required annually. Upon admission to the program, students must complete a specified background check. Admission to the nursing program is contingent upon a satisfactory background check 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 offenses. You may inquire via 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. 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 # 218-6828 or 322-3371, or 733-3371.

Contact:
Anita Mills, Dean
Health, Early Childhood and Public Safety Division
amills@butlercc.edu or 316.322.3146

Kerri Smith, Administrative Assistant
ksmith@butlercc.edu or 316.322.3140

Credits Required: 68
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.

Credits Required: 65

Contact: Anita Mills, Dean
Health, Early Childhood and Public Safety Division
amills@butlercc.edu or 316.323-3146

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

PRE-MEDICINE

ASSOCIATE IN SCIENCE
MAJOR CODE: MEDI

Credits Required: 62

Contact: Dr. Jeffrey Meyer, M.D.
Associate Professor
jmeyer7@butlercc.edu or 316.322.3368
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.

Credits Required: 62

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

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

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

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

<table>
<thead>
<tr>
<th>HOURS</th>
<th>General Education Requirements 32</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communication 9</td>
</tr>
<tr>
<td></td>
<td>□ English Comp I EG 101 3</td>
</tr>
<tr>
<td></td>
<td>□ English Comp II EG 102 3</td>
</tr>
<tr>
<td></td>
<td>□ Public Speaking or Interpersonal Communications SP 100 3</td>
</tr>
<tr>
<td></td>
<td>Science and Math 10</td>
</tr>
<tr>
<td></td>
<td>□ Math Requirement MA 131 or above 3</td>
</tr>
<tr>
<td></td>
<td>□ Lab Science Requirement 4-5</td>
</tr>
<tr>
<td></td>
<td>□ One additional course from Math, Science, or Computer Science 3</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science 6</td>
</tr>
<tr>
<td></td>
<td>□ Social Science Requirement 3</td>
</tr>
<tr>
<td></td>
<td>□ General Psychology BS 160 3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts 6</td>
</tr>
<tr>
<td></td>
<td>□ Humanities Requirement 3</td>
</tr>
<tr>
<td></td>
<td>□ Fine Arts Requirement 3</td>
</tr>
<tr>
<td></td>
<td>Fitness and Wellness 1</td>
</tr>
<tr>
<td></td>
<td>□ One fitness activity or dance course 1</td>
</tr>
<tr>
<td></td>
<td>□ Fitness for Life FW 190 2</td>
</tr>
<tr>
<td></td>
<td>(Recommended)</td>
</tr>
<tr>
<td></td>
<td>Required Courses 15</td>
</tr>
<tr>
<td></td>
<td>□ Substance Abuse Awareness BS 115 3</td>
</tr>
<tr>
<td></td>
<td>□ Healthy Living FW 220 3</td>
</tr>
<tr>
<td></td>
<td>□ First Aid/CPR/AED FW 221 2</td>
</tr>
<tr>
<td></td>
<td>□ Prevention and Care of Athletic Injuries FW 280 3</td>
</tr>
<tr>
<td></td>
<td>□ Advanced Athletic Training I FW 285 2</td>
</tr>
<tr>
<td></td>
<td>□ Advanced Athletic Training II FW 286 2</td>
</tr>
<tr>
<td></td>
<td>Related Electives 15</td>
</tr>
<tr>
<td></td>
<td>□ Any Fitness Activity Course FW 226 3</td>
</tr>
<tr>
<td></td>
<td>□ Principles of Strength and Condition ‘g’* FW 225 3</td>
</tr>
<tr>
<td></td>
<td>□ Principles of Personal Training FW 226 3</td>
</tr>
<tr>
<td></td>
<td>□ Theory of Coaching Football FW 260 2</td>
</tr>
<tr>
<td></td>
<td>□ Theory of Coaching Basketball FW 261 2</td>
</tr>
<tr>
<td></td>
<td>□ Theory of Coaching Baseball FW 262 2</td>
</tr>
<tr>
<td></td>
<td>□ Theory of Coaching Soccer FW 263 2</td>
</tr>
<tr>
<td></td>
<td>□ Theory of Coaching Track and Field FW 264 2</td>
</tr>
<tr>
<td></td>
<td>□ Intro to Exercise Science FW 275 3</td>
</tr>
<tr>
<td></td>
<td>□ Kinesiology* FW 276 3</td>
</tr>
<tr>
<td></td>
<td>□ Sport Nutrition FW 278 3</td>
</tr>
</tbody>
</table>
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.

| General Education Requirements | 32 |
| Communication                  | 9  |
| English Comp I                 | EG 101 3 |
| English Comp II                | EG 102 3 |
| Public Speaking or Interpersonal Communications | SP 100 3 |

| Science and Math               | 10 |
| Anatomy and Physiology         | BI 240 4-5 |
| One addl course from Math, Science, or Computer Science | 3-4 |

| Social/Behavioral Science      | 6  |
| Social Science Requirement     | 3  |
| Behavior Science Requirement   | 3  |

| Humanities/Fine Arts           | 6  |
| Humanities Requirement         | 3  |
| Fine Arts Requirement          | 3  |

| Fitness and Wellness           | 1  |
| 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* | 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 |

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, FW279

Second Semester (Spring):
- FW225 (CPT content review course)

Third Semester (Fall):
- FW 278

Fourth Semester (Spring):
- FW226 (CPT content review course), FW276
COURSE APPROVED FOR KANSAS DEPT FOR AGING AND DISABILITY SERVICES (KDADS) CERTIFICATION

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

### HOURS

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Aide</td>
<td>AH 122 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics on Aging for Long Term Care</td>
<td>AH 150* 1</td>
</tr>
</tbody>
</table>

*Requirements of KDADS to reactivate the CNA certificate.

## Hints for Successful Completion

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

## Program Information

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

### Additional Costs

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

Lab fees.

### Related Courses

According to state law, you must be a Certified Nurse Aide in Kansas before you can take the following classes: Certified Medication Aide, Home Health Aide, Rehabilitative Aide.

### After Butler

State exam pass rate is over 99% for Butler CNA Students. A CNA certificate is required for admission to some nursing programs RN/LPN.

### Wages

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

### Career Coach

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Nurse Aide</td>
<td>AH 122 5</td>
</tr>
<tr>
<td>☐ Nurse Aide II-Acute Care Environment</td>
<td>AH 125 3</td>
</tr>
<tr>
<td>☐ Nurse Aide Success Skills</td>
<td>AH 126 3</td>
</tr>
<tr>
<td>☐ Basic Life Support For Health-Care Professionals</td>
<td>AH 130 0.5</td>
</tr>
<tr>
<td>☐ Health Pro Medical Terminology I</td>
<td>AH 201 3</td>
</tr>
</tbody>
</table>

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

**Program Information**

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

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

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

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

**Additional Costs**

*Lab fees.

**EMERGENCY MEDICAL TECHNICIAN**

**COURSE APPROVED BY KANSAS BOARD OF EMERGENCY MEDICAL SERVICE**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ EMT</td>
<td>AH 110 7</td>
</tr>
<tr>
<td>☐ EMT- Skills</td>
<td>AH 212 4</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ EMT</td>
<td>AH 110 7</td>
</tr>
<tr>
<td>☐ EMT – Skills</td>
<td>AH 212 4</td>
</tr>
<tr>
<td>☐ Information Processing Systems</td>
<td>BA 104 3</td>
</tr>
<tr>
<td>☐ Anatomy and Physiology</td>
<td>BI 240 5</td>
</tr>
<tr>
<td>☐ General Psychology</td>
<td>BS 160 3</td>
</tr>
<tr>
<td>☐ English Comp. I</td>
<td>EG 101 3</td>
</tr>
<tr>
<td>☐ English Comp. II</td>
<td>EG 102 3</td>
</tr>
<tr>
<td>☐ Ethics</td>
<td>PL 291 3</td>
</tr>
</tbody>
</table>

**Credits Required:** 31

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

**Contact:** Jeb Burress, Professor EMT jburress@butlercc.edu or 316.323.6269

**Accreditation**

State of Kansas Board of EMS Approval

**Additional Costs**

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

**Related Programs**

EMT is a prerequisite for 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.

**Career Coach**

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

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

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

| Required Courses | AH 113 | 3 |

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

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

Accreditation
Course approved by KDHE

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

Related Programs
Social Services Designee

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

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

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

| Required Courses | AH 117 | 2 |

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

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

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

Accreditation
Course approved by KDADS.

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

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

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

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

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

| Required Courses | AH 225 | 3 |

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

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

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

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

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

RESTORATIVE AIDE  
BUTLER CERTIFICATION OF COMPLETION

Course Approved for Kansas Physical Therapist Association (KTPA) Certification

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Restorative Aide AH 124</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

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 Courses</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Social Service Designee AH 115</td>
<td>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.

**Related Programs**  
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/)

**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.

**Contact:**  
Karen Waddell, Professor  
Lead Business Medical Specialist & Coding/Physician's Coding  
kwaddell@butlercc.edu or 316.322.3176

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**Career Coach**  
[https://butlercc.emsicareercoach.com/](https://butlercc.emsicareercoach.com/)
CERTIFICATE B
MAJOR CODE: OSMS

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<td>AH 201</td>
</tr>
<tr>
<td>□ Inter. Document Processing</td>
<td>BE 102</td>
</tr>
<tr>
<td>□ Human Relations</td>
<td>BE 109</td>
</tr>
<tr>
<td>□ Business English</td>
<td>BE 120</td>
</tr>
<tr>
<td>□ Business Math/10-Key</td>
<td>BE 121</td>
</tr>
<tr>
<td>□ Introduction to Health Information</td>
<td>BE 122</td>
</tr>
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<td>□ Legal &amp; Ethical Issues in Healthcare</td>
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<td>□ Reimbursement Methodologies</td>
<td>BE 124</td>
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<tr>
<td>□ Computerized Med Office Mgmt</td>
<td>BE 126</td>
</tr>
<tr>
<td>□ MAP 1: Word Processing</td>
<td>BE 165</td>
</tr>
<tr>
<td>□ MAP 1: Spreadsheet</td>
<td>BE 170</td>
</tr>
<tr>
<td>□ MAP 1: Database</td>
<td>BE 180</td>
</tr>
<tr>
<td>□ Business Procedures*</td>
<td>BE 202</td>
</tr>
<tr>
<td>□ Internship I</td>
<td>IP 193</td>
</tr>
</tbody>
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* Spring only
  - Fall only
  ○ Online only

Credits Required: 35
Contact: Karen Waddell, Professor
Lead Business Medical Specialist & Coding/Physician’s Coding
kwaddell@butlercc.edu or 316.322.3176

Accreditation
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Karen Waddell kwaddell@butlercc.edu

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

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

Related Programs
Business Administrative Technology

Recommended Course Sequence
Classes must be taken in the following sequence.
First Semester (Fall)
  AH 201, BE 102, BE 120, BE 121, BE 122, BE 165, BE 170, BE 180

Second Semester (Spring)
  BE 107, BE 109, BE 123, BE 126, BE 193, BE 202

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

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

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

Gainful Employment
Gainful Employment disclosures are available on Butler’s website:
http://documents.butlercc.edu/gainful-employment/Business-Medical-Specialist/Gedt.html
PHYSICIAN CODING

ASSOCIATE IN APPLIED SCIENCE
MAJOR CODE: BSBC

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

Credits Required: 62

Contact: Karen Waddell, Professor
Lead Business Medical Specialist & Coding/Physician’s Coding
kwaddell@butlercc.edu or 316.322.3176

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
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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.

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<tr>
<td>☐ Internship I*</td>
<td>IP 193</td>
</tr>
<tr>
<td>☐ Pathophysiology</td>
<td>BI 231</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 certificate.
* Spring Only
* Fall Only
* Online Only

Credits Required: 35

Contact: Karen Waddell, Professor
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Requirements
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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.

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

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

Related Programs
Business Administrative Technology

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

First Semester
AH 201, BE 122, BE 126, BI 240

Second Semester
AH 202, BE 123, BE 124, BE 125, BE 165

Third Semester
BE 127, BE 128, BI 231, IP 193

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.

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

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