



## NURSING

### ASSOCIATE IN APPLIED SCIENCE

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

	HOURS	
<b>Level I</b>		<b>44</b>
<b>Program Prerequisites</b>		<b>14</b>
<input type="checkbox"/> *Anatomy and Physiology	BI 240	5
<input type="checkbox"/> English Composition	EG 101	3
<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> Math Requirement	MA 120 or above	3
<b>First Semester</b>		<b>14</b>
<input type="checkbox"/> Nursing Process I: Health Promotion & Nursing Mgmt. of Common Altered Health State of Adults	NR 105	10
<input type="checkbox"/> Pathophysiology	NR 230	4
<b>Second Semester</b>		<b>16</b>
<input type="checkbox"/> Nursing Process II: Health Promotion & Nursing Mgmt. of Common Altered Health States of the Child & Family	NR 106	10
<input type="checkbox"/> Developmental Psychology	BS 260	3
<input type="checkbox"/> Therapeutic Nutrition	NR 110	3
<b>Nursing Concepts for Advanced Standing</b>	<b>NR 108</b>	<b>2</b>
NR 108 is a requirement for Advanced Standing LPN and transfer nursing students.		

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

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

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

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

<b>Level II</b>		<b>29</b>
<b>Third Semester</b>		<b>14</b>
<input type="checkbox"/> Nursing Process III: Nursing Mgmt. of Common High Acuity Altered Health States	NR 202	9
<input type="checkbox"/> Microbiology	BI 250*	5
<b>Fourth Semester</b>		<b>15</b>
<input type="checkbox"/> Nursing Process IV: Mgmt. of Chronic or Progressive & Irreversible Alteration in Health	NR 203	9
<input type="checkbox"/> English Composition II or	EG 102	
<input type="checkbox"/> Public Speaking or	SP 100	
<input type="checkbox"/> Interpersonal Communication	SP 102	3
<input type="checkbox"/> Humanities/Fine Arts or		
<input type="checkbox"/> Social/Behavioral Science		3

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

#### Hints for Successful Completion

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

#### Additional Costs

A Nursing Lab fee is assessed each semester of the nursing program. Students are responsible for cost of uniforms and the licensing exam for Registered Nursing NCLEX-RN. Students may apply for the Practical Nurse Licensure exam NCLEX-PN following successful completion of the first level of the nursing program. The LPN option is available only as part of the RN curriculum; there is not a separate LPN program or applicant selection process.

#### Prior to Admission

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

#### Requirements

Program students must have a physical examination, verification of immunizations and test free from Tuberculosis prior to entering clinical experiences and annually during the nursing program. Upon admission to the nursing program, students must have a specified background check. This is a onetime requirement in the nursing program. Previous background checks will not fulfill this requirement. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at [www.ksbn.org](http://www.ksbn.org).



*Nursing - A.A.S. Degrees Continued***NURSING****Career Program/Transfer Program**

**Degree Offered:** Associate in Applied Science

**Credits Required:** 73

**Contact:** Department of Nursing, at 316.322.3140,  
Dean, Trish Hutchinson,  
Admin. Asst., Kerri Smith.

**Program Information**

The nursing program has a selective admission policy (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 blended learning format. 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. The Butler and WSU Professional Link for the Advancement of Nurses PLAN assures students have an educationally sound and expedient means of completing both programs in the least amount of time.

**Recommendations**

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

**Accreditation**

National League for Nursing Accrediting Commission NLNAC  
3343 Peachtree Rd, Suite 850  
Atlanta, GA 30326  
404.975.5000  
[www.nlnac.org](http://www.nlnac.org)

Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson Street  
Suite 1051  
Topeka, KS 66612-1230  
Main: 785-296-4929  
Fax: 785-296-3929  
[www.ksbn.org](http://www.ksbn.org)



**MASSAGE THERAPY****ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you for employment as either a salaried or commissioned employee, or an independent practitioner.

	HOURS
<b>Communications</b>	<b>6</b>
<input type="checkbox"/> English Composition I	EG 101
<input type="checkbox"/> One of the following:	
<input type="checkbox"/> English Composition II	EG 102
<input type="checkbox"/> Public Speaking	SP 100
<input type="checkbox"/> Interpersonal Communication	SP 102
<input type="checkbox"/> Technical Writing	EG 112
<input type="checkbox"/> Business Communications	BE 130
<b>Science and Math</b>	<b>9</b>
<input type="checkbox"/> Math Requirement	MA 114 or above
<input type="checkbox"/> Lab Science Requirement	
<input type="checkbox"/> Computer Science Elective	
<b>Social/Behavioral Science</b>	<b>3</b>
<input type="checkbox"/> General Psychology	BS 160
<b>Humanities/Fine Arts</b>	<b>3</b>
<input type="checkbox"/> One course from either Humanities or Fine Arts	
<b>Physical Education</b>	<b>2</b>
<input type="checkbox"/> Lifetime Fitness	PE 254
<b>Required Related Courses</b>	<b>2</b>
<input type="checkbox"/> Nutrition	NR 109
<b>Required Program Courses</b>	<b>35</b>
<input type="checkbox"/> Body Systems & Disease I	MT 137 4
<input type="checkbox"/> Therapeutic Massage I	MT 140 5
<input type="checkbox"/> Reflexology	MT 145 3
<input type="checkbox"/> Therapeutic Massage II	MT 240 5
<input type="checkbox"/> Sports Massage	MT 241 3
<input type="checkbox"/> Body Systems & Disease II	MT 243 4
<input type="checkbox"/> Lifespan Massage	MT 244 3
<input type="checkbox"/> Mechanics of Movement	MT 246 3
<input type="checkbox"/> Massage Ethics	MT 247 2
<input type="checkbox"/> Therapeutic Massage III	MT 260 2
<input type="checkbox"/> Massage Therapy Clinic	MT 265 1

Students must receive a C or better in all required program courses for successful completion

**MASSAGE THERAPY****Career Program**

**Degree Offered:** Associate in Applied Science

**Credits Required:** 60

**Contact:** Suzanne McEachern, Director of Allied Health, at 316.320.7375

**Program Information**

Massage Therapy is a profession in which the practitioner applies manual techniques and may apply adjunctive therapies with the intention of positively affecting the health and well being of the client. This program prepares the graduate to apply various massage therapy and bodywork modalities for a successful practice in varied practice settings. This program will augment the skills of healthcare professionals in nursing, physical therapy, occupational therapy, home health care and sports/physical trainers. Butler massage therapy graduates are eligible to take the National Certification Board for Therapeutic Massage and Bodywork NCBTMB.

**Application**

Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site [www.butlercc.edu/allied\\_health/massage\\_main.cfm](http://www.butlercc.edu/allied_health/massage_main.cfm).

**Accreditation**

Kansas State Board of Regents. Program graduates have been approved by NCBTMB to take the national certifying exam.

**Additional Costs**

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

**Related Programs**

Butler offers a massage therapy 35-hour certificate program.

**Requirements**

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment. Students must have a specified background check. This is a onetime requirement in the massage therapy program to meet the Standards of Practice for the National Certification Exam for Therapeutic Massage and Bodywork. Previous background checks will not fulfill this requirement.

**After Butler**

Massage therapists are employed with a group practice, private offices, physicians' offices and clinics, hospitals & wellness centers, nursing homes/hospices, chiropractic offices, onsite chair massage in offices, airports, and public events, health clubs and fitness centers, sports teams, spas and resorts, hotels, beauty and hair salons, and cruise ships.

**Salary**

Source: Kansas Wage Survey, 2009, entry level salary \$21,152 annual and experienced \$51,710 annual salary in metropolitan areas.



**MASSAGE THERAPY**

**CERTIFICATE**

Your Butler experience will prepare you for employment as either salaried or commissioned employees, or independent practitioners. Students must make a separate application to the Massage Therapy program. Be sure to follow the Massage Therapy application process as outlined on the program Web site [www.butlercc.edu/allied\\_health/massage\\_main.cfm](http://www.butlercc.edu/allied_health/massage_main.cfm).

Massage Therapy courses are in high demand and enrollment is limited. Recommended Course Sequence for Full-Time status.

		HOURS
<b>Required Courses</b>		<b>35</b>
<b>First Semester</b>		<b>12</b>
<input type="checkbox"/> Body Systems & Disease I	MT 137	4
<input type="checkbox"/> Therapeutic Massage I	MT 140	5
<input type="checkbox"/> Reflexology	MT 145	3
<b>Second Semester</b>		<b>14</b>
<input type="checkbox"/> Therapeutic Massage II	MT 240	5
<input type="checkbox"/> Body Systems & Disease II	MT 243	4
<input type="checkbox"/> Lifespan Massage	MT 244	3
<input type="checkbox"/> Massage Ethics	MT 247	2
<b>Third Semester</b>		<b>9</b>
<input type="checkbox"/> Sports Massage	MT 241	3
<input type="checkbox"/> Therapeutic Massage III	MT 260	2
<input type="checkbox"/> Mechanics of Movement	MT 246	3
<input type="checkbox"/> Massage Therapy Clinic	MT 265	1

**MASSAGE THERAPY**

**Certificate of Completion**

**Certificate Offered:** Certificate in Massage Therapy

**Credits Required:** 35

**Contact:** Suzanne McEachern, , Director Allied Health, at 316.320.7375

**Prior to Admission**

Appropriate placement scores, see an advisor for details.

**Requirements**

All students must be trained and maintain certification throughout the program in American Heart Association CPR for Health Care Providers. Students must have a physical examination and test free from Tuberculosis as required by Kansas Department of Health and Environment.

**Additional Costs**

Lab fees include massage oils, lotions and other disposable lab supplies. The polo shirt which is part of the program uniform is included in the lab fee. Massage tables are provided during course bodywork; however, students are encouraged to purchase their own tables for independent practice of skills after the first semester.

**ATHLETIC TRAINING****ASSOCIATE IN SCIENCE**

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

	HOURS	
<b>Communications</b>		<b>9</b>
<input type="checkbox"/> English Comp I	EG 101	
<input type="checkbox"/> English Comp II	EG 102	
<input type="checkbox"/> Public Speaking or	SP 100 or SP 102	
<input type="checkbox"/> Interpersonal Communications		
<b>Science and Math</b>		<b>11</b>
<input type="checkbox"/> Math Requirement	MA 131 or above	
<input type="checkbox"/> Lab Science Requirement		
<input type="checkbox"/> One additional course from Math, Science, or Computer Science		
<b>Social/Behavioral Science</b>		<b>6</b>
<input type="checkbox"/> Social Science Requirement		
<input type="checkbox"/> General Psychology	BS 160	
<b>Humanities/Fine Arts</b>		<b>6</b>
<input type="checkbox"/> Humanities Requirement		
<input type="checkbox"/> Fine Arts Requirement		
<b>Physical Education</b>		<b>1</b>
<input type="checkbox"/> Lifetime Fitness	PE 254	
<b>Required Courses</b>		<b>15</b>
<input type="checkbox"/> Prevention & Care of Athletic Training	PE 280	3
<input type="checkbox"/> Advanced Athletic Training I	PE 285	2
<input type="checkbox"/> Advanced Athletic Training II	PE 286	2
<input type="checkbox"/> Personal and Public Health	HL 100	3
<input type="checkbox"/> First Aid	HL 130	2
<input type="checkbox"/> Substance Abuse Awareness	BS 115	3
<b>Related Electives</b>		<b>14</b>
<input type="checkbox"/> Theory of Coaching	PE 240, PE 250, PE 260, PE 270	

Contact: Morgan Sommers, Athletic Training at 316.322.3220

**PRE-MEDICINE****ASSOCIATE IN SCIENCE**

	HOURS	
<b>Communications</b>		<b>9</b>
<input type="checkbox"/> English Comp I	EG 101	3
<input type="checkbox"/> English Comp II	EG 102	3
<input type="checkbox"/> Public Speaking or	SP 100	3
<input type="checkbox"/> Interpersonal Communication	SP 102	
<b>Science and Math</b>		<b>10</b>
<input type="checkbox"/> Math Requirement	MA 131 or above	3
<input type="checkbox"/> College Chemistry I	CH 110	5
<input type="checkbox"/> College Chemistry II	CH 115	5
<b>Social/Behavioral Science</b>		<b>6</b>
<input type="checkbox"/> Social Science Requirement		3
<input type="checkbox"/> General Psychology	BS 160	3
<b>Humanities/Fine Arts</b>		<b>6</b>
<input type="checkbox"/> Humanities Requirement		3
<input type="checkbox"/> Fine Arts Requirement		3
<b>Physical Education</b>		<b>1</b>
<input type="checkbox"/> Physical Education Requirement		1

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

Required Courses		
<input type="checkbox"/> Majors Biology I	BI 120	5
<input type="checkbox"/> Majors Biology II	BI 130	5
<input type="checkbox"/> Organic Chemistry I	CH 240	5
<input type="checkbox"/> Organic Chemistry II	CH 245	5
<input type="checkbox"/> General Physics I	PH 143	5
<input type="checkbox"/> General Physics II	PH 146	5

**Contact:** Lori Winningham, Dean of Behavioral Science, Math, Science & Physical Education at 316.322.3129





**NURSE AIDE**

**COURSE APPROVED FOR  
KANSAS DEPT OF HEALTH & ENVIRONMENT  
CERTIFICATION**

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

		HOURS
<b>Required Courses</b>		
<input type="checkbox"/> Nurse Aide	AH 122	5
<b>Related Courses</b>		
<input type="checkbox"/> Topics on Aging for Long Term Care	*AH 150	1

\*Requirements of Kansas Department of Health and Environment to reactivate the CNA certificate.

**Hints for Successful Completion**

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

**NURSE AIDE**

**Requirement for KDHE Certification**

**Credits Required:** 5

**Contact:** Suzanne McEachner, Director Allied Health, at 316.320.7375

**Requirements:**

A score at a pre-determined level on a diagnostic placement instrument.

**Program Information**

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

**Additional Costs**

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

**Related Courses**

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

**After Butler**

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

**MEDICATION AIDE****COURSE APPROVED FOR  
KANSAS DEPT OF HEALTH & ENVIRONMENT  
CERTIFICATION****Prerequisite**

Must have current Kansas Certified Nurse Aide Certificate  
Appropriate placement scores, see an advisor for details.

			HOURS
<b>Required Courses</b>			
<input type="checkbox"/> Medication Aide	AH 120	5	
<input type="checkbox"/> Certified Medication Aide Update	*AH 123	1	

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

Prerequisite: CNA certificate

**MEDICATION AIDE****Certificate****Requirement for KDHE Certification**

**Contact:** Suzanne McEachern, Director Allied Health, at  
316.320.7375

**Program Information**

Student must have a current Kansas CNA certificate. Student must have a TB skin test, current within one year and a statement of good health.

**PATIENT CARE PATHWAYS****BUTLER CERTIFICATION OF COMPLETION  
KANSAS DEPT OF HEALTH & ENVIRONMENT  
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.

			HOURS
<b>Required Courses</b>			<b>14.5</b>
<input type="checkbox"/> Nurse Aide	AH 122	5	
<input type="checkbox"/> Nurse Aide Success Skills	AH 126	3	
<input type="checkbox"/> Basic Life Support For Health-Care Professionals	AH 130	0.5	
<input type="checkbox"/> Nurse Aide II-Acute Care Environment	AH 125	3	
<input type="checkbox"/> Health Professions Medical Terminology	AH 210	3	

**Contact:** Suzanne McEachern, Director Allied Health, at  
316.320.7375

**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 pre-requisite 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.



**EMERGENCY MEDICAL TECHNICIAN**

**COURSE APPROVED FOR  
KANSAS BOARD OF EMT CERTIFICATION**

		HOURS
<b>Required Courses</b>		<b>12</b>
<input type="checkbox"/> EMT-Basic	AH 110	9
<input type="checkbox"/> EMT Skills Review	AH 212	3

**Requirements**

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

Students must be 17 years old to attend class and 17 with a high school diploma or GED to become certified as EMT. Students must have a negative TB skin test or chest X-ray current within one year.

Documentation of immunizations. Hepatitis B immunization is highly recommended. Students must have a specific background check. Previous background checks will not meet this requirement.

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

**Program Information**

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

**BUTLER/COWLEY PARTNERSHIP - MICT AAS PREREQUISITES**

		HOURS
<b>Required Courses</b>		<b>32</b>
<input type="checkbox"/> EMT-Basic	AH 110	9
<input type="checkbox"/> EMT Skills Review	AH 212	3
<input type="checkbox"/> Ethics	PL 291	3
<input type="checkbox"/> General Psychology	BS 160	3
<input type="checkbox"/> Anatomy and Physiology	BI 240	5
<input type="checkbox"/> English Comp. I	EG 101	3
<input type="checkbox"/> English Comp. II	EG 102	3
<input type="checkbox"/> Information Processing Systems	BA 104	3

**Emergency Medical Technician**

Certification of successful completion: State of Kansas Board of EMS

Credits Required: 12

Contact: Jeb Burress, Lead Instructor, at 316.323.6269

**Accreditation**

State of Kansas Board of EMS Approval

**Additional Costs**

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

**Related Programs**

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

**ACTIVITY DIRECTOR**

**APPROVED FOR  
KANSAS DEPT OF HEALTH & ENVIRONMENT**

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

		HOURS
<b>Required Courses</b>		<b>3</b>
<input type="checkbox"/> Activity Director	AH 113	3

**Hints for Successful Completion**

Experience in long-term care will be helpful

**Certification of successful completion as approved by the  
Kansas Department of Health and Environment**

**Credits Required:** 3

**Contact:** Suzanne McEachern, Director Allied Health, at 316.320.7375

**Accreditation**

Course approved by KDHE

**Related Programs**

Social Services Designee

**After Butler**

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



**GERONTOLOGY****CERTIFICATE**

Your Butler experience will prepare you to enhance your level of care for older adults, and enrich your practice of nursing in acute and long-term care.

The courses are designed from a needs survey of long-term care facility administrators in Kansas. Courses have also been designed to prepare students for the American Nursing Association's National Gerontology Certification Exam.

Following completion of each cluster, students will earn a completion certificate from Butler. However, courses may be taken in any order within and among the three clusters.

**Prerequisites:** An RN or LPN or completion of the first semester of a professional nursing program with a grade of C or better. Pre-approval from the Butler course instructor must be obtained for others interested in enrolling in these courses.

		HOURS
<b>Career Advancement for LPN:</b>		
<input type="checkbox"/> IV Therapy for LPN	NR 115	3
<input type="checkbox"/> Mangt. and Leadership for LPN	NR 225	2
<b>Cluster 1: Administrative &amp; Leadership Development</b>		
<input type="checkbox"/> Leadership Development	LS 230	3
<input type="checkbox"/> Introduction to Minimum Data Set	NR 222	2
<input type="checkbox"/> Legal Issues of the Elderly	NR 223	2
<input type="checkbox"/> Long-Term Care Administration	NR 224	2
<b>Cluster 2: Social and Ethical Care</b>		
<input type="checkbox"/> Issues of the Older Adult	NR 226	2
<input type="checkbox"/> Culturally Diverse Older Adult	NR 227	1
<input type="checkbox"/> The Older Woman	NR 228	2
<b>Cluster 3: Nursing Care of Older Adults</b>		
<input type="checkbox"/> Pain in Older Adults	NR 232	2
<input type="checkbox"/> Mental Health of Older Adults	NR 235	2
<input type="checkbox"/> Pharmacology & the Older Adult	NR233	1
<input type="checkbox"/> Nutrition and the Older Adult	NR 236	1

**HOME HEALTH AIDE****COURSE APPROVED FOR  
KANSAS DEPT OF HEALTH & ENVIRONMENT  
CERTIFICATION**

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

		HOURS
<b>Required Courses</b>		
<input type="checkbox"/> Home Health Aide	AH 117	2

**Prior to enrollment**

Appropriate placement scores, see an advisor for details.

**Accreditation**

Course approved by Kansas Department of Health and Environment

**Program Information**

Must have current Kansas CNA certificate. Students must pass a reading test administered by the Butler Advising Centers. To make an appointment, call 316.322.3163 El Dorado or 316.218.6259 Andover

**Certification of successful completion by  
Kansas Department of Health and Environment**

**Credits Required:** 2

**Contact:** Suzanne McEachern, Director Allied Health, at 316.320.7375

**After Butler**

Recent graduates hold positions as caregivers for clients in their homes.

**OPERATOR TRAINING FOR ASSISTED LIVING****COURSE APPROVED FOR  
KANSAS DEPT OF HEALTH & ENVIRONMENT  
CERTIFICATION**

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

		HOURS
<b>Required Courses</b>		
<input type="checkbox"/> Operator Training for Assisted Living	AH 225	2

**Hints for Successful Completion**

Experience in long term care will be beneficial.

**Certification of successful completion as approved by KDHE**

**Credits Required:** 2

**Contact:** Suzanne McEachern, Director Allied Health, at 316.320.7375



**RESTORATIVE AIDE**

**BUTLER CERTIFICATION OF COMPLETION**

Course Approved for Kansas Physical Therapist Association KPTA

	HOURS
<b>Required Courses</b>	<b>2</b>
<input type="checkbox"/> Restorative Aide AH 124	2

**Prerequisite:** CNA certificate

**Hints for Successful Completion**

Students will study anatomy and physiology within this course as well as treatment modalities in both classroom and lab.

**Certificate offered:** Restorative Aide issued by Butler Community College, approved curriculum by Kansas Physical Therapist Association KPTA.

**Credits Required:** 2

**Contact:** Suzanne McEachern, Director Allied Health, at 316.320.7375

**Program Information**

Must be a Certified Nurse Aide

**Requirements**

Must have current Kansas certificate as Certified Nurse Aide

**After Butler**

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

**SOCIAL SERVICE DESIGNEE**

**BUTLER CERTIFICATION OF COMPLETION**

Course Approved for Kansas Dept of Health & Environment Certification

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

	HOURS
<b>Required Courses</b>	<b>3</b>
<input type="checkbox"/> Social Service Designee AH 115	3

**Hints for Successful Completion**

Experience in long-term care will be helpful.

**Accreditation**

Course approved by KDHE

**Certification of successful completion by the Kansas Department of Health and Environment**

**Credits Required:** 3

**Contact:** Suzanne McEachern, Director Allied Health, at 316.320.7375

**Related Programs**

Activity Director

**After Butler**

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

**BUSINESS MEDICAL SPECIALIST****ASSOCIATE IN APPLIED SCIENCE**

Your Butler experience will prepare you 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, and insurance documentation.

	HOURS	
<b>General Education Requirements</b>		<b>15</b>
<b>Communications</b>		<b>6</b>
<input type="checkbox"/> English Composition I	EG 101	
<input type="checkbox"/> Business English	BE 120	
<b>Math, &amp; Computer Science</b>		<b>6</b>
<input type="checkbox"/> Math Requirement	MA 114 or above	
<input type="checkbox"/> MAP 1: Word Processing	BE 165	
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170	
<input type="checkbox"/> MAP 1: Database	BE 180	
<b>General Education Elective</b>		<b>3</b>
<b>Required Courses</b>		<b>35</b>
<input type="checkbox"/> Medical Terminology I	AH 201	3
<input type="checkbox"/> Medical Terminology II	AH 202	1
<input type="checkbox"/> Intermediate Document Processing	BE 102	3
<input type="checkbox"/> Business Math/10 Key	BE 121	3
<input type="checkbox"/> Introduction to Health Information	BE 122	3
<input type="checkbox"/> Advanced Document Processing: Medical	BE 102	3
<input type="checkbox"/> Record Management	BE 108	3
<input type="checkbox"/> Human Relations	BE 109	3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare	BE 122	3
<input type="checkbox"/> Computerized Medical Office Management	BE 126	3
<input type="checkbox"/> Business Communications	BE 120	3
<input type="checkbox"/> Business Procedures	BE 202	2
<input type="checkbox"/> Internship	BE 193-2	2
<b>Related Electives</b>		<b>12</b>
<input type="checkbox"/> Reimbursement Methodologies	BE 124	3
<input type="checkbox"/> Beginning Medical Coding	BE 125	3
<input type="checkbox"/> Advanced Medical Coding	BE 127	3
<input type="checkbox"/> Coding Certification Test Prep	BE 128	1
<input type="checkbox"/> Anatomy & Physiology	BE 240	5
<input type="checkbox"/> Pathophysiology	NR 230	4

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 35 credit hours of required courses, choose 12 credit hours from the list of related electives below:

- \* Spring Only Class
- \*\* Online Only
- \*\*\* Students will initially enroll in CP 193 or CP 194

**BUSINESS MEDICAL SPECIALIST****Career Program**

**Degree Offered:** Associate of Applied Science

**Credits Required:** 62

**Contact:** Jennifer Steinkamp, CTE Associate Dean  
316.218.6130  
[jsteinkamp@butlercc.edu](mailto:jsteinkamp@butlercc.edu)

**Related Programs**

Business Administrative Technology

**After Butler**

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

**Accreditation**

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

**Program Entry Requirements**

BE 101 Beginning Document Processing or successful completion of the placement test which will include document formatting and a minimum keyboard speed of 40 wpm.

**To make an appointment for testing contact:**

Sherrell King [sking@butlercc.edu](mailto:sking@butlercc.edu)  
Karen Waddell [kwaddell@butlercc.edu](mailto: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.

**Median Wage** for Medical Secretaries in South Central Kansas is \$28,090 per year. (Source: Kansas Labor Information Center, Local Area IV, 2008 Edition).



**BUSINESS MEDICAL SPECIALIST**

**CERTIFICATE**

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

**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.

			HOURS
Required Courses			35
<i>Semester 1</i>			
<input type="checkbox"/> Medical Terminology	AH 201		3
<input type="checkbox"/> Inter. Document Processing	BE 102		3
<input type="checkbox"/> Business English	BE 120		3
<input type="checkbox"/> Business Math/10-Key	BE 121		3
<input type="checkbox"/> Introduction to Health Information	BE 122		3
<input type="checkbox"/> MAP 1: Word Processing	BE 165		1
<input type="checkbox"/> MAP 1: Spreadsheet	BE 170		1
<input type="checkbox"/> MAP 1: Database	BE 180		1
<i>Semester 2</i>			
<input type="checkbox"/> Advanced Doc. Proc.: Medical	BE 107		3
<input type="checkbox"/> Human Relations	BE 109		3
<input type="checkbox"/> Legal & Ethical Issues in Healthcare	BE 123		3
<input type="checkbox"/> Computerized Med. Office Mgmt.	BE 126		3
<input type="checkbox"/> Business Procedures	BE 202		3
<input type="checkbox"/> Internship I ***	BE 193-3		3

This certificate requires 35 hours to complete.

\*\*\* Students will initially enroll in CP 193

**BUSINESS MEDICAL SPECIALIST**

**Certificate Offered:** Business Medical Specialist

**Credits Required:** 35

**Contact:** Jennifer Steinkamp, CTE Associate Dean  
316.218.6130  
[jsteinkamp@butlercc.edu](mailto:jsteinkamp@butlercc.edu)

**Related Programs**

Business Administrative Technology

**After Butler**

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

**Accreditation**

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

**Program Entry Requirements**

BE 101 Beginning Document Processing or successful completion of the placement test which will include document formatting and a minimum keyboard speed of 40 wpm.

**To make an appointment for testing contact:**

Sherrell King [sking@butlercc.edu](mailto:sking@butlercc.edu)

Karen Waddell [kwaddell@butlercc.edu](mailto: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.

**Median Wage** for Medical Secretaries in South Central Kansas is \$22,776 per year. (Source: Kansas Wage Survey, Local Area IV 2008 Edition).

**PHYSICIAN CODING CERTIFICATE**

**SPECIALTY CERTIFICATE**

The Medical Billing and Coding Specialist Program is designed for the student who has a least one year prior coding experience in the medical field or has completed an approved Internship program and would like to become a certified coder. Your Butler experience will help prepare you to sit for a national coding certification test.

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

American Academy of Professional Coder’s AAPC’s, Certified Professional Coder CPC for physician and outpatient coding and American Health Information Management Association’s AHIMA’s, Certified Coding Specialist CCS for inpatient coding are currently the only credentials recognized by employers. In short, these certifications are nationally recognized by employers seeking ethical, accurate and experience coders.

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

			HOURS
<b>Required Courses</b>			<b>38</b>
<b>Semester 1</b>			
<input type="checkbox"/> Medical Terminology	AH 201		3
<input type="checkbox"/> Introduction to Health Information	BE 122		3
<input type="checkbox"/> Computerized Med. Office Mgmt.	BE 126		3
<input type="checkbox"/> Anatomy & Physiology w/review I OR	BI 226		4
<input type="checkbox"/> Anatomy & Physiology	BI 240		5
<b>Semester 2</b>			
<input type="checkbox"/> Medical Terminology II	AH 202		1
<input type="checkbox"/> Reimbursement Methodologies	BE 124		3
<input type="checkbox"/> Beginning Medical Coding	BE 125		3
<input type="checkbox"/> Microcomputer Applications I – Word Processing	BE 165		1
<input type="checkbox"/> Anatomy and Physiology w/review	BI 227		4
<b>Semester 3</b>			
<input type="checkbox"/> Legal & Ethical Issues	BE 123		3
<input type="checkbox"/> Advanced Medical Coding	BE 127		3
<input type="checkbox"/> Coding Certification Test Preparation	BE 128		1
<input type="checkbox"/> Pathophysiology	NR 230		4
<input type="checkbox"/> Internship	BE 193		2

This certificate requires 26 hours to complete.

\*\*\* Students will initially enroll in CP 193.

Students interested in this program certificate must be able to work independently and be extremely accurate. To receive the specialty certificate, students must complete all required courses with a grade of “C” or higher.

Students must be prepared to purchase reference materials that would be used in a medical office.

If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only Advanced Coding BE 127. Before enrolling in this course, the student must take a pre-test to verify prerequisite coding skills. The student would not be eligible for the specialty certificate but would be prepared to sit for national certification test.

**Certificate Offered:** Physician Coding Certificate

**Credits Required:** 38

**Contact:** Jennifer Steinkamp, CTE Associate Dean  
316.218.6130  
[jsteinkamp@butlercc.edu](mailto:jsteinkamp@butlercc.edu)

**Median Wage** for Medical Coders in South Central Kansas is \$31,595 per year. (Source: Payscale, Inc., 2009 update, [www.payscale.com](http://www.payscale.com)).

**PHYSICIAN CODING**

**ASSOCIATE IN APPLIED SCIENCE**

			HOURS
<b>General Education</b>			<b>15</b>
<input type="checkbox"/> English Composition I	EG 101		3
<input type="checkbox"/> Business English	BE 120		3
<input type="checkbox"/> Math Requirement	MA 114 or above		3
<input type="checkbox"/> MAPI: Word Processing	BE 165		1
<input type="checkbox"/> MAPI: Spreadsheet	BE 170		1
<input type="checkbox"/> MAPI: Database	BE 180		1
<input type="checkbox"/> General Education Elective			3
<b>Program Courses</b>			
<input type="checkbox"/> Medical Terminology I	AH 210		3
<input type="checkbox"/> Introduction to Health Information	BE 122		3
<input type="checkbox"/> Computerized Medical Office Mngt	BE 126		3
<input type="checkbox"/> Anatomy & Physiology w/review I or	BI 226 or		4
<input type="checkbox"/> Anatomy & Physiology	BI 240		5
<input type="checkbox"/> Medical Terminology II	AH 202		1
<input type="checkbox"/> Reimbursement Methodologies	BE 124		3
<input type="checkbox"/> Beginning Medical Coding	BI 227		4
<input type="checkbox"/> Anatomy & Physiology w/review II	BI 227		4
<input type="checkbox"/> Legal & Ethical Issues in Healthcare	BE 123		3
<input type="checkbox"/> Advanced Medical Coding	BE 127		3
<input type="checkbox"/> Coding Certification Test Preparation	BE 128		1
<input type="checkbox"/> Pathophysiology	NR 230		4
<input type="checkbox"/> Internship	BE 193-2		2
<b>Related Electives</b>			<b>9</b>
<input type="checkbox"/> Intermediate Document Processing	BE 102		3
<input type="checkbox"/> Advanced Document Processing	BE 107		3
<input type="checkbox"/> Records Management	BE 108		3
<input type="checkbox"/> Human Relations	BE 109		3
<input type="checkbox"/> Business Communications	BE 130		3
<input type="checkbox"/> Business Procedures	BE 202		3