



BUSINESS SYSTEMS TECHNOLOGY

BUSINESS EDUCATION

ASSOCIATE IN SCIENCE

Your Butler experience will prepare you to teach vocational business education programs as a substitute teacher and transfer to a college or university to major in teaching vocational business.

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses:

___Elementary Typing	(BE 101)
___Beginning Computer Concepts or Microcomputer Applications Computer Basics, Windows, Internet,	(BE 160) (BE 060, BE 166, BE 176)

Required Courses

___Accounting I	(BA 126)	3
___Personal Finance	(BA 112)	3
___Accounting II	(BA 127)	3
___Marketing	(BA 140)	3
___Principles of Management	(BA 210)	3
___Document Processing	(BE 102)	3
___Business Communications	(BE 130)	3

A total of 62 credit hours is required for this degree. In addition to the 33 credit hours of general education requirements and 21 credit hours of required courses, students can choose 8 credit hours from the list of related electives below:

Related Electives

___Introduction to Business	(BA 110)	3
___Managerial Accounting	(BA 204)	3
___Advanced Computer Applications	(BA 245)	3
___Business Math/10-Key	(BE 121)	3
___Presentation Graphics	(BE 175)	1
___Business Procedures	(BE 202)	3
___Desktop Publishing	(BE 275)	3

General Education Requirements

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking or Interpersonal Communications (SP 100, SP 102)	
Science, Math and Computer Science	11
___Math Requirement (MA 131 or above)	
___Lab Science Requirement	
___Computer Science Requirement (BA 104 Information Processing Systems required)	
Social/Behavioral Science Requirement	6
___One Social Science Course	
___One Behavioral Science Course	
Humanities/Fine Arts	6
___Humanities Requirement	
___Fine Arts Requirement	
Physical Education	1
___Physical Education Requirement	

Prospective teachers should complete General Psychology (BS 160) and Intro to Teaching (ED 206).

A math course above College Algebra (MA 131) may be required at some transfer institutions.

Business Education

Transfer Program
Degree Offered: Associate in Science
Credits Required: 62

Program Information

This program prepares students to teach in vocational business education programs.

Phi Beta Lambda

Students can develop leadership skills through their association with Phi Beta Lambda. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Related Programs

Business Office Management

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses

After Butler

Upon completion of the associate's degree, students can gain employment as a substitute teacher in vocational business education programs. Students can transfer to a university or college to pursue a bachelor's degree in business education and obtain teaching licensure.

Median Wage for Business Teachers in South Central Kansas is \$31,990 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR)

For information contact:

Karen Waddell, Lead Instructor
316.322.3176 or 316.733.3176
kwaddell@butlercc.edu

Business Legal Specialist

Career Program

Degree Offered: Associate in Applied Science in Business Legal Specialist
Credits Required: 62

Program Information

Students will develop and refine their office technical skills using current technology while learning the legal procedures and processes of a law office. To receive the Associate of Science degree, a student must attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), and complete Work Experience or COOP (Cooperative Education).

Phi Beta Lambda

Students can develop leadership skills through their association with Phi Beta Lambda. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Related Programs

Business Office Management, Business Medical Specialist

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses

After Butler

Upon completion of this degree, students can obtain employment as a Legal Office Specialist.

Median Wage for Legal Secretaries in South Central Kansas is \$27,040 per year
Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.

For information contact:

Karen Waddell, Lead Instructor
316.322.3176 or 316.733.3176
kwaddell@butlercc.edu

BUSINESS LEGAL SPECIALIST

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for an entry-level position in a law office. There is an increasing demand for qualified legal support staff. For people with the proper training and experience, the opportunities in the legal profession are unlimited.

General Education Requirements

Course	Hours
Communications	6
___English Composition I (EG 101)	
___Business Communications (BE 130)	
Science, Math, & Computer Science Requirement	10-11
___Math Requirement (MA 114 or above)	
___Lab Science Requirement	
___Micro Apps: Word Processing (BE 165)	
___Micro Apps: Spreadsheet (BE 170)	
___Micro Apps: Database (BE 180)	

Social/Behavioral Science Requirement	3
___One course from either Social or Behavioral Science	

Humanities/Fine Arts	3
___One course from either Humanities or Fine Arts	

Physical Education	1
___Physical Education Requirement	

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses

___Elementary Typing (BE 101)	
___Beginning Computer Concepts (BE 160)	
or Microcomputer Applications	
Computer Basics, Windows, Internet,	(BE 060, BE 166, BE 176)

Required Courses

Course	Hours
___Business Law I (BA 115)	3
___Accounting I (BA 126)	3
___Business Ethics (BA 220)	3
___Advanced Computer Apps (BA 245)	3
___Document Processing (BE 102)	3
___Legal Documents (BE 106)	3
___Records Management (BE 108)	3
___Personal Development (BE 109)	1
___Business English (BE 120)	3
___Business Math/10-Key (BE 121)	2
___Work Experience I (BE 150)	2
___Legal Terminology (BE 204)	3
___Legal Office Procedures (BE 240)	3

A total of 62 hours is required for this degree. In addition to the 23-24 credit hours of general education requirements and 35 credit hours of required courses, students can choose 3 credit hours from the list of related electives below:

Related Electives	Hours
___Family Law (BA 114)	3
___Business Law II (BA 116)	3
___Keyboard Skillbuilding (BE 103)	3
___Work Experience II (BE 151)	3
___Business Procedures (BE 202)	3

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.

General Education Requirements

Course	Hours
Communications	
___ English Comp I (EG 101)	6
___ Business Communications (BE 130)	
Science, Math and Computer Science Requirement	
___ Math Requirement (MA 114 or above)	10-11
___ Lab Science Requirement (Highly suggest BI 240 Anatomy and Physiology)	
___ Micro Apps: Word Processing (BE 165)	
___ Micro Apps: Spreadsheet (BE 170)	
___ Micro Apps: Database (BE 180)	
Social/Behavioral Science Requirement	
___ One course from either Social or Behavioral Science	3
Humanities/Fine Arts	
___ One course from either Humanities or Fine Arts	3
Physical Education	
___ Physical Education Requirement	1

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses

___ Elementary Typing (BE 101)	
___ Beginning Computer Concepts (BE 160)	
___ or Microcomputer Applications Computer Basics, Windows, Internet,	(BE 060, BE 166, BE 176)

Required Courses

	Hours
___ Document Processing (BE 102)	3
___ Keyboard Skillbuilding (BE 103)	3
___ Medical Documents (BE 107)	3
___ Personal Development (BE 109)	1
___ Business English (BE 120)	3
___ Business Math/10-Key (BE 121)	2
___ Medical Billing and Coding (BE 125)	3
___ Computerized Coding/Billing (BE 126)	3
___ Medical Transcribing (BE 142)	3
___ Work Experience I (BE 150)	2
___ Medical Terminology (BE 201)	3
___ Business Procedures (BE 202)	3

A total of 62 credit hours is required for this degree. In addition to the 23-24 credit hours of general education requirements and 32 credit hours of required courses, students can choose 7 credit hours from the list of related electives below:

Related Electives

	Hours
___ Advanced Computer Apps (BA 245)	3
___ Business Ethics (BA 220)	3
___ Records Management (BE 108)	3
___ Advanced Coding (BE 127)	3
___ Work Experience II (BE 151)	2
___ Presentation Graphics (BE 175)	1
___ Desktop Publishing (BE 275)	3

Business Medical Specialist

Career Program
Degree Offered: Associate in Applied Science
Credits Required: 62

Program Information

Students will develop and refine their skills using current technology. In addition, students will be trained in the administration procedures and processes in a medical facility. To receive the Associate of Science degree, a student must attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), and complete Work Experience or COOP (Cooperative Education).

Phi Beta Lambda

Students can develop leadership skills through their association with Phi Beta Lambda. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Related Programs

Business Legal Specialist,
Business Office Management

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses

After Butler

Upon completion of this degree, students can obtain employment as a Medical Office Specialist.

Median Wage for Medical Secretaries in South Central Kansas is \$22,256 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Business Office Management

Career Program
Degree Offered: Associate in
Applied Science
Credits Required: 62

Program Information

Students will develop and refine their office technical skills using current technology. Students have the opportunity to obtain MOS (Microsoft Office Specialist) certification. To receive the Associate of Science degree, a student must attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), and complete Work Experience or COOP (Cooperative Education).

Phi Beta Lambda

Students can develop leadership skills through their association with Phi Beta Lambda. Students are also able to participate in competition at state and national levels and receive recognition and awards for their efforts.

Related Programs

Business Legal Specialist, Business Medical Specialist

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses.

After Butler

Upon completion of this degree, students can obtain employment as an office manager.

Median Wage

for First-Line Supervisor/Managers of Office and Admin Support workers in South Central Kansas is \$35,734 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR)

For information contact:

Karen Waddell, Lead Instructor
316.322.3176 or 316.733.3176
kwaddell@butlercc.edu

BUSINESS OFFICE MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you to supervise and manage the operations and personnel of business offices and management-level divisions. This program includes instruction in employee supervision, management, and labor relations; office systems operation and maintenance; office records management, organization, and security; preparation and evaluation of business management data; and public relations.

General Education Requirements

Course	Hours
Communications	6
___English Comp I (EG 101)	
___Business Communications (BE 130)	
Science, Math and Computer Science	10-11
___Math Requirement (MA 114 or above)	
___Lab Science Requirement	
___Micro Apps: Word Processing (BE 165)	
___Micro Apps: Spreadsheet (BE 170)	
___Micro Apps: Database (BE 180)	
Social/Behavioral Science Requirement	3
___One course from either Social or Behavioral Science	
Humanities/Fine Arts	3
___One course from either Humanities or Fine Arts	
Physical Education	1
___Physical Education Requirement	

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses

___Elementary Typing (BE 101)	
___Beginning Computer Concepts (BE 160)	
or Microcomputer Applications Computer Basics, Windows, Internet,	(BE 060, BE 166, BE 176)

Required Courses

	Hours
___Accounting I (BA 126)	3
___Human Resources Management (BA 184)	3
___Advanced Computer Applications (BA 245)	3
___Business Ethics (BA 220)	3
___Doc. Processing/Keyboarding (BE 102)	3
___Records Management (BE 108)	3
___Personal Development (BE 109)	1
___Business English (BE 120)	3
___Business Math/10-Key (BE 121)	2
___Work Experience I (BE 150)	2
___Presentation Graphics (BE 175)	1
___Business Procedures (BE 202)	3
___Desktop Publishing (BE 275)	3

A total of 62 credit hours is required for this degree. In addition to the 23-24 credit hours of general education requirements and 33 credit hours of required courses, students can choose 6 credit hours from the list of related electives below:

Related Electives

	Hours
___Accounting II (BA 127)	3
___Principles of Management (BA 210)	3
___Keyboard Skillbuilding (BE 103)	3
___Executive Documents (BE 105)	3
___Work Experience II (BE 151)	2
___Bus. Web Sites w/ Front Page (IN 137)	3

REALTIME REPORTING

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for licensure as a Certified Shorthand Reporter (CSR). CSRs are in high demand in many areas, both locally and nationally, such as freelance and official reporters, broadcast captioners, and CART (Communication Access Realtime Translation) reporters. Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and in pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained in this occupation, job opportunities are very good to excellent.

General Education Requirements

Course	Hours
Communications	6
___English Composition I (EG 101)	
___One other course (EG 102, SP 100, SP 102, EG 112, BE 130)	
Science, Math, & Computer Science Requirement	6
___Math Requirement (MA 114 or above)	
___Computer Science Requirement (BA 104 or BE 165, 170 & 180 req.)	
Social/Behavioral Science Requirement	3
___One course from either Social or Behavioral Science	

Required Courses

Course	Hours
___Realtime Reporting Lab I (RR 101)	6
___Realtime Reporting Lab II (RR 102)	6
___Realtime Reporting Lab III (RR 103)	5
___Introduction to Dictation (RR 104)	3
___Realtime Reporting Lab IV (RR 201)	5
___Realtime Reporting Lab V (RR 202)	5
___Reporting Procedures (RR 220)	3
___Realtime Reporting Lab VI (RR 203)	5
___Realtime Reporting Internship (RR 193)	1
___Business Law I (BA 115)	3
___Business English (BE 120)	3
___Legal Terminology (BE 204)	3
___Business Medical Terminology (BE 201)	3

A total of 66 hours is required for this degree including 15 hours of general education requirements and 51 total hours of required courses. This program will take a minimum of 7 semesters to complete.

Related Electives

___Speedbuilding for Realtime Reporting (RR 204)	3
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REALTIME REPORTING

CERTIFICATE

Your Butler experience will prepare you for licensure as a Certified Shorthand Reporter (CSR). CSRs are in high demand in many areas, both locally and nationally, such as freelance and official reporters, broadcast captioners and CART (Communication Access Realtime Translation) reporters. Demand for this occupation will be spurred by the continuing need for accurate transcription of proceedings in courts and in pretrial depositions. The growing need to create captions for live or prerecorded television and to provide other realtime translating services for the deaf and hard-of-hearing community are also adding to this demand. Because of the shortage of individuals trained in this occupation, job opportunities are very good to excellent.

Required Courses

Course	Hours
___Realtime Reporting Lab I (RR 101)	6
___Realtime Reporting Lab II (RR 102)	6
___Realtime Reporting Lab III (RR 103)	5
___Realtime Reporting Lab IV (RR 201)	5
___Realtime Reporting Lab V (RR 202)	5
___Reporting Procedures (RR 220)	3
___Realtime Reporting Lab VI (RR 203)	5
___Realtime Reporting Internship (RR 193)	1
___Business Law I (BA 115)	3
___Business English (BE 120)	3
___Legal Terminology (BE 204)	3
___Business Medical Terminology (BE 201)	3

This certificate requires 46 hours to complete.

Realtime Reporting Admission Requirements

Butler Application
Letter of Interest
Official Transcripts
Letters of Reference (3)
Realtime Application
Resume
ASSET test*
Keyboarding test (30 wpm)

Helpful Hints

Prospective students should:
Be proficient in English
Like to read
Possess exceptional listening abilities
Have excellent concentration skills

Program Information

To receive the Associate of Applied Science degree, a student must attain a grade of C or higher in each required Realtime Reporting course; attain a minimum overall grade point average of 2.0 (C); pass at least three five-minute timed writings of live dictation on unfamiliar material (literary, jury charge, and two-voice testimony) timed at 180, 200, and 225 words per minute with an accuracy of 95% or higher; complete at least 75 verified hours of internship.

Cost Information

Additional lab fees will be assessed for each program course and are subject to change. Students will rent steno machines for the first two semesters. Beginning with the third semester, students will be required to purchase their own machine.

*ASSET score attainment: combined score of at least 80 on the Writing and Reading portion.

Income Potential

\$36,600-\$80,000

CSR Certification

After completing the required course work and achieving a speed of 225 wpm, students will be equipped to sit for the CSR (Certified Shorthand Reporter) exam. This will enable students to work as either an official reporter in the state court system or a freelance reporter throughout the United States.

For more information contact:

Marilyn Mahan, Associate Dean
316.218.6130
mmahan@butlercc.edu

Administrative Assistant

Certificate of Completion in
Administrative Assistant
Credits Required: 33

Related Programs

Legal Office Specialist, Medical Office
Specialist, Office Management

After Butler

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

Median Wage for Executive Secretaries
and Administrative Assistants in South
Central Kansas is \$32,760 per year.
(Source: Workforce Planning Guide &
Wage Survey, Local Area IV 2003 Edition,
KDHR.)

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Program Information

To receive this certificate, a student must
contact Karen Waddell to complete a
certificate analysis by the first of
November for Fall completers and the
first of April for Spring completers, attain
a grade of C or higher in each required
course, attain a minimum overall grade
point average of 2.0 (C), complete Work
Experience or COOP (Cooperative
Education).

Legal Office Specialist

Certificate of Completion in
Legal Office Specialist
Credits Required: 32

Related Programs

Administrative Assistant, Medical Office
Specialist, Office Management

After Butler

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

Median Wage for Legal Secretaries in
South Central Kansas is \$27,040 per year.
(Source: Workforce Planning Guide &
Wage Survey, Local Area IV 2003 Edition,
KDHR.)

For Information, contact:
Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

ADMINISTRATIVE ASSISTANT

CERTIFICATE

Your Butler experience will prepare you for an entry-level position with the career goal of being able to manage the operations and personnel of business offices. This program includes instruction in budgeting, scheduling, and coordinating; office systems operation and maintenance; office record management, organization, and security; office facilities design and space management; and human relations.

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses.

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses

___Elementary Typing	(BE 101)	
___Beginning Computer Concepts	(BE 160)	
	or Microcomputer Applications	
	Computer Basics, Windows, Internet	(BE 060, BE 166, BE 176)

Required Courses

		Hours
Semester 1		
___Legal Terminology	(BE 204)	3
___Document Processing	(BE 102)	3
___Business Math/10-Key	(BE 121)	2
___Micro Apps: Word Processing	(BE 165)	1
___Micro Apps: Spreadsheet	(BE 170)	1
___Micro Apps: Database	(BE 180)	1
___Business English	(BE 120)	3
___Personal Development	(BE 109)	1

Required Courses

Semester 1

___Doc. Processing/Keyboarding	(BE 102)	3
___Personal Development	(BE 109)	1
___Business Math/10-Key	(BE 121)	2
___Accounting I	(BA 126)	3
___Business English	(BE 120)	3
___Micro Apps: Word Processing	(BE 165)	1
___Micro Apps: Spreadsheet	(BE 170)	1
___Micro Apps: Database	(BE 180)	1
___Presentation Graphics	(BE 175)	1

Semester 2

___Records Management	(BE 108)	3
___Business Communications	(BE 130)	3
___Advanced Computer Apps	(BA 245)	3
___Desktop Publishing	(BE 275)	3
___Work Experience I	(BE 150)	2

Related Electives

Choose 3 hours from the following:

___Executive Documents	(BE 105)	3
___Business Procedures	(BE 202)	3
___Project Management	(BE 250)	3

This certificate requires 33 hours to complete.

LEGAL OFFICE SPECIALIST

CERTIFICATE

Your Butler experience will prepare you for an entry-level position in a law office. There is an increasing demand for qualified legal support staff. For people with the proper training and experience, the opportunities in the legal profession are unlimited.

Required Courses

		Hours
Semester 1		
___Legal Terminology	(BE 204)	3
___Document Processing	(BE 102)	3
___Business Math/10-Key	(BE 121)	2
___Micro Apps: Word Processing	(BE 165)	1
___Micro Apps: Spreadsheet	(BE 170)	1
___Micro Apps: Database	(BE 180)	1
___Business English	(BE 120)	3
___Personal Development	(BE 109)	1

Program Information

To receive this certificate, a student must contact Karen Waddell to complete a certificate analysis by the first of November for Fall completers and the first of April for Spring completers, attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), complete Work Experience or COOP (Cooperative Education).

Semester 2

___Legal Documents	(BE 106)	3
___Legal Office Procedures	(BE 240)	3
___Business Procedures	(BE 202)	3
___Records Management	(BE 108)	3
___Business Law	(BA 115)	3
___Work Experience I	(BE 150)	2

This certificate requires 32 hours to complete.

MEDICAL OFFICE 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.

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses.

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses

- ___Elementary Typing (BE 101)
- ___Beginning Computer Concepts (BE 160)
or Microcomputer Applications, Computer Basics,
Windows, Internet (BE 060, BE 166, BE 176)

Required Courses

Semester 1

___Doc. Processing/Keyboarding	(BE 102)	3
___Personal Development	(BE 109)	1
___Business Math/10-Key	(BE 121)	2
___Business English	(BE 120)	3
___Micro Apps: Word Processing	(BE 165)	1
___Micro Apps: Spreadsheet	(BE 170)	1
___Micro Apps: Database	(BE 180)	1
___Presentation Graphics	(BE 175)	1
___Medical Terminology	(BE 201)	3

Semester 2

___Medical Documents	(BE 107)	3
___Medical Coding and Billing	(BE 125)	3
___Computerized Coding/Billing	(BE 126)	3
___Medical Transcribing Machines	(BE 142)	3
___Work Experience I	(BE 150)	2

Related Electives

Choose 3 hours from the following:

___Business Communications	(BE 130)	3
___Business Procedures	(BE 202)	3

This certificate requires 33 hours to complete.

Hours

Medical Office Specialist

Certificate of Completion in
Medical Office Specialist
Credits Required: 33

Related Programs

Administrative Assistant, Legal Office
Specialist, Office Management

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.

Program Information

To receive the Associate of Science degree, a student must contact Karen Waddell to complete a certificate analysis by the first of November for Fall completers and the first of April for Spring completers, attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), and complete Work Experience or COOP (Cooperative Education).

Median Wage for Medical Secretaries in South Central Kansas is \$22,256 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

For Information, contact:

Karen Waddell, Lead Instructor
kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

Office Management

Certificate of Completion in
Office Management
Credits Required: 33

Related Programs

Administrative Assistant, Legal Office
Specialist, Medical Office Specialist

Program Information

To receive the Associate of Science degree, a student must contact Karen Waddell to complete a certificate analysis by the first of November for Fall completers and the first of April for Spring completers, attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), and complete Work Experience or COOP (Cooperative Education).

After Butler

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

Median Wage for Executive Secretaries and Administrative Assistants in South Central Kansas is \$32,760 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)

For Information, contact:

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kwaddell@butlercc.edu
316.322.3176 or 316.733.3176

OFFICE MANAGEMENT

CERTIFICATE

Your Butler experience will prepare you to supervise and manage the operations and personnel of business offices and management-level divisions. This program includes learning in office systems operation and maintenance; office record management, organization, and security; office facilities design and space management; and human relations.

Requirements

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 the ASSET placement test prior to enrolling in English or mathematics courses.

Students are required to take the necessary basic courses before entering the Business Systems Technology program.

Basic Courses

___Elementary Typing	(BE 101)
___Beginning Computer Concepts	(BE 160)
or Microcomputer Applications, Computer Basics, Windows, Internet	(BE 060, BE 166, BE 176)

Required Courses

Semester 1

		Hours
___Doc Processing/Keyboarding	(BE 102)	3
___Personal Development	(BE 109)	1
___Business Math/10-Key	(BE 121)	2
___Accounting I	(BA 126)	3
___Business English	(BE 120)	3
___Micro Apps: Word Processing	(BE 165)	1
___Micro Apps: Spreadsheet	(BE 170)	1
___Micro Apps: Database	(BE 180)	1
___Presentation Graphics	(BE 175)	1

Semester 2

___Records Management	(BE 108)	3
___Business Communications	(BE 130)	3
___Human Resource Mgmt	(BA 184) or	3
Principles of Mgmt	(BA 210)	
___Business Procedures	(BE 202)	3
___Work Experience I	(BE 150)	2

Related Electives

Choose 3 hours from the following:

___Executive Documents	(BE 105)	3
___Advanced Computer Apps	(BA 245)	3
___Desktop Publishing	(BE 275)	3
___Bus Web Sites w/ Front Page	(IN 137)	3

This certificate requires 33 hours to complete.

SPECIALTY CERTIFICATES

Students interested in specialized areas can earn one of the specialty certificates. Employees in this area must be extremely accurate and able to work independently.

Students will need to take the ASSET test before starting any of the coursework. Basic English and math courses may need to be taken.

Basic word processing and keyboarding skills are mandatory before starting any of the coursework.

Medical students must be prepared to purchase reference materials that would be used in a medical office. Medical students are advised to consider Anatomy and Physiology as an additional course.

MEDICAL BILLING AND CODING SPECIALIST

CERTIFICATE

Your Butler experience will prepare you to sit for a national coding certification test. The Medical Billing and Coding Specialist Certificate is designed for the student who has coding experience in the medical office and would like to become a certified coder.

Required Courses		Hours
___Medical Terminology	(BE 201)	3
___Medical Billing/Coding	(BE 125)	3
___Computerized Medical Billing/Coding	(BE 126)	3
___Advanced Coding for the Physician Office	(BE 127)	3
___Introduction to Internet	(BE 176)	1
___Work Experience I	(BE 150)	2
___Work Experience II	(BE 151)	2

This certificate requires 17 hours to complete.

Recommended Elective

___Anatomy and Physiology (BI 240) is highly suggested, but not required.

The Medical Billing and Coding Specialist Certificate can be earned only by someone who has completed the required four classes and has at least one year experience working in the billing/coding area in an approved medical facility. Upon completion of courses, students can elect to sit for national certification tests.

Certified Medical Coders

The demand for qualified coders is becoming greater nationwide. Many offices require certified coders. In the Wichita area the two most recognized national certifications for mastery of coding are Certified Professional Coder (CPC) and Certified Coding Specialist (CCS). Both of these require 2 years of coding experience and successful completion of a national test.

For someone without the required two-year experience, a Certified Professional Coder Apprentice (CPCA) certification or the Certified Coding Associate (CCA) certification can be earned after successful completion of a national test. Either of these would be helpful in gaining entry-level employment in the field. To successfully complete either of these national certification tests, some experience in the field is required.

If a student has a strong professional background in medical terminology and coding and has at least two years of coding experience in an approved medical office, he/she may take only Advanced Coding (BE127). 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 a national certification test.

Medical Billing and Coding Specialist

Specialty Certificate in Medical Billing/Coding
Credits Required: 17
For information contact:
Sherrell King, Instructor
sking@butlercc.edu at 316.322.3167 or 316.733.3167

Program Information

To receive this certificate, a student must contact Karen Waddell to complete a certificate analysis by the first of November for Fall completers and the first of April for Spring completers, attain a grade of C or higher in each required course, attain a minimum overall grade point average of 2.0 (C), complete Work Experience or COOP (Cooperative Education).

Related Programs

Medical Office Specialist, Medical Transcriptionist

Recommended Course Sequence

BE 201 Medical Terminology
BE 125 Medical Billing/Coding
BE 150 Work Exp. I
BE 126 Computerized Medical Billing/Coding
BE 127 Advanced Coding
BE 151 Work Exp. II

After Butler

This certificate program prepares students for a Billing and Coding position in a medical facility or to work as an outsource agent from home.

Median Wage for certified coders is \$30,390 per year. (Source: truecareers.com)

The Advanced Coding (BE 127) class helps to prepare the student for successful completion of these national certification exams. The advanced coding instructor, Sandy Watson, is a Certified Professional Coder with over 20 years of coding work experience in the field. She is currently working full-time in the field while teaching part-time for Butler.

Medical Transcriptionist
Specialty Certificate in Medical
Transcription
Credits Required: 17

Related Programs
Medical Office Specialist, Medical Billing
and Coding Specialist

Recommended Course Sequence
BE 201 Medical Terminology
BE 103 Keyboard Skillbuilding
BE 120 Business English
BE 107 Medical Documents/Keyboarding
BE 142 Medical Transcribing Machines

After Butler
This certificate program prepares
students for to work as a Medical
Transcriptionist in a medical facility.

Median Wage for Medical
Transcriptionist in South Central Kansas
is \$22,797 per year. (Source: Workforce
Planning Guide & Wage Survey, Local
Area IV 2003 Edition, KDHR.)

For Information, contact:
Donna Malik, Instructor
dmalik@butlercc.edu
316.322.3243 or 316.733.3243

MEDICAL TRANSCRIPTIONIST

SPECIALTY CERTIFICATE

Your Butler experience will prepare you to execute verbatim medical conference minutes, medical reports, and medical orders. This program includes instruction in dictation and simultaneous recording, medical terminology, data processing applications and skills, formal medical reports and correspondence formats, and professional standards.

Prerequisites

Before enrolling in BE 107 Medical Documents, students must be keyboarding at a rate of 50 wpm. Make arrangements to take a keyboarding pretest with Karen Waddell, kwaddell@butlercc.edu. 316.322.3176 or 733.3176

Required Courses

		Hours
___ Keyboard Skillbuilding	(BE 103)	3
___ Medical Documents/Keyboarding	(BE 107)	3
___ Medical Transcribing Machines	(BE 142)	3
___ Medical Terminology	(BE 201)	3
___ Business English	(BE 120)	3
___ Work Experience II	(BE 151)	2

Requirements

Employees in this field must be extremely accurate and able to work independently. Students are advised to obtain at least one full year of on-the-job experience before attempting to work as an outsource agent from home.

Recommended Elective

Medical students are strongly advised to consider Anatomy and Physiology (BI 240) as an additional course.

This certificate requires 17 hours to complete preparation.