



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.

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
 Karen Waddell kwaddell@butlercc.edu

Required Courses

		Hours
___Personal Finance	(BA 112)	3
___Accounting I	(BA 126)	3
___Accounting II	(BA 127)	3
___Intro to Marketing	(BA 140)	3
___Principles of Management	(BA 210)	3
___Inter. Document Processing	(BE 102)	3
___Business Communications	(BE 130)	3
___Coop Education	(BE 197)	2
___Intro. to Teaching	(ED 206)	3
___Intro. to Programming	(IN 105)	3

A total of 63 credit hours is required for this degree, including 34 credit hours of general education requirements and 29 credit hours of required courses.

General Education Requirements

Course	Hours
Communications	9
___English Comp I (EG 101)	
___English Comp II (EG 102)	
___Public Speaking (SP 100) or Interpersonal Communication (SP 102)	
Science, Math and Computer Science	11
___Math Requirement (MA 131 or above)	
___Lab Science Requirement (BI 110)	
___Computer Science Requirement (BA 104)	
Social/Behavioral Science Requirement	6
___Social Science Requirement (EC 200)	
___Beh. Science Requirement (BS 160)	
Humanities/Fine Arts	6
___Humanities Requirement (LT 201 or PL 290)	
___Fine Art Requirement (AR 100 or MU 100)	
Physical Education	2
___Physical Education Requirement (PE 254)	

Business Education

Transfer Program
 Degree Offered: Associate in Science
 Credits Required: 63

For information contact:

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

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.

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Articulation Agreements

Emoria State University
 Friends University

Related Programs

Business Administrative Professional

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 \$37,984 per year. (Source: KS. Wage Survey, Local Area IV 2006 Edition)



Business Administrative Professional

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

For information contact:

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

Program Information

Students will develop and refine their office technical skills using current technology. Students have the opportunity to obtain MOS (Microsoft Office Specialist) certifications.

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.

Accreditation

This program is accredited by the Association of Collegiate 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."

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.

Median Wage for First-Line

Supervisor/Managers of Office and Admin Support workers in South Central Kansas is \$25,397 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2006 Edition, KDHR)

BUSINESS ADMINISTRATIVE TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

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. 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.

General Education Requirements

Course	Hours
Communications	6

___English Comp I	(EG 101)
___Business English	(BE 120)

Math and Computer Science Requirement	6
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___Math Requirement	(MA 114 or above)
___MAP 1: Word Processing	(BE 165)
___MAP 1: Spreadsheet	(BE 170)
___MAP 1: Database	(BE 180)

General Education Elective	3
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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
Karen Waddell kwaddell@butlercc.edu

Required Courses		Hours
___Accounting I	(BA 126)	3
___Business Ethics	(BA 220)	3
___Advanced Computer Applications	(BA 245)	3
___Inter. Document Processing	(BE 102)	3
___Keyboard Skillbuilding	(BE 103)	3
___Adv. Doc. Proc.: Executive	(BE 105)	3
___Records Management	(BE 108)	3
___Human Relations	(BE 109)	3
___Business Communications	(BE 130)	3
___Business Math/10-Key	(BE 121)	3
___MAP 1: Presentation Graphics	(BE 175)	3
___Cooperative Education I	(BE 197)	2
___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 15 credit hours of general education requirements and 41 credit hours of required courses, choose 6 credit hours from the list of related electives below:

Related Electives		Hours
___Accounting II	(BA 127)	3
___Principals of Management	(BA 210)	3
___MAP 1: Intro to Windows	(BE 166)	1
___MAP 1: Intro to Internet	(BE 176)	1
___Cooperative Education II	(BE 198)	2
___Project Management	(BE 255)	3
___Bus. Web Sites w/Microsoft Expression Web	(IN 137)	3



BUSINESS ADMINISTRATIVE TECHNOLOGY CERTIFICATE

Your Butler experience will prepare you to supervise and manage the operations and personnel of business offices and management-level divisions. 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.

Program Entry 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.

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
 Karen Waddell kwaddell@butlercc.edu

Completion Requirements

To receive this certificate, a student must:

1. Complete a certificate analysis with Karen Waddell by November 1 for the fall semester or April 1 for the spring semester.
2. Attain a grade of "C" or higher in each required course.
3. Attain a minimum overall grade point average of 2.0 (C).
4. Complete at least one semester of Cooperative Education.

Required Courses

Semester 1

___ Intermediate Doc. Processing	(BE 102)	3
___ Human Relations	(BE 109)	3
___ Business Math/10-Key	(BE 121)	3
___ Business English	(BE 120)	3
___ MAP 1: Word Processing	(BE 165)	1
___ MAP 1: Spreadsheet	(BE 170)	1
___ MAP 1: Database	(BE 180)	1
___ MAP 1: Presentation Graphics	(BE 175)	3

Semester 2

___ Advanced Computer Apps	(BA 245)	3
___ Records Management	(BE 108)	3
___ Business Communications	(BE 130)	3
___ Cooperative Education I	(BE 197)	2
___ Business Procedures	(BE 202)	3
___ Desktop Publishing	(BE 275)	3

This certificate requires 35 hours to complete.

Hours

Business Administrative Professional

Certificate of Completion in Business Administrative Professional
 Credits Required: 35

For Information, contact:

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

Related Programs

Business Legal Specialist,
 Business Medical Specialist

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 Association of Collegiate Business Schools and Programs (ACBSP).

Median Wage for Executive Secretaries and Administrative Assistants in South Central Kansas is \$21,403 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDHR.)

For Information, contact:

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



Business Legal Specialist

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

For information contact:

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

Program Information

Students will develop and refine their legal office skills using current technology. Students have the opportunity to obtain MOS (Microsoft Office Specialist) certifications.

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.

Accreditation

This program is accredited by the Association of Collegiate 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."

Related Programs

Business Administration Professional,
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

Median Wage for Legal Secretaries in South Central Kansas is \$32,178 per year
Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDFHR.

BUSINESS LEGAL SPECIALIST

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 English (BE 120)	
Science, Math and Computer Science	6
___Math Requirement (MA 114 or above)	
___MAP 1: Word Processing (BE 165)	
___MAP 1: Spreadsheet (BE 170)	
___MAP 1: Database (BE 180)	

General Education Electives

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
Karen Waddell kwaddell@butlercc.edu



Required Courses

		Hours
___Business Law I	(BA 115)	3
___Business Law II	(BA 116)	3
___Accounting I	(BA 126)	3
___Business Ethics	(BA 220)	3
___Advanced Computer Applications	(BA 245)	3
___Inter. Document Processing	(BE 102)	3
___Keyboard Skillbuilding	(BE 103)	3
___Adv. Doc. Proc.: Legal	(BE 106)	3
___Records Management	(BE 108)	3
___Human Relations	(BE 109)	3
___Business Communications	(BE 130)	3
___Cooperative Education I	(BE 197)	2
___Legal Terminology	(BE 204)	3
___Legal Office Procedures	(BE 240)	3

A total of 62 credit hours is required for this degree. In addition to the 15 credit hours of general education requirements and 41 credit hours of required courses, choose 6 credit hours from the list of related electives below:

Related Electives

		Hours
___Business Math/10-Key	(BE 121)	3
___MAP 1: Intro to Windows	(BE 166)	1
___MAP 1: Intro to Internet	(BE 176)	1
___Cooperative Education II	(BE 198)	2
___Business Procedures	(BE 202)	3
___Project Management	(BE 255)	3
___Desktop Publishing	(BE 275)	3

BUSINESS LEGAL 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.

Program Entry 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.

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
 Karen Waddell kwaddell@butlercc.edu

Completion Requirements

To receive this certificate, a student must:

1. Complete a certificate analysis with Karen Waddell by November 1 for the fall semester or April 1 for the spring semester.
2. Attain a grade of "C" or higher in each required course.
3. Attain a minimum overall grade point average of 2.0 (C).
4. Complete at least one semester of Cooperative Education.

Required Courses

Semester 1

___Intermediate Doc. Processing	(BE 102)	3
___Human Relations	(BE 109)	3
___Business English	(BE 120)	3
___MAP 1: Word Processing	(BE 165)	1
___MAP 1: Spreadsheet	(BE 170)	1
___MAP 1: Database	(BE 180)	1
___Legal Terminology	(BE 204)	3

Semester 2

___Business Law I	(BA 115)	3
___Business Ethics	(BA 220)	3
___Adv. Doc. Proc.: Legal	(BE 245)	3
___Records Management	(BE 108)	3
___Cooperative Education I	(BE 197)	2
___Legal Office Procedures	(BE 240)	3

This certificate requires 32 hours to complete.

Hours

Business Legal Specialist

Certificate of Completion in
 Business Legal Specialist
 Credits Required: 32

Related Programs

Business Administrative Professional,
 Business Medical Specialist

After Butler

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

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Median Wage for Legal Secretaries in South Central Kansas is \$24,960 per year. (Source: Workforce Planning Guide & Wage Survey, Local Area IV 2003 Edition, KDHR.)



Business Medical Specialist

Career Program
Degree Offered: Business
Medical Specialist
Credits Required: 62

For Information, contact:

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

Related Programs

Business Administrative Professional,
Business Legal Specialist

After Butler

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

Accreditation

This program is accredited by the Association of Collegiate 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."

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

Median Wage for Medical Secretaries in South Central Kansas is \$21,466 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDHR.)

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	6
___English Composition I (EG 101)	
___Business English (BE 120)	

Math, & Computer Science Requirement	6
___Math Requirement (MA 114 or above)	
___MAP 1: Word Processing (BE 165)	
___MAP 1: Spreadsheet (BE 170)	
___MAP 1: Database (BE 180)	

General Education Elective	3
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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.

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Sherrell King sking@butlercc.edu
Karen Waddell kwaddell@butlercc.edu



Completion Requirements

To receive this certificate, a student must:

1. Complete a certificate analysis with Karen Waddell by November 1 for the fall semester or April 1 for the spring semester.
2. Attain a grade of "C" or higher in each required course.
3. Attain a minimum overall grade point average of 2.0 (C).
4. Complete at least one semester of Cooperative Education.

Required Courses	Hours
___Business Ethics (BA 220)	3
___Intermediate Doc. Processing (BE 102)	3
___Keyboard Skillbuilding (BE 103)	3
___Adv. Doc. Proc.: Legal (BE 106)	3
___Records Management (BE 108)	3
___Human Relations (BE 109)	3
___Business Math/10-Key (BE 121)	3
___Medical Coding/Billing (BE 125)	3
___Computerized Coding/Billing (BE 126)	3
___Business Communications (BE 130)	3
___Transcribing Machines: Medical (BE 142)	3
___Cooperative Education I (BE 197)	2
___Bus. 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 15 credit hours of general education requirements and 41 credit hours of required courses, choose 6 credit hours from the list of related electives below:

___Advanced Computer Applications (BA 245)	3
___Advanced Coding (BE 127)	3
___Advanced Computer Applications (BA 245)	3
___MAP 1: Presentation Graphics (BE 175)	3
___Cooperative Education II (BE 198)	2
___Desktop Publishing (BE 275)	3

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.

Program Entry 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.

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
 Karen Waddell kwaddell@butlercc.edu

Completion Requirements

To receive this certificate, a student must:

1. Complete a certificate analysis with Karen Waddell by November 1 for the fall semester or April 1 for the spring semester.
2. Attain a grade of "C" or higher in each required course.
3. Attain a minimum overall grade point average of 2.0 (C).
4. Complete at least one semester of Cooperative Education.

Required Courses

Semester 1

		Hours
___Intermediate Doc. Processing	(BE 102)	3
___Business Math/10-Key	(BE 121)	3
___Business English	(BE 120)	3
___MAP 1: Word Processing	(BE 165)	1
___MAP 1: Spreadsheet	(BE 170)	1
___MAP 1: Database	(BE 180)	1
___Bus. Medical Terminology	(BE 201)	3

Semester 2

___Advanced Doc. Proc.: Medical	(BE 107)	3
___Human Relations	(BE 109)	3
___Medical Coding/Billing	(BE 125)	3
___Computerized Coding/Billing	(BE 126)	3
___Transcribing Machines: Medical	(BE 142)	3
___Cooperative Education I	(BE 197)	2



Business Medical Specialist
 Certificate of Completion in
 Medical Office Specialist
 Credits Required: 32

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

Related Programs
 Business Administrative Professional,
 Business Legal Specialist

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 Association of Collegiate 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."

Median Wage for Medical Secretaries in South Central Kansas is \$20,363 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDHR.)

Realtime Reporting Admission Requirements

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

For more information contact:

Rhonda Landsverk, Lead Instructor
316.218.6300
rlandsverk@butlercc.edu

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 B 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

CCR Certification

After completing the required course work and achieving a speed of 225 wpm, students will be equipped to sit for the CCR (Certified Court 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.

REALTIME REPORTING

ASSOCIATE IN APPLIED SCIENCE

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR). CCRs 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

___Math Requirement (MA 114 or above)	6
___Computer Science Requirement (BA 104 or BE 165, 170 & 180)	

Social/Behavioral Science Requirement

___One course from either Social or Behavioral Science 3

Required Courses

	Hours
___Realtime Reporting Theory I (RR 101)	6
___Realtime Reporting Theory II (RR 102)	6
___Intro. to Dictation (RR 104)	3
___Realtime Reporting Lab 80/100/120 (RR 200)	5
___Realtime Reporting Lab 120/140/160(RR 201)	5
___Realtime Reporting Lab 160/180/200(RR 202)	5
___Realtime Reporting Lab 180/200/225(RR 203)	5
___Realtime Reporting Procedures (RR 220)	3
___Realtime Reporting Internship (RR 230)	1
___Business Law I (BA 115)	3
___Business English (BE 120)	3
___Business Medical Terminology (BE 201)	3
___Legal Terminology (BE 204)	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

___Realtime Reporting Speedbuilding lab (RR 204)	3
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REALTIME REPORTING

CERTIFICATE

Your Butler experience will prepare you for licensure as a Certified Court Reporter (CCR). CCRs 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

	Hours
___Realtime Reporting Theory I (RR 101)	6
___Realtime Reporting Theory II (RR 102)	6
___Intro. to Dictation (RR 104)	3
___Realtime Reporting Lab 80/100/120 (RR 200)	5
___Realtime Reporting Lab 120/140/160(RR 201)	5
___Realtime Reporting Lab 160/180/200(RR 202)	5
___Realtime Reporting Lab 180/200/225(RR 203)	5
___Realtime Reporting Procedures (RR 220)	3
___Realtime Reporting Internship (RR 230)	1
___Business Law I (BA 115)	3
___Business English (BE 120)	3
___Business Medical Terminology (BE 201)	3
___Legal Terminology (BE 204)	3

This certificate requires 51 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.

Completion Requirements

To receive this certificate, a student must:

1. Complete a certificate analysis with Karen Waddell by November 1 for the fall semester or April 1 for the spring semester.
2. Attain a grade of "C" or higher in each required course.
3. Attain a minimum overall grade point average of 2.0 (C).
4. Complete at least one semester of Cooperative Education.

MEDICAL BILLING AND CODING SPECIALIST

SPECIALTY 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 Coding/Billing	(BE 125)	3
___Computerized Coding/Billing	(BE 126)	3
___Advanced Coding	(BE 127)	3
___MAP 1: Intro to Internet	(BE 176)	1
___Cooperative Education I	(BE 197)	2
___Cooperative Education II	(BE 198)	2
___Bus. Medical Terminology	(BE 201)	3

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 seven classes and has at least one year of 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.

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.

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 two 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 (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 a national certification test.



Medical Billing and Coding Specialist

Certificate of Completion
Credits Required: 17

For Information, Contact:

Sherrell King, Instructor
sking@butlercc.edu

Admission Requirements

Butler Application
Certificate Application
Letter from employer verifying employment

Related Programs

Business Medical Specialist and Medical Transcriptionist

Recommended Course Sequence

BE201 Bus Med Term
BE125 Med Billing/Coding
BE197 Coop Educ I
BE126 Comp Med Bill/Cod
BE127 Adv Coding
BE198 Coop Educ II

Accreditation

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

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 (BE127) 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

Credits Required: 17

For Information, contact:

Sherrell King, Instructor
sking@butlercc.edu

Admission Requirements

Butler Application
Certificate Application
Letter from employer verifying
employment

Related Programs

Business Medical Specialist and, Medical
Billing and Coding Specialist

Recommended Course Sequence:

BE201 Bus. Medical Terminology
BE103 Keyboard Skillbuilding
BE120 Business English
BE107 Adv Doc Proc: Med
BE142 Trans Mach: Med
BE197 Cooperative Educ I

Accreditation

This program is accredited by the
Association of Collegiate 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."

After Butler

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

Median Wage for Medical

Transcriptionists in South Central
Kansas is \$29,182 per year. Source:
Kansas Wage Survey, Local Area IV 2006
Edition

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 Adv. Doc. Proc.: Medical , 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
___Adv. Doc. Proc.: Medical	(BE 107)	3
___Business English	(BE 120)	3
___Transcribing Machines: Medical	(BE 142)	3
___Cooperative Education I	(BE 197)	2
___Bus. Medical Terminology	(BE 201)	3

This certificate requires 17 hours to complete.

Recommended Elective

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

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.

The Medical Transcriptionist Specialty Certificate can be earned only by someone who has completed the required six classes and has at least one year experience working in the transcription area in an approved medical facility.

