



Business Systems Technology

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.

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

Emporia State University
Friends University

Related Programs

Business Administrative Technology

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 \$41,681 per year. (Source: KS. Wage Survey, Local Area IV 2006 Edition, KDOL)



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.

General Education Requirements **34 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)	
__General Biology	(BI 110)	
__Information Processing Systems	(BA 104)	

Social/Behavioral Science Requirement		6
__Micro Economics	(EC 200)	
__General Psychology	(BS 160)	

Humanities/Fine Arts		6
__Introduction to Literature		
or Philosophy	(LT 201 or PL 290)	
__Art Appreciation		
or Music Appreciation	(AR 100 or MU 100)	

Physical Education		2
__Lifetime Fitness	(PE 254)	

Required Courses		29 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



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.

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

General Education Requirements 15 Hours

Communications 6

__English Comp I (EG 101)
__Business English (BE 120)

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 Elective 3

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.

Required Courses 38 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
__Records Management (BE 108) 3
__Human Relations (BE 109) 3
__Business Math/10-Key (BE 121) 3
__Business Communications (BE 130) 3
__MAP 1: Presentation Graphics (BE 175) 3
__Internship I (BE 193) 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 38 credit hours of required courses, choose 9 credit hours from the list of related electives that follow:

Related Electives		9 Hours
__Accounting II	(BA 127)	3
__Principles of Management	(BA 210)	3
__MAP 1: Intro to Windows	(BE 166)	1
__MAP 1: Intro to Internet	(BE 176)	1
__Internship II	(BE 194)	2
__Project Management	(BE 255)	3
__Hypertext Markup Language	(IN 112)	3
__Digital Graphics with Photoshop	(IN 122)	3
__Networking Basics	(IN 134)	3
__Business Web Sites w/ Microsoft Expression Web	(IN 137)	3

Students interested in a legal emphasis should take the following courses as electives:

Legal Electives:	Hours
__Legal Terminology	(BE 204) 3
__Business Law I	(BA 115) 3
__Business Law II	(BA 116) 3
__Adv. Doc. Pro.: Legal	(BE 106) 3

Business Administrative Technology

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 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 \$35,838 per year. (Source: KS Wage Survey, Local Area IV 2006 Edition, KDOL)





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 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.

Required Courses Semester 1

35 Hours

__Inter Document Processing	(BE 102)	3
__Human Relations	(BE 109)	3
__Business English	(BE 120)	3
__Business Math/10-Key	(BE 121)	3
__MAP 1: Word Processing	(BE 165)	1
__MAP 1: Spreadsheet	(BE 170)	1
__MAP 1: Presentation Graphics	(BE 175)	3
__MAP 1: Database	(BE 180)	1

Semester 2

__Advanced Computer Apps	(BA 245)	3
__Records Management	(BE 108)	3
__Business Communications	(BE 130)	3
__Internship I	(BE 193)	2
__Business Procedures	(BE 202)	3
__Desktop Publishing	(BE 275)	3

This certificate requires 35 hours to complete.

Business Administrative Technology

Certificate of Completion in Business Administrative Technology
Credits Required: 35

For Information, contact:

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

Related Programs

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 Administrative Assistants in South Central Kansas is \$27,040 per year. (Source: Kansas Wage Survey, Local Area IV 2006 Edition, KDOL.)





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.

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

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.

General Education Requirements 15 Hours

Communications 6

__English Composition I (EG 101)
__Business English (BE 120)

Math, & 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 Elective 3

Required Courses 41 Hours

__Business Ethics (BA 220) 3
__Inter. Document Processing (BE 102) 3
__Keyboard Skillbuilding (BE 103) 3
__Adv. Doc. Proc.: Medical (BE 107) 3
__Records Management (BE 108) 3
__Human Relations (BE 109) 3
__Business Math/10-Key (BE 121) 3
__Medical Billing/Coding (BE 125) 3
__Computerized Medical Office Mgmt. (BE 126) 3
__Business Communications (BE 130) 3
__Transcribing Machines: Medical (BE 142) 3
__Internship I (BE 193) 2
__Business Procedures (BE 202) 3
__Health Professions Med. Term. (IS 201) 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	6 Hours
__Advanced Computer Applications (BA 245)	3
__Advanced Medical Coding (BE 127)	3
__MAP 1: Presentation Graphics (BE 175)	3
__Internship II (BE 194)	2
__Desktop Publishing (BE 275)	3
__Health Professions Med. Term II (IS 202)	1

Business Medical Specialist

Career Program

Degree Offered: Associate of Applied Science

Credits Required: 62

For Information, contact:

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

Related Programs

Business Administrative Technology

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, KDOL.)





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 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.

Required Courses

32 Hours

Semester 1

__Inter. Document 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
__Health Prof.s Med. Terminology	(IS 201)	3

Semester 2

__Adv Document Proc.: Medical	(BE 107)	3
__Human Relations	(BE 109)	3
__Medical Billing/Coding	(BE 125)	3
__Computerized Med. Office Mgmt.	(BE 126)	3
__Transcribing Machines: Medical	(BE 142)	3
__Internship I	(BE 193)	2

Business Medical Specialist

Certificate of Completion in
Business Medical 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 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 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, KDOL.)





MEDICAL BILLING AND CODING SPECIALIST SPECIALTY CERTIFICATE

The Medical Billing and Coding Specialist Certificate 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.

If someone wants to work in a medical office as a coder, but has no prior experience coding in a medical facility, that person should work toward the Butler Business Medical Specialist certificate, which includes the basic billing/coding classes and prepares the student for an entry-level position in a medical office.

After completion of IS201, BE125, and BE126, an application for admission into the certificate program must be completed. Only after approved admission into this program, may a student enroll in Advanced Coding (BE127).

Students interested in receiving this specialty 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.

Required Courses

18 Hours

Semester I

__ Health Professions Med. Term (IS 201)	3
__ Medical Billing/Coding (BE 125)	3
__ Computerized Medical Office Mgmt. (BE 126)	3

Semester II

__ Health Professions Med Term. II (IS 202)	1
__ Advanced Medical Coding (BE 127)	3
__ Business Communication (BE 130)	3
__ Coding Certification Test Prep (BE 128)	2

Optional Course:

__ Internship I (BE 193)	2
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Recommended Elective:

__ Anatomy and Physiology (BE 240)	5
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If a student has a strong professional background in medical terminology and coding and has at least two years of prior coding experience in an approved medical office, he/she may take only 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.





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.

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.

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

After completion of IS201, BE107, BE120, and BE142, an application for admission into the certificate program must be completed. Only after approved admission into this program, may a student enroll in Advanced Medical Transcription.

Students interested in receiving this specialty 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.

Required Courses

18 Hours

Semester I

__Health Professions Med Term	(IS 201)	3
__Adv. Doc. Proc.: Medical	(BE 107)	3
__Business English	(BE 120)	3
__Transcribing Machines: Medical	(BE 142)	3

Semester II

__Health Professions Med. Term II	(IS 202)	1
__Keyboard Skillbuilding	(BE 103)	3
__Advanced Medical Transcription	(BE 143)	3

Optional Course:

__Internship I	(BE 193)	2
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Recommended Elective

__Anatomy and Physiology	(BI 240)	5
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