

# Associate in Applied Science

## Medical Information Technology

### Electronic Medical Records Track



| Name | Empl. ID | Date Entered | Date Grad |
|------|----------|--------------|-----------|
|      |          |              |           |

| DEVELOPMENTAL COURSES AS NEEDED | Credit | Res | Tr | Notes |
|---------------------------------|--------|-----|----|-------|
| RDG 20/100                      | 3-6    |     |    |       |
| ENC 90/100                      | 2-5    |     |    |       |
| MAT 55/61                       | 3-4    |     |    |       |

| First Semester  | Credit    | Res | Tr | Notes   |
|---|-----------|-----|----|---|
| CIT 105 Introduction to Computers   | 3         |     |    | OST 105 accepted  |
| ENG 101 Writing I   | 3         |     |    |   |
| MIT 103 Medical Office Terminology <b>OR</b><br>AHS 115 Medical Terminology <b>OR</b><br>CLA 131 Medical Terminology from Greek and Latin | 3         |     |    | <b>MIT 103 is preferred</b>                               |
| MIT 217 Medical Office Procedures   | 3         |     |    | Prereq/Coreq: OST 110                                     |
| OST 110 Document Formatting and Word Processing   | 3         |     |    | Prereq: Consent of Instructor (OST 101 equivalent skills) |
| <b>TOTAL SEMESTER CREDIT HOURS</b>  | <b>15</b> |     |    |   |

| Second Semester  | Credit    | Res | Tr | Notes  |
|--|-----------|-----|----|--|
| BIO 135 Basic Anatomy & Physiology with Laboratory   | 4         |     |    | Or BIO 137 and BIO 139   |
| Quantitative Reasoning Course (MAT 105 or MAT 150)   | 3         |     |    | MAT 110 accepted if taken previously   |
| MIT 104 Medical Insurance  | 3         |     |    | Prereq/Coreq AHS 115/CLA 131/MIT 103   |
| OST 210 Advanced Word Processing Applications <b>OR</b><br>MIT 227 Medical Office Software | 3         |     |    | OST 210 prereq: OST 110<br>MIT 227 prereq: AHS 115/CLA 131/MIT 103 and digital lit. Coreq: MIT 217 |
| CIT 130 Productivity Software (OST 240 accepted)   | 3         |     |    | Prereq: CIT 105  |
| <b>TOTAL SEMESTER CREDIT HOURS</b>   | <b>16</b> |     |    |  |

| Third Semester   | Credit    | Res | Tr | Notes  |
|--|-----------|-----|----|--|
| MIT 224 Medical Practice Management  | 3         |     |    | Prereq/Coreq: MIT 104, 217, and 230                      |
| MIT 228 Electronic Medical Records   | 3         |     |    | Prereq: MIT 217  |
| MIT 230 Medical Information Management   | 3         |     |    | Prereq: digital literacy                                 |
| ACT 101 Fundamentals of Accounting I <b>OR</b><br>ACC 201 Financial Accounting | 3         |     |    | ACC 201 Prereq: Sophomore standing or instructor consent |
| Oral Communications Course   | 3         |     |    |  |
| <b>TOTAL SEMESTER CREDIT HOURS</b>   | <b>15</b> |     |    |  |

| Fourth Semester                            | Credit    | Res | Tr | Notes   |
|--|-----------|-----|----|---|
| OST 235 Business Communications Technology | 3         |     |    | Prereq: digital literacy and (ENG 101 or OST 108) |
| MIT 295 MIT Capstone (Internship) Course   | 3         |     |    | Consent of program coordinator                    |
| Social and Behavioral Science Course       | 3         |     |    |   |
| Heritage/Humanities Course                 | 3         |     |    |   |
| Course Approved by Program Coordinator     | 3         |     |    |   |
| Course Approved by Program Coordinator     | 3         |     |    |   |
| <b>TOTAL SEMESTER CREDIT HOURS</b>         | <b>18</b> |     |    |   |
| <b>DEGREE TOTAL</b>                        | <b>64</b> |     |    |   |

| <b>Choose 6 hours from the following program-approved courses:</b> | <b>Credit</b> | <b>Res</b> | <b>Tr</b> | <b>Notes</b>   |
|--|---------------|------------|-----------|--|
| ACC 202 Managerial Accounting                                      | 3             |            |           | Prereq: ACC 201 or (ACT 101 & 102)   |
| ACT 279 Computerized Accounting Systems                            | 3             |            |           | Prereq: ACC 201 or (ACT 101 & 102)   |
| ACT 281 Individual Taxation  | 3             |            |           | Prereq: one semester of college accounting or instructor consent                   |
| BAS 120 Personal Finance   | 3             |            |           |  |
| BAS 160 Introduction to Business                                   | 3             |            |           |  |
| BAS 212 Introduction to Financial Management                       | 3             |            |           | Prereq: MAT 105 or MAT 110 or instructor consent                                   |
| BAS 256 International Business                                     | 3             |            |           | Prereq: BAS 160 or instructor consent  |
| BAS 267 Introduction to Business Law                               | 3             |            |           |  |
| BAS 274 Human Resource Management                                  | 3             |            |           | Prereq: BAS 160 & BAS 283 or instructor consent                                    |
| BAS 282 Principles of Marketing                                    | 3             |            |           | Prereq: BAS 160 or instructor consent  |
| BAS 283 Principles of Management                                   | 3             |            |           | Prereq: BAS 160 or instructor consent  |
| BAS 287 Supervisory Management                                     | 3             |            |           |  |
| BAS 288 Personal and Organizational Leadership                     | 3             |            |           |  |
| ECO 101 Contemporary Economic Issues                               | 3             |            |           |  |
| ECO 201 Principles of Microeconomics                               | 3             |            |           |  |
| ECO 202 Principles of Macroeconomics                               | 3             |            |           |  |
| MIT 106 Introduction to Medical Transcription                      | 3             |            |           | Prereq: digital literacy; OST 110; ENG 101 or OST 108; and AHS 115/CLA 131/MIT 103 |
| MIT 204 Medical Coding   | 3             |            |           | Prereq: MIT 104. Coreq: BIO 135 or equivalent                                      |
| MIT 205 Advanced Medical Coding                                    | 3             |            |           | Prereq: MIT 204  |
| MIT 206 Medical Transcription                                      | 3             |            |           | Prereq: MIT 106 or instructor consent  |
| OST 108 Editing Skills for Office Professionals                    | 3             |            |           |  |
| OST 114 Computerized Financial Management                          | 3             |            |           | Prereq: ACT 101  |
| OST 213 Business Calculations for the Office Professional          | 3             |            |           |  |
| OST 216 Selected Topics in Office Systems Tech.                    | 1-6           |            |           |  |
| OST 225 Introduction to Desktop Publishing                         | 3             |            |           | Prereq: OST 105 & OST 110 or instructor consent                                    |
| OST 275 Office Management  | 3             |            |           | Prereq: (ENG 101 or OST 108) & OST 110   |

*This Student Planning Sheet is the suggested sequence of courses; however, due to availability of courses, students may take courses out of sequence as long as prerequisites are met. Students are encouraged to see their assigned advisor for specific requirements.*

*Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each technical and general education course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).*

For a list of KCTCS general education classes in each category, go to

<https://kctcs.edu/education-training/course-catalog/2019-2020-KCTCS-Catalog.pdf> pp. 77-80.

Or KCTCS homepage ([www.kctcs.edu](http://www.kctcs.edu))> education & training> course catalog> 2019-20 catalog> pp. 77-80.

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