

**Associate in Applied Science
Medical Information Technology
Medical Administrative Track**



Name	Empl. ID#	Date Entered	Date Grad.
DEVELOPMENTAL COURSES AS NEEDED		Notes	
RDG 30 <i>OR</i> RDG 100			
ENC 91			
MAT 55			
MAT 65			
MAT 85 (if pursuing MAT 150)			

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 (preferred) <i>OR</i> AHS 115 Medical Terminology <i>OR</i> CLA 131 Medical Terminology from Greek and Latin	3 (3) (3)			
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)
Total Semester Credit Hours:	15			

Second Semester	Credit	Res	Tr	Notes
ACT 101 Fundamentals of Accounting I <i>OR</i> ACC 201 Principles of Accounting**	3 (3)			**ACC201 Prereq: Sophomore standing or instructor consent
BIO 135 Basic Anatomy & Physiology with Laboratory	4			Or BIO 137 AND BIO 139
MIT 104 Introduction to Medical Insurance	3			Prereq/Coreq: AHS 115/CLA 131/MIT 103
OST 210 Advanced Word Processing Application	3			Prereq: OST 110
CIT 130 Productivity Software	3			Prereq: CIT 105 (OST 240 accepted)
Total Semester Credit Hours:	16			

Third Semester	Credit	Res	Tr	Notes
MIT 224 Medical Practice Management	3			Prereq/Coreq: MIT 104, 217, and 230
MIT 227 Medical Office Software	3			Prereq: MIT 103/AHS 115/CLA 131) and digital literacy. Coreq: MIT 217
MIT 228 Electronic Medical Records	3			Prereq: MIT 217
MIT 230 Medical Information Management	3			Prereq: Digital literacy
OST 235 Business Communications Technology	3			Prereq: (ENG 101 or OST 108) & OST 110
Quantitative Reasoning Course (MAT 105, MAT 110, MAT 150 or a higher level Quantitative Reasoning course)	3			
Total Semester Credit Hours:	18			

Fourth Semester	Credit	Res	Tr	Notes
MIT 295 MIT Capstone (Internship) Course	3			Consent of Program Coordinator
Social/Behavioral Sciences Course	3			
Heritage/Humanities Course	3			
Oral Communications Course	3			
Course Approved by Program Coordinator	3			
Total Semester Credit Hours:	15			

MEDICAL ADMINISTRATIVE TRACK TOTAL:	64			
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*Choose 3 hours from these program-approved courses:	Credit	Res	Tr	Notes
ACC 202 Managerial Accounting	3			Prereq: ACC 201 or ACT 101 & 102
ACT 196 Payroll Accounting	3			
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 105/110 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 204 Medical Coding	3		Prereq: MIT 104 Coreq: BIO 135 or equiv
MIT 205 Advanced Medical Coding	3		Prereq: MIT 204
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 275 Office Management	3		

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 KCTC general education classes in each category, go to https://kctcs.edu/degrees_training/catalog/2018-2019-KCTCS-Catalog.pdf pp. 76-80. Or www.kctcs.edu> degrees & training> 2018-19 catalog> pp. 76-80.

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