

Associate in Applied Science

Medical Information Technology

Medical Administrative 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 <i>OR</i> AHS 115 Medical Terminology <i>OR</i> CLA 131 Medical Terminology from Greek and Latin	3			MIT 103 preferred
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			
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 (OST 240 accepted)	3			Prereq: CIT 105
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
MAT 105 Business Mathematics <i>OR</i> MAT 150 College Algebra	3			MAT 110 accepted if taken previously
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			
DEGREE TOTAL	64			

Choose 3 hours from the following 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 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 equivalent
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 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)> education & training> course catalog> 2019-20 catalog> pp. 77-80.

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