

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



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|------------|-----------------|--------------------|------------------|
| 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 | | | Consent of Instructor (keyboarding skills) |
| Total Semester Credit Hours: | 15 | | | |

| Second Semester | Credit | Res | Tr | Notes |
|--|-----------|-----|----|--------------------------------------|
| BIO 135 Basic Anatomy & Physiology with Laboratory | 4 | | | Or BIO 137 AND BIO 139 |
| MIT 104 Medical Insurance | 3 | | | Prereq/Coreq MIT 103/AHS 115/CLA 131 |
| MIT 230 Medical Information Management | 3 | | | Prereq: digital literacy |
| CIT 130 Productivity Software | 3 | | | OST 240 accepted |
| Oral Communications | 3 | | | |
| Total Semester Credit Hours: | 16 | | | |

| Third Semester | Credit | Res | Tr | Notes |
|---|-----------|-----|----|--|
| OST 235 Business Communications Technology | 3 | | | Prereq: (ENG 101 or OST 108) & OST 110 |
| MIT 204 Medical Coding | 3 | | | Prereq: MIT 104 Coreq: BIO 135 or equivalent |
| MIT 228 Electronic Medical Records | 3 | | | Prereq: MIT 217 |
| MIT 224 Medical Practice Management | 3 | | | Prereq/Coreq: MIT 104, 217, and 230 |
| ACT 101 Fundamentals of Accounting I <i>OR</i> ACC 201 Financial Accounting** | 3 (3) | | | **ACC 201 Prereq: Sophomore standing or instructor consent |
| 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 205 Advanced Medical Coding | 3 | | | Prereq: MIT 204 |
| MIT 295 MIT Capstone (Internship) Course | 3 | | | Consent of Program Coordinator |
| Social/Behavioral Sciences Course | 3 | | | |
| Heritage/Humanities Course | 3 | | | |
| Program Approved Course | 3 | | | MIT 219 Coding Exam Preparation preferred |
| Total Semester Credit Hours: | 15 | | | |

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|--------------------------------------|-----------|--|--|--|
| MEDICAL CODING PROGRAM 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 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/OST 108; AHS 115/CLA 131/ MIT 103 |
| MIT 206 Medical Transcription | 3 | | | Prereq: MIT 106 or instructor consent |
| MIT 219 Coding Exam Preparation | 3 | | | Prereq: MIT 204 and 205 |
| OST 108 Editing Skills for Office Professionals | 3 | | | |
| OST 114 Computerized Financial Management | 3 | | | Prereq: ACT 101 |
| OST 210 Advanced Word Processing Application | 3 | | | Prereq: OST 110 |
| 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/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 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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