

Associate in Applied Science  
**Medical Information Technology**  
**Medical Office Management Track**



Name	Empl. ID#	Date Entered	Date Grad.	Notes
<b>DEVELOPMENTAL COURSES AS NEEDED</b>				
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 ( <b>preferred</b> ) <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			Instructor consent (keyboarding skills)
<b>Total Semester Credit Hours:</b>	<b>15</b>			

Second Semester	Credit	Res	Tr	Notes
BAS 160 Introduction to Business	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
ACT 101 Fundamentals of Accounting I <i>OR</i> ACC 201 Principles of Accounting**	3			**ACC201 Prereq: Sophomore standing or instructor consent
CIT 130 Productivity Software	3			Prereq: CIT 105; OST 240 accepted
<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
OST 235 Business Communications Technology	3			Prereq: (ENG 101 or OST 108) & digital lit
OST 275 Office Management <i>OR</i> BAS 283 Business Management	3 (3)			Prereq: BAS 160 or Consent of Instructor
Quantitative Reasoning Course (MAT 105, MAT 110, MAT 150 or a higher level Quantitative Reasoning course)	3			
<b>Total Semester Credit Hours:</b>	<b>18</b>			

Fourth Semester	Credit	Res	Tr	Notes
MIT 295 MIT Capstone (Internship) Course	3			Consent of Program Coordinator
Social and Behavioral Science Course	3			
Heritage/Humanities Course	3			
Oral Communications Course	3			
Program Approved Course*	3			
<b>Total Semester Credit Hours:</b>	<b>15</b>			

<b>MEDICAL OFFICE MANAGEMENT TRACK TOTAL:</b>	<b>64</b>			
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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 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 204 Medical Coding	3		Prereq: MIT 104, Coreq: BIO 135
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 210 Advanced Word Processing Applications	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 and OST 110) or Consent of Instructor

*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](https://kctcs.edu/degrees_training/catalog/2018-2019-KCTCS-Catalog.pdf) pp. 76-80.  
Or [www.kctcs.edu](http://www.kctcs.edu)> degrees & training> 2018-19 catalog> pp. 76-80.

**October 2018**