

# Associate in Applied Science

## Medical Information Technology

### Medical Office Management



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)
<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			
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
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			Prereq: BAS 160 or Consent of Instructor
MAT 105 Business Mathematics <i>OR</i> MAT 150 College Algebra	3			MAT 110 accepted if taken previously
<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 Sciences Course	3			
Heritage/Humanities Course	3			
Oral Communications Course	3			
Program Approved Course*	3			
<b>TOTAL SEMESTER CREDIT HOURS</b>	<b>15</b>			
<b>DEGREE TOTAL</b>	<b>64</b>			

<b>Choose 3 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 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 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 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.

**February 2019**