

Diploma

Medical Information Technology

Medical Administrative Assistant



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			

GENERAL EDUCATION/APPLIED ACADEMICS	Credit	Res	Tr	Notes
BIO 135 Basic Anatomy and Physiology with Lab	4			Or BIO 137 AND BIO 139
OST 108 Editing Skills for Office Professionals OR ENG 101 Writing I	3			
GENERAL EDUCATION SUBTOTAL	7			

TECHNICAL OR SUPPORT COURSES	Credit	Res	Tr	Notes
CIT 105 Introduction to Computers	3			OST 105 accepted
ACT 101 Fundamentals of Accounting I OR ACC 201 Principles of Accounting	3			
OST 110 Document Formatting and Word Processing	3			Prereq: instructor consent
OST 213 Business Calculation for Office Professionals OR MAT 105 Business Mathematics OR Higher-Level Quantitative Reasoning Course	3			
OST 235 Business Communications Technology	3			Prereq: ENG 101 or (OST 108 & OST 110)
MIT 230 Medical Information Management	3			Prereq/Coreq: digital literacy
OST 210 Advanced Word Processing Applications OR MIT 227 Medical Office Software	3			OST 210 Prereq: OST 110; MIT 227 Prereq: AHS 115/CLA 131/MIT 103 and digital lit. Coreq: MIT 217
CIT 130 Productivity Software (OST 240 accepted)	3			Prereq: CIT 105
MIT 103 Medical Office Terminology OR AHS 115 Medical Terminology OR CLA 131 Medical Terminology from Greek & Latin	3			MIT 103 preferred
MIT 295 MIT Capstone (Internship) Course	3			Consent of Program Coordinator
MIT 104 Medical Insurance	3			Prereq/Coreq: AHS 115 or CLA 131 or MIT 103
MIT 217 Medical Office Procedures	3			Prereq/Coreq: OST 110
MIT 228 Electronic Medical Records	3			Prereq: MIT 217
Course Approved by Program Coordinator	3			
TECHNICAL OR SUPPORT COURSES SUBTOTAL	42			
DIPLOMA TOTAL	49			

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.