

BUSINESS STUDIES
MEDICAL INFORMATION TECHNOLOGY
Medical Administrative Assistant
Diploma
5107164019

Academic Plan Code

Academic Subplan Code

Contact Information: Jo Ann Knapp			
joann.knapp@kctcs.edu		(270) 534-3381	
Student Name		Student ID#	
	Course	Hours	Grade Semester
General Education/Applied Academics Courses			
	BIO 135 Basic Anatomy and Physiology with Laboratory*	4	
	ENG 101 Writing I OR	3	
	OST 108 Editing Skills for Office Professionals	(3)	
	Subtotal	7	
Technical or Support Courses			
	CIT 105 Introduction to Computers OR	3	
	OST 105 Introduction to Information Systems	(3)	
	ACT 101 Fundamentals of Accounting I OR	3	
	ACC 201 Financial Accounting I	(3)	
	MIT 103 Medical Office Terminology OR	3	
	AHS 115 Medical Terminology OR	(3)	
	CLA 131 Medical Terminology from Greek & Latin	(3)	
	MIT 104 Medical Insurance	3	
	OST 110 Document Formatting and Word Processing	3	
	OST 213 Business Calculations for Office Professionals OR	3	
	MAT 105 Business Mathematics OR	(3)	
	A Higher Level Quantitative Reasoning Course	(3)	
	MIT 230 Medical Information Data Management	3	
	OST 210 Advanced Word Processing Application	3	
	MIT 217 Medical Office Procedures	3	
	MIT 228 Electronic Health Records	3	
	OST 235 Business Communications Technology	3	
	OST 240 Software Integration OR	3	
	CIT 130 Productivity Software	(3)	
	MIT 295 Medical Information Technology Capstone	3	
	Course approved by Program Coordinator	3	
	Subtotal	42	
	Total Credits	49	
		Revised Date: 11/30/2015	

*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester		
Course No.	Course Title	Credit Hours
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
MIT 103	Medical Office Terminology OR	3
AHS 115	Medical Terminology OR	(3)
CLA 131	Medical Terminology from Greek and Latin	(3)
ENG 101	Writing I OR	3
OST 108	Editing Skills for Office Professionals	(3)
OST 110	Document Formatting and Word Processing	3
MAT 105	Business Mathematics OR	3
OST 213	Business Calculations for Office Professionals OR	(3)
	A Higher Level Quantitative Reasoning Course	(3)
Subtotal		15
Second Semester		
Course No.	Course Title	Credit Hours
BIO 135	Basic Anatomy and Physiology with Lab*	4
MIT 104	Medical Insurance	3
OST 210	Advanced Word Processing Application	3
OST 235	Business Communications Technology	3
MIT 230	Medical Information Management	3
Subtotal		16

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Third Semester		
Course No.	Course Title	Credit Hours
ACC 201	Financial Accounting I OR	3
ACT 101	Fundamentals of Accounting I	(3)
CIT 130	Productivity Software OR	3
OST 240	Software Integration	(3)
MIT 217	Medical Office Procedures	3
MIT 228	Electronic Health Records	3
Subtotal		12
Fourth Semester		
Course No.	Course Title	Credit Hours
MIT 295	Medical Information Technology Capstone	3
	Course Approved by Program Coordinator	3
Subtotal		6
Total		49
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139		
Program Coordinator Notes: Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale). BIO 137 is a pre-requisite to BIO 139 and may have to be taken in separate semesters.		