

**BUSINESS STUDIES**  
**MEDICAL INFORMATION TECHNOLOGY**  
 Associate in Applied Science  
 Medical Administrative Track

Academic Plan Code **5107167019**

Academic Subplan Code **510716705**

<b>Contact Information:</b> Jo Ann Knapp				
<a href="mailto:JoAnn.Knapp@kctcs.edu">JoAnn.Knapp@kctcs.edu</a>		270-534-3381		
Student Name		Student ID#		
Course		Hours	Grade	Semester
<b>General Education:</b>				
ENG 101 Writing I		3		
MAT 105 Business Mathematics OR		3		
MAT 110 Applied Mathematics OR		(3)		
MAT 150 College Algebra OR		(3)		
A Higher Level Quantitative Reasoning Course		(3)		
BIO 135 Basic Anatomy and Physiology with Laboratory*		4		
Social/Behavioral Sciences		3		
Oral Communications		3		
Heritage/Humanities		3		
<b>Subtotal</b>		<b>19</b>		
<b>Technical Core:</b>				
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)		
CIT 130 Productivity Software OR		3		
OST 240 Software Integration		(3)		
MIT 104 Medical Insurance		3		
OST 110 Document Formatting and Word Processing		3		
MIT 230 Medical Information Management		3		
MIT 217 Medical Office Procedures		3		
MIT 224 Medical Practice Management		3		
MIT 228 Electronic Medical Records		3		
MIT 295 Medical Information Technology Capstone		3		
<b>Subtotal</b>		<b>30</b>		
<b>Technical and General Education Subtotal</b>		<b>49</b>		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139				

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Course	Hours	Grade	Semester
<b>Administrative Option:</b>			
ACT 101 Fundamentals of Accounting I OR	3		
ACC 201 Financial Accounting I	(3)		
MIT 227 Medical Office Software	3		
OST 235 Business Communications Technology	3		
OST 210 Advanced Word Processing Application	3		
Course Approved by Program Coordinator	3		
<b>Subtotal</b>	<b>15</b>		
<b>Total</b>	<b>64</b>		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139			
		4/30/2019	

*WKCTC is an equal opportunity employer and educational institution.*

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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<b>Fall Semester</b>		
Course No.	Course Title	Credit Hours
MIT 103	Medical Office Terminology OR	3
AHS 115	Medical Terminology OR	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)
ENG 101	Writing I	3
OST 110	Document Formatting and Word Processing	3
MIT 104	Medical Insurance	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
<b>Subtotal</b>		<b>15</b>
<b>Spring Semester</b>		
Course No.	Course Title	Credit Hours
ACC 201	Financial Accounting I OR	3
ACT 101	Fundamentals of Accounting	(3)
BIO 135	Basic Anatomy and Physiology w/Lab*	4
MIT 230	Medical Information Management	3
OST 210	Advanced Word Processing Application	3
OST 235	Business Communications Technology	3
<b>Subtotal</b>		<b>16</b>
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139		

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<b>Fall Semester</b>		
Course No.	Course Title	Credit Hours
CIT 130	Productivity Software OR	3
OST 240	Software Integration	(3)
MIT 224	Medical Practice Management	3
MIT 217	Medical Office Procedures	3
	Social/Behavioral Science	3
	Oral Communications	3
	Heritage/Humanities	3
<b>Subtotal</b>		<b>18</b>
<b>Spring Semester</b>		
Course No.	Course Title	Credit Hours
MIT 295	Medical Information Technology Capstone	3
MAT 105	Business Mathematics OR	3
MAT 110	Applied Mathematics OR	(3)
MAT 146	Contemporary College Mathematics OR	(3)
MAT 150	College Algebra OR	(3)
	A Higher Level Quantitative Reasoning Course	(3)
MIT 227	Medical Office Software	3
MIT 228	Electronic Medical Records	3
	Course Approved by Program Coordinator	3
<b>Subtotal</b>		<b>15</b>
<b>Total</b>	<b>AAS Medical Administrative Track</b>	<b>64</b>
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139		
<b>Program Coordinator Notes</b>		
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 sperate semesters.		