

BUSINESS STUDIES
MEDICAL INFORMATION TECHNOLOGY
 Associate in Applied Science
 Medical Office Management Track

Academic Plan Code 5107167019
Academic Subplan Code 510716709

Medical Office Management Track			
ACT 101 Fundamentals of Accounting I OR	3		
ACC 201 Financial Accounting I	(3)		
BAS 160 Introduction to Business	3		
OST 235 Business Communications Technology	3		
OST 275 Office Management	3		
Course Approved by Program Coordinator	3		
Subtotal	15		
Total	64		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139			

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

Academic Plan Code 5107167019
Academic Subplan Code 510716709

Fall Semester		
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 OR	(3)
ENG 101	Writing 1	3
OST 110	Document Formatting and Word Processing	3
	Social/Behavioral Sciences	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
Subtotal		15
Spring Semester		
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 104	Medical Insurance	3
BAS 160	Introduction to Business	3
OST 235	Business Communications Technology	3
Subtotal		16

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

Academic Plan Code 5107167019
Academic Subplan Code 510716709

Fall Semester		
Course No.	Course Title	Credit Hours
CIT 130	Productivity Software OR	3
OST 240	Software Integration	(3)
MIT 217	Medical Office Procedures	3
MIT 224	Medical Practice Management	3
	Oral Communications	3
MIT 230	Medical Information Management	3
	Heritage/Humanities	3
Subtotal		18
Spring Semester		
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 150	College Algebra OR	(3)
	A Higher Level Quantitative Reasoning Course	(3)
MIT 228	Electronic Medical Records	3
OST 275	Office Management	3
	Course Approved by Program Coordinator	3
Subtotal		15
Total	AAS Medical Office Management Track	64
*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.		