

MEDICAL INFORMATION TECHNOLOGY

Medical Administrative Assistant

Diploma

Academic Plan Code

5107164019

Academic Subplan Code

Contact Information: Jo Ann Knapp			
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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	3		
OST 108 Editing Skills for Office Professionals	(3)		
Subtotal	7		
Technical or Support Courses			
CIT 105 Introduction to Computers	3		
OST 105 Introduction to Information Systems	(3)		
ACT 101 Fundamentals of Accounting I	3		
ACC 201 Financial Accounting I	(3)		
MIT 103 Medical Office Terminology	3		
AHS 115 Medical Terminology	(3)		
CLA 131 Medical Terminology from Greek & Latin	(3)		
MIT 104 Medical Insurance	3		
OST 110 Word Processing Applications	3		
OST 213 Business Calculations for Office Professionals	3		
MAT 105 Business Mathematics	(3)		
A Higher Level Quantitative Reasoning Course	(3)		
MIT 230 Medical Information Management	3		
MIT 217 Medical Office Procedures	3		
MIT 227 Medical Office Software	3		
MIT 228 Electronic Medical Records	3		
OST 235 Business Communications Technology	3		
OST 240 Software Integration	3		
CIT 130 Productivity Software	(3)		
MIT 295 Medical Information Technology Capstone	3		
Course Approved by Program Coordinator**	3		
Subtotal	42		
Total Credits	49		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139			
**Course Approved by Program Coordinator suggestions: Any MIT course, BAS course, OST course, ACC/ACT course, CIT course, or AHS course.			
Revised Date: 3/8/2021			

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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	Word Processing Applications	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 235	Business Communications Technology	3
MIT 230	Medical Information Management	3
Subtotal		13

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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
MIT 227	Medical Office Software	3
	Course Approved by Program Coordinator**	3
Subtotal		9
Total		49
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139		
**Course Approved by Program Coordinator suggestions: Any MIT course, BAS course, OST course, ACC/ACT course, CIT course, or AHS course.		
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.		