

MEDICAL INFORMATION TECHNOLOGY
Associate in Applied Science
Medical Office Management Track

Academic Plan Code 5107167019
Academic Subplan Code 510716709

Contact Information: Jo Ann Knapp				
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Student Name		Student ID#		
Course	Hours	Grade	Semester	
General Education:				
ENG 101 Writing I	3			
MAT 105 Business Math	3			
A Higher Level Mathematics Course	(3)			
BIO 135 Basic Anatomy and Physiology with Laboratory*	4			
Social/Behavioral Sciences	3			
Heritage/Humanities	3			
Subtotal	16			
Technical Core:				
CIT 105 Introduction to Computers	3			
OST 105 Introduction to Information Systems	(3)			
MIT 103 Medical Office Terminology	3			
AHS 115 Medical Terminology	(3)			
CLA 131 Medical Terminology from Greek and Latin	(3)			
CIT 130 Productivity Software	3			
OST 240 Advanced Software Integration	(3)			
MIT 104 Medical Insurance	3			
OST 110 Word Processing Applications	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 250 Legal Issues in Medical Information Management	3			
MIT 295 Medical Information Technology Capstone	3			
Subtotal	33			
Technical and General Education Subtotal	49			
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139				
Revised Date:		3/8/2021		

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM



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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	OR	3	
BAS 283 Business 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			
** Course Approved by Program Coordinator suggestions: Any MIT course, BAS course, OST course, ACC/ACT course, CIT course, or AHS course.			

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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	(3)
ENG 101	Writing 1	3
OST 110	Word Processing Applications	3
	Social/Behavioral Sciences	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
MAT 105	Business Math OR	3
	A Higher Level Mathematics Course	(3)
Subtotal		18
Spring Semester		
Course No.	Course Title	Credit Hours
CIT 130	Productivity Software OR	3
OST 240	Advanced Software Integration	(3)
BIO 135	Basic Anatomy and Physiology w/Lab*	4
MIT 104	Medical Insurance	3
BAS 160	Introduction to Business	3
MIT 230	Medical Information Management	3
Subtotal		16

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Fall Semester		
Course No.	Course Title	Credit Hours
ACT 101	Fundamentals of Accounting OR	3
ACC 201	Financial Accounting I	(3)
MIT 217	Medical Office Procedures	3
MIT 224	Medical Practice Management	3
OST 235	Business Communications Technology	3
	Heritage/Humanities	3
Subtotal		15
Spring Semester		
Course No.	Course Title	Credit Hours
MIT 295	Medical Information Technology Capstone	3
MIT 228	Electronic Medical Records	3
OST 275	Office Management OR	3
BAS 283	Business Management	(3)
MIT 250	Legal Issues in Medical Information 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		
**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.		