

Medical Information Technology – Associate in Applied Science

____ **Administrative Option (65-67 credits)** ____ **Medical Records Option (62-67 credits)**

Madisonville

Advising Plan

2009
-2010

Name _____ Empl ID# _____

Students must complete all coursework with a "C" or better. **All MIT electives MUST be approved by Program Coordinator.

General Education Core Courses

Course	Hrs	Grade	Semester
Oral Communications	3		
Computer Literacy	3		
Heritage/Humanities	3		
AHS 109 Aspects of Human Biology <u>or</u> BIO 130 Aspects of Human Biology <u>or</u> BIO 135 Basic Anatomy & Physiology <u>or</u> BIO 137 Human Anatomy & Physiology I <u>and</u> BIO 139 Human Anatomy & Physiology II	3-8		
MT 110 Applied Math or higher level course	3		
PY 110 General Psychology <u>or</u> SOC 101 Intro to Sociology	3		
ENG 101 Writing I	3		
ENG 102 Writing II	3		

Subtotal Core Credits: 24-29 hours

Technical Core Courses

Course	Hrs	Grade	Semester
OST 110 Document Formatting & Word Processing	3		
OST 160 Records & Data Management <u>or</u> OST 230 Medical Records & Data Management	3		
OST 210 Advanced Word Processing Application	3		
CIS 130 Microcomputer Applications	3		
OST 103 Medical Office Terminology <u>or</u> AHS 115 Medical Terminology <u>or</u> CLA 131 Medical Term. from Greek or Latin	3		
OST 104 Intro. to Medical Insurance	3		
OST 106 Intro to Medical Transcription	3		
OST 217 Medical Office Procedures <u>or</u> OST 215 Office Procedures	3		
OST 227 Medical Office Software	3		

Subtotal Core Technical Credits: 27 hours

____ Administrative Option Courses

Course	Hrs	Grade	Semester
ACT 101 Fundamentals of Accounting I <u>or</u> ACC 201 Financial Accounting I	3		
OST 225 Intro. to Desktop Publishing	3		
OST 235 Business Communication Technology	3		
OST 295 Office Systems Technology Internship <u>or</u> COE 199 Cooperative Education	2-3		
**Elective	3		

Administrative Option Credits: 14-15 hours

____ Medical Records Option Courses

Course	Hrs	Grade	Semester
ACT 101 Fundamentals of Accounting I <u>or</u> ACC 201 Financial Accounting I	3		
OST 295 Office Systems Technology Internship <u>or</u> COE 199 Cooperative Education	2-3		
**Elective	6-9		

Medical Records Option Credits: 11-15 hours

Program Coordinator: Savanna Garrity
Office: 270-824-8645 email: savanna.garrity@kctcs.edu



Medical Information Technology Associate in Applied Science/Diploma/Certificate

Classes listed below are suitable for 1st or 2nd semester students

Computer Literacy (*CIS 100* required)

OST 110 Document Formatting (*requires typing skills OR OST 100*)

OST 103 Medical Office Terminology or AHS 115 Medical Terminology

ENG 101 – Writing I

OST 230 Medical Records and Data Management

BIO 135 Basic Anatomy & Physiology or BIO 135 Aspects of Human Biology

Oral Communications – AAS Degree only

Heritage/Humanities – AAS Degree only

MT110 or higher level Mathematics - AAS Degree or Medical Insurance Diploma only

PY 110 or SOC 101 – AAS Degree only

ENG 102 – AAS Degree only

CIS 130 (*prerequisite is CIS 100*) – AAS Degree only

Program Coordinator's Notes:

The Math sequence to Business Mathematics (MT 105) **OR** Applied Mathematics (MT 110) is the following:

MT055 (*Pre-Algebra*) & MT050 (*Developmental Math Workshop*) → MT065 (*Basic Algebra*) → MT 105 (*Business Mathematics*) **OR**
MT 110 (*Applied Mathematics*).

The Math sequence to College Algebra (MT 150) is the following: MT055 & MT050 → MT065 → MT 120 (*Intermediate Algebra*)
→ MT150 (*College Algebra*)

Students registering for BIO 137 must have completed all developmental coursework (courses numbered below 100).

A reading placement of RDG 030 is required for enrollment in OST 110. These classes may be taken concurrently.

Students should contact **Savanna Garrity, Program Coordinator**, to determine which AAS degree/diploma/certificate option is right for them. **Ph.# 270-824-8645**