

Medical Information Technology Associate in Applied Science

Implemented Spring 2016 (Term 4156)

Select a Track from below: PROGRAM TOTAL CREDIT HOURS: 64

Student Name: _____

Empl ID: _____

MIT students are required to earn a "C" or better in all courses.

GENERAL EDUCATION REQUIREMENTS (19 HOURS)		Hrs.	Grade	Semester
MAT 105	Business Math OR	3		
MAT 110	Applied Mathematics OR	(3)		
MAT 150	College Algebra OR	(3)		
	A Higher Level Quantitative Reasoning Course	(3)		
ENG 101	Writing I	3		
BIO 135	Basic Anatomy & Physiology with Lab*	4		
	Oral Communication	3		
	Heritage/Humanities	3		
	Social/Behavioral Sciences	3		
Subtotal		19		

*Students can fulfill the Biology requirement with both BIO 137 and BIO 139.

TECHNICAL COURSES REQUIRED (30 HOURS)		Hrs.	Grade	Semester
OST 105**	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
OST 110	Document Formatting and Word Process.	3		
OST 240**	Software Integration OR	3		
CIT 130	Productivity Software	(3)		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek and Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 217	Medical Office Procedures	3		
MIT 224	Medical Practice Management	3		
MIT 228	Electronic Medical Records	3		
MIT 230	Medical Information Management	3		
MIT 295	Medical Information Technology Capstone	3		
Subtotal		30		

**recommended by MIT program advisor

CHOOSE ONE TRACK FROM BELOW:

Medical Administrative Track		Hrs.	Grade	Semester
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting I	(3)		
OST 210	Advanced Word Processing Appl.	3		
OST 225	Introduction to Desktop Publ.	3		
OST 235	Business Communications Tech.	3		
	Course Approv. by Program Coord.	3		
<i>Subtotal</i>		<i>15</i>		
Total		64		

Medical Coding Track		Hrs.	Grade	Semester
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting I	(3)		
MIT 204	Medical Coding	3		
MIT 205	Advanced Medical Coding	3		
OST 235	Business Communications Tech.	3		
	Course Approv. by Program Coord.	3		
<i>Subtotal</i>		<i>15</i>		
Total		64		

Electronic Medical Records Track		Hrs.	Grade	Semester
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting I	(3)		
OST 210	Advanced Word Process. Appl.	3		
OST 235	Business Communications Technology	3		
	Course Approv. by Program Coord.	3		
	Course Approv. by Program Coord.	3		
<i>Subtotal</i>		<i>15</i>		
Total		64		

Medical Office Management Track		Hrs.	Grade	Semester
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting	(3)		
BAS 160	Introduction to Business	3		
OST 235	Business Communications Tech.	3		
OST 275	Office Management	3		
	Course Approv. by Program Coord.	3		
<i>Subtotal</i>		<i>15</i>		
Total		64		

Medical Transcription Track		Hrs.	Grade	Semester
MIT 106	Introduction to Medical Trans.	3		
MIT 206	Medical Transcription	3		
OST 210	Advanced Word Process. Appl.	3		
OST 235	Business Comm. Tech.	3		
	Course Approv. by Program Coord.	3		
<i>Subtotal</i>		<i>15</i>		
Total		64		

Suggested Course Sequence for completion in 4 semesters:

SEMESTER ONE (18 HOURS)

ENG 101
MAT 110
MIT 103
OST 110
Oral Communications
CIT 105 or OST 105

SEMESTER TWO (16 HOURS)

MIT 104
MIT 230
BIO 135
Social/Behavior Science
Heritage/Humanities

SEMESTER THREE (15 HOURS)

MIT 217
MIT 224
OST 240 or CIT 130
Course from Track Selected
Course from Track Selected

SEMESTER FOUR (15 HOURS)

MIT 228
MIT 295
Course from Track Selected
Course from Track Selected (*omit for Electronic Med. Records Track*)
Course approved by Coordinator
Course approved by Coordinator (*only for Electronic Med. Records Track*)

Employment Opportunities in the Medical Information Technology Field:

It is expected that careers in the health care field will increase over the next 10 years. A good resource for employment trends and salary information is the United States Department of Labor Bureau of Labor Statistics. It is recommended that you view the Occupational Outlook Handbook at their website <http://www.bls.gov/>.

Areas of study:

The Medical Information Technology Program offers degree tracks, diplomas, and certificate options. Certificates can typically be completed within two semesters. Diplomas can typically be completed within three semesters. The AAS Degree Tracks can be completed within four semesters.

Length of Program:

The actual time it takes to complete any of the credentials offered in the program depends on the background and needs of each individual student. Most students want to know "How long will it take for me to complete this program?" Some things to consider when determining how long it will take to complete the program includes the following: Do you have any completed or transfer coursework that can be used toward the credential? Do you have any development needs in reading, writing, or math? How many credit hours can you take each semester? All of these are variables in how long it will actually take to complete the program.

Admission Requirements:

This program has no special admission requirements. Please consult SCC's Admissions page for admission information <http://www.somerset.kctcs.edu/Admissions>.

Coordinator's notes:

All required courses are offered either on-campus and/or online. All courses for the MIT program can be completed online via KYVC. *Please be aware that the availability of BIO 135 online is limited due to the delivery of the lab required with this class.*

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).

For more information:

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This information should not be considered a substitute for the KCTCS catalog. You should always choose classes in cooperation with your faculty advisor to ensure that you meet all degree requirements. You can review the most up to date program information at the KCTCS catalog http://www.kctcs.edu/en/Students/Programs_and_Catalog.aspx.