Name of Degree	Associate of Science Degree in Medical Information Technology - Medical Administrative Track 510716705		
Coordinator Contact Information	Name	Sharon Breeding	
	Office	Newtown Campus, Room 311G, Lexington, KY	
	Office Phone	859-246-6812	
	Email	SharonK.Breeding@kctcs.edu	
Assistant Dean Contact Information	Name	Jenny Jones	
	Office	Newtown Campus, Room 311F, Lexington, KY	
	Office Phone	859-246-6653	
	Email	Jenny.Jones@kctcs.edu	
Recommended Sequencing		**Courses**	**Date Complete**
	Prior to Start*	**Students must be ready to enroll in college-level courses.**	
	First Year, Fall	• OST 105 – Intro to Information Systems • ENG 101 Writing I • MT 105 Business Mathematics or MAT 110 Applied Mathematics or MAT 150 College Algebra or A Higher Level Quantitative Reasoning Course • OST 110 Document Formatting and Word Processing • MIT 103 or AHS 115 or CLA 131Medical Terminology	
	First Year, Spring	• Science (BIO 135 or BIO 137/139) • MIT 104 Medical Insurance • OST 210 Advanced Word Processing • MIT 230 Medical Information Management • ACT 101 Fundamentals of Accounting I or ACC 201 Financial Accounting I	
	First Year, Summer	• MIT 217 Medical Office Procedures • Course Approved by Coordinator • OST 235 – Business Communications Technology	
	Second Year, Fall	• OST 240 Software Integration • MIT 228 Electronic Medical Records • Social/Behavior Sciences • OST 225 Intro. To Desktop Publishing	
	Second Year, Spring	• Heritage/Humanities • Oral Communications • MIT 227 Medical Office Software • MIT 295 Medical Information	

		Technology Capstone	

*The following ACT/COMPASS scores are required to complete the OST curriculum in two years:

	Math	Reading	Writing
Office Systems Technology	29	69	47