Name of Degree	Associate in Applied Science Degree in Medical Information Technology - Medical Office Management Track 510716709		
Coordinator Contact Information	Name	Lynn Madison, Associate Professor	
	Office	Danville Campus, Room 111, Danville, KY	
	Office Phone	859-246-6647	
	Email	Lynn.Madison@kctcs.edu	
Assistant Dean Contact Information	Name	Debbie Holt, Professor	
	Office	Newtown Campus, Room 213E, Lexington, KY	
	Office Phone	859-246-6286	
	Email	Debbie.Holt@kctcs.edu	
Recommended Sequencing		**Courses (# of credits listed in parentheses)**	**Date Completed**
	Prior to Start	**Students must be ready to enroll in college-level courses.**	
	First Year, Fall	• **OST 105** – Intro to Information Systems (3) • **ENG 101** Writing I (3) • **MAT 105** Business Mathematics or **MAT 110** Applied Mathematics or **MAT 150** College Algebra or A Higher Level Quantitative Reasoning Course (3) • **OST 110** Document Formatting and Word Processing (3) • **MIT 103 or AHS 115 or CLA 131** Medical Terminology (3)	
	First Year, Spring	• **Science Course - BIO 135** (4) **or BIO 137 and 139 (** 8) • **MIT 104** Medical Insurance (3) • **BAS 160** Intro to Business (3) • **MIT 230** Medical Information Management (3) • **ACT 101** Fundamentals of Accounting I or **ACC 201** Financial Accounting I (3)	
	First Year, Summer	• **MIT 217** Medical Office Procedures (3) • **Course Approved by Coordinator** (3) • **OST 235** – Business Communications Technology (3)	
	Second Year, Fall	• **OST 240** Software Integration (3) • **MIT 228** Electronic Medical Records (3) • **Social/Behavior Sciences Course** (3) • **OST 275** Office Management (3)	
	Second Year, Spring	• **Heritage or Humanities Course** (3) • **Oral Communications Course** (3) • **MIT 227** Medical Office Software (3) • **MIT 295** Medical Information Technology Capstone (3) **TOTAL CREDIT HOURS – 64 or 68**	

Updated 9/8/2014