

Medical Information Technology

Student Name _____

Enrollment Date _____ Academic Year _____

Emplid _____ Scores: Math _____

Reading _____

Writing _____

Progression in the Medical Information Technology program is contingent upon achievement of a grade of C or greater in each course and maintenance of a 2.0 cumulative grade point average or above (on a 4.0 scale).

CERTIFICATE – MEDICAL OFFICE TRAINEE: 12 Total Credit Hours

Required Scores: Algebra – NA / Reading – 85 / Writing – NA			Cr Hr	Grade
AHS 115 Medical Terminology (or CLA 131 or OST 103) <i>No prerequisite</i>			3	
Computer Literacy course (Rec. CIS 100)			3	
OST 110 Document Formatting and Word Processing <i>Prereq: Consent of Instructor</i>			3	
OST 230 Medical Records and Data Management (or OST 160) <i>Prereq or Coreq: Computer literacy course</i>			3	

DIPLOMA – MEDICAL OFFICE ASSISTANT: 44 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74			Cr Hr	Grade
General Education / Applied Academics:				
BIO 135 Basic Anatomy and Physiology with Laboratory (or AHS 109 or BIO 130 or (BIO 137 and BIO 139)) <i>Prereq: (Reading, English and Mathematics assessment exam scores above the KCTCS developmental placement level) or (Successful completion of the prescribed "learning community" to assist the student in determined areas of weakness) or (Consent of Instructor)</i>			4	
ENG 101 Writing I (or OST 108) <i>Prereq: Appropriate writing placement score or ENC 91</i>			3	
Technical or Support Courses:				
GEN 100 Introduction to College <i>No prerequisite</i>			1	
AHS 115 Medical Terminology (or CLA 131 or OST 103) <i>No prerequisite</i>			3	
Computer Literacy course (Rec. CIS 100)			3	
MAT 105 Business Mathematics (or OST 213 or higher level mathematics (excluding MAT 120)) <i>Prereq: MAT 65 or equivalent as determined by KCTCS placement examination</i>			3	
OST 104 Introduction to Medical Insurance <i>Prereq or Coreq: AHS 115 or CLA 131 or OST 103</i>			3	
OST 106 Introduction to Medical Transcription <i>Prereq: Computer Literacy course and OST 110 and (ENG 101 or OST 108) and (AHS 115 or CLA 131 or OST 103)</i>			3	
OST 110 Document Formatting and Word Processing <i>Prereq: Consent of Instructor</i>			3	
OST 210 Advanced Word Processing Application <i>Prereq: OST 110</i>			3	
OST 217 Medical Office Procedures (or OST 215) <i>Prereq or Coreq: OST 110</i>			3	
OST 227 Medical Office Software <i>Prereq: (OST 103 or AHS 115 or CLA 131) and computer literacy</i> <i>Coreq: OST 215 or OST 217</i>			3	
OST 230 Medical Records and Data Management (or OST 160) <i>Prereq or Coreq: Computer literacy course</i>			3	
OST 235 Business Communications Technology <i>Prereq: (ENG 101 or OST 108) and OST 110</i>			3	
OST 295 Office Systems Technology Internship (or COE 199) <i>Prereq: Consent of Instructor and 2.0 GPA</i>			3	

DIPLOMA – MEDICAL TRANSCRIPTIONIST: 41 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74			Cr Hr	Grade
General Education / Applied Academics:				
BIO 135 Basic Anatomy and Physiology with Laboratory (or AHS 109 or BIO 130 or (BIO 137 and BIO 139)) <i>Prereq: (Reading, English and Mathematics assessment exam scores above the KCTCS developmental placement level) or (Successful completion of the prescribed "learning community" to assist the student in determined areas of weakness) or (Consent of Instructor)</i>			4	
ENG 101 Writing I (or OST 108) <i>Prereq: Appropriate writing placement score or ENC 91</i>			3	
Technical or Support Courses:				
GEN 100 Introduction to College <i>No prerequisite</i>			1	
AHS 115 Medical Terminology (or CLA 131 or OST 103) <i>No prerequisite</i>			3	
Computer Literacy course <i>Rec. CIS 100</i>			3	
OST 104 Introduction to Medical Insurance <i>Prereq or Coreq: AHS 115 or CLA 131 or OST 103</i>			3	
OST 106 Introduction to Medical Transcription <i>Prereq: Computer Literacy course and OST 110 and (ENG 101 or OST 108) and (AHS 115 or CLA 131 or OST 103)</i>			3	
OSTL 106 Introduction to Medical Transcription Lab <i>Coreq: OST 106</i>			1	
OST 110 Document Formatting and Word Processing <i>Prereq: Consent of Instructor</i>			3	
OST 206 Medical Transcription <i>Prereq: OST 106 or Consent of Instructor</i>			3	
OSTL 206 Medical Transcription Lab <i>Coreq: OST 206</i>			2	
OST 210 Advanced Word Processing Application <i>Prereq: OST 110</i>			3	
OST 217 Medical Office Procedures (or OST 215) <i>Prereq or Coreq: OST 110</i>			3	
OST 230 Medical Records and Data Management (or OST 160) <i>Prereq or Coreq: Computer literacy course</i>			3	
OST 295 Office Systems Technology Internship (or COE 199) <i>Prereq: Consent of Instructor and 2.0 GPA</i>			3	

ASSOCIATE IN APPLIED SCIENCE DEGREE – MEDICAL INFORMATION TECHNOLOGY: MIT ADMINISTRATIVE OPTION: 68 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74		Cr Hr	Grade
General Education:			
BIO 135 Basic Anatomy and Physiology with Laboratory (or AHS 109 or BIO 130 or (BIO 137 and BIO 139)) <i>Prereq: (Reading, English and Mathematics assessment exam scores above the KCTCS developmental placement level) or (Successful completion of the prescribed "learning community" to assist the student in determined areas of weakness) or (Consent of Instructor)</i>	4		
Computer Literacy course <i>Rec. CIS 100</i>	3		
ENG 101 Writing I <i>Prereq: Appropriate writing placement score or ENC 91</i>	3		
ENG 102 Writing II <i>Prereq: ENG 101</i>	3		
Heritage / Humanities / Foreign Languages <i>Prereq: See Compass / ACT score requirement</i>	3		
MAT 105 Business Mathematics (or MAT 110 or MAT 145 or MAT 150 or higher level mathematics (excluding MAT 120)) <i>Prereq: MAT 65 or equivalent as determined by KCTCS placement examination</i>	3		
Oral Communication <i>Rec. COM 181</i>	3		
PSY 110 General Psychology (or SOC 101) <i>Prereq: (ACT, COMPASS, or ASSET scores for college level reading) or completion of Transitional reading course(s)</i>	3		
Technical Core:			
GEN 100 Introduction to College <i>No prerequisite</i>	1		
ACT 101 Fundamentals of Accounting I (or ACC 201) <i>No prerequisite</i>	3		
AHS 115 Medical Terminology (or CLA 131 or OST 103) <i>No prerequisite</i>	3		
OST 104 Introduction to Medical Insurance <i>Prereq or Coreq: AHS 115 or CLA 131 or OST 103</i>	3		
OST 106 Introduction to Medical Transcription <i>Prereq: Computer Literacy course and OST 110 and (ENG 101 or OST 108) and (AHS 115 or CLA 131 or OST 103)</i>	3		
OST 110 Document Formatting and Word Processing <i>Prereq: Consent of Instructor</i>	3		
OST 210 Advanced Word Processing Application <i>Prereq: OST 110</i>	3		
OST 217 Medical Office Procedures (or OST 215) <i>Prereq or Coreq: OST 110</i>	3		
OST 225 Introduction to Desktop Publishing <i>Prereq: Computer literacy course and OST 110</i>	3		
OST 227 Medical Office Software <i>Prereq: (OST 103 or AHS 115 or CLA 131) and computer literacy Coreq: OST 215 or OST 217</i>	3		
OST 230 Medical Records and Data Mngmnt (or OST 160) <i>Prereq or Coreq: Computer literacy course</i>	3		
OST 235 Business Communications Technology <i>Prereq: (ENG 101 or OST 108) and OST 110</i>	3		
OST 240 Software Integration (or CIS 130) <i>Prereq: Computer Literacy Course</i>	3		
OST 295 Office Systems Technology Internship (or COE 199) <i>Prereq: Consent of Instructor and 2.0 GPA</i>	3		
Course Approved by Program Coordinator	3		

I have reviewed this advising sheet with my advisor and understand course requirements and preferred sequence of courses necessary to complete a credential. Also, I do understand that there may be course changes with future curriculum revisions that may affect a change in course requirements listed on this sheet.

Student: _____

Advisor: _____

Date: _____

Student: _____

Advisor: _____

Date: _____

Developmental Courses: Once students complete and pass a developmental course with a grade of 'C' or higher, they have the option of retesting or moving into the next level of developmental. Once students have completed and passed ALL levels of developmental, they can be placed into General Education courses, including College Algebra, and are not required to retest.

Developmental Math	Cr Hr
MAT 55 – Pre-Algebra <i>Compass score 24-41 in Pre-Algebra</i>	3
MAT 65 – Basic Algebra <i>Compass score 16-30 in Algebra</i>	3
MAT 120 – Intermediate Algebra <i>Compass score 31-35 in Algebra</i>	3
MAT 100 – College Algebra Workshop <i>Compass score 36-49 in Algebra / ACT 19-21 - enroll concurrent in College Algebra (MAT 150)</i>	2
Developmental Writing	
ENC 90 – Foundations of College Writing I <i>Compass score 26-38</i>	3
ENC 91 – Foundations of College Writing II <i>Compass score 39-73</i>	3
Developmental Reading	
RDG 20 – Improved College Reading <i>Compass score 49-69</i>	3
RDG 30 – Reading for the College Classroom <i>Compass score 70-82</i>	3
RDG 41 – Reading Laboratory <i>Compass score 83-84</i>	1