

Name of Degree/Diploma or Certificate	Associate of Science Degree in Medical Information Technology - Administrative Option		
Coordinator Contact Information	Name	Sharon Breeding	
	Office	Regency Campus	
	Office Phone	859-246-6812	
	Email	Sharonk.breeding@kctcs.edu	
Assistant Dean Contact Information	Name	Jenny Jones	
	Office	Regency Campus, Room 115, 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	<ul style="list-style-type: none"> • OST 105 – Intro to Information Systems • ENG 101 Writing I • MT 105 Business Mathematics • OST 110 Document Formatting and Word Processing • OST 103 Medical Terminology 	
	First Year, Spring	<ul style="list-style-type: none"> • Science (BIO 130, or 135, or 137/139) • OST 104 Intro. To Medical Insurance • OST 210 Advanced Word Processing • OST 160 Records and Database Management <u>or</u> OST 230 Medical Records and Data Management • OST 106 Intro. To Medical Transcription 	
	First Year, Summer	<ul style="list-style-type: none"> • OST 235 Business Communications • Course Approved by Coordinator 	
	Second Year, Fall	<ul style="list-style-type: none"> • ACT 101 Fundamentals of Accounting • OST 225 Intro. To Desktop Publishing • ENG 102 Writing II • OST 240 Software Integration • OST 215 Office Procedures <u>or</u> OST 217 Medical Office Procedures 	
	Second Year, Spring	<ul style="list-style-type: none"> • Heritage/Humanities/Foreign Language • Social Interaction • Oral Communications • OST 227 Medical Office Software • OST 295 Internship 	

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

	Math	Reading	Writing
Office Systems Technology	29	69	47