

# MEDICOLEGAL ADMINISTRATIVE ASSISTANT - DIPLOMA

This program is not currently offered at a KCTCS College.

Program Plan Number: 5107064020

## Curriculum Effective Spring Semester

Course	Title	Credits
ENG 101	Writing I	3
ACT 101 or ACC 201	Fundamentals of Accounting I Financial Accounting	3
MIT 103 or AHS 115	Medical Office Terminology Medical Terminology	3
OST 110	Word Processing Applications	3
MIT 217	Medical Office Procedures	3
MIT 250 or PGL 233	Legal Issues in Medical Information Management Ethics	3
PGL 111	Legal Systems and Terminology	3
Select one of the following three course options:		3
OST 235	Business Communications Technology	
ENG 102	Writing II	
COM 181	Basic Public Speaking	
OST 105 or CIT 105	Introduction to Information Systems Introduction to Computers	3
Please select one of the following five course options:		3
MAT 105	Business Mathematics	
MAT 110	Applied Mathematics	
Higher-Level Mathematics Course		
PSY 110	General Psychology	
SOC 101	Introduction to Sociology	
MIT 230 or PGL 113	Medical Information Management Law Office Management	3
OST 240 or CIT 130	Advanced Microsoft Applications Productivity Software	3
Please select one of the following three course options:		3
AHS 105	Introduction to Health Occupations	
BAS 120	Personal Finance	
BAS 267	Introduction to Business Law	
MIT 295	Medical Information Technology Capstone	3
<b>Total Credits</b>		<b>42</b>