

**BUSINESS STUDIES
MEDICAL INFORMATION TECHNOLOGY
Medical Receptionist
Certificate**

Academic Plan Code 5107163110

Fall Semester		
Course No.	Course Title	Credit Hours
MIT 103	Medical Office Terminology OR	3
AHS 115	Medical Terminology OR	(3)
CLA 131	Medical Terminology From Greek & Latin	(3)
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
OST 110	Document Formatting and Word Processing	3
Subtotal		9
Spring Semester		
Course No.	Course Title	Credit Hours
MIT 217	Medical Office Procedures	3
MIT 230	Medical Information Management	3
Subtotal		6
Total Credits		15
<p>Program Coordinator's Notes: Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).</p>		