

**BUSINESS STUDIES**  
**MEDICAL INFORMATION TECHNOLOGY**  
**Medical Records Specialist**  
**Diploma**  
**5107164069**

Academic Plan Code

Academic Subplan Code

<b>Contact Information:</b> Jo Ann Knapp			
<a href="mailto:joann.knapp@kctcs.edu">joann.knapp@kctcs.edu</a>		(270) 534-3381	
Student Name	Student ID#		
Course	Hours	Grade	Semester
<b>General Education/Applied Academics Courses</b>			
BIO 135 Basic Anatomy and Physiology with Laboratory*	4		
ENG 101 Writing I OR	3		
OST 108 Editing Skills for Office Professionals	(3)		
<b>Subtotal</b>	<b>7</b>		
<b>Technical or Support Courses</b>			
CIT 105 Introduction to Computers OR	3		
OST 105 Introduction to Information Systems	(3)		
MIT 103 Medical Office Terminology	3		
AHS 115 Medical Terminology OR	(3)		
CLA 131 Medical Terminology from Greek & Latin	(3)		
OST 110 Document Formatting and Word Processing	3		
OST 210 Advanced Word Processing Application	3		
MIT 217 Medical Office Procedures	3		
MIT 230 Medical Information Management	3		
OST 235 Business Communications Technology	3		
OST 240 Software Integration OR	3		
CIT 130 Productivity Software	(3)		
MIT 295 Medical Information Technology Capstone	3		
MIT 228 Electronic Medical Records	3		
<b>Subtotal</b>	<b>30</b>		
<b>Total Credits</b>	<b>37</b>		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139			
			Revised Date: 11/30/2015

*WKCTC is an equal opportunity employer and educational institution.*

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM**

**BUSINESS STUDIES**  
**MEDICAL INFORMATION TECHNOLOGY**  
**Medical Records Specialist**  
**Diploma**  
**5107164069**

Academic Plan Code

Academic Subplan Code

<b>First Semester</b>		
Course No.	Course Title	Credit Hours
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
MIT 103	Medical Office Terminology OR	3
AHS 115	Medical Terminology OR	(3)
CLA 131	Medical Terminology from Greek and Latin	(3)
ENG 101	Writing I OR	3
OST 108	Editing Skills for Office Professionals	(3)
OST 110	Document Formatting and Word Processing	3
MIT 217	Medical Office Procedures	3
<b>Subtotal</b>		<b>15</b>
<b>Second Semester</b>		
Course No.	Course Title	Credit Hours
BIO 135	Basic Anatomy and Physiology with Lab*	4
CIT 130	Productivity Software OR	3
OST 240	Software Integration	(3)
MIT 230	Medical Information Management	3
OST 235	Business Communications Technology	3
<b>Subtotal</b>		<b>13</b>

**BUSINESS STUDIES**  
**MEDICAL INFORMATION TECHNOLOGY**  
**Medical Records Specialist**  
**Diploma**  
**5107164069**

Academic Plan Code

Academic Subplan Code

<b>Third Semester</b>		
Course No.	Course Title	Credit Hours
MIT 295	Medical Information Technology Capstone	3
OST 210	Advanced Word Processing Application	3
MIT 228	Electronic Medical Records	3
<b>Subtotal</b>		<b>9</b>
<b>Total</b>		<b>37</b>
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139		
Program Coordinator 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). BIO 137 is a pre-requisite to BIO 139 and may have to be taken in separate semesters.		