

**BUSINESS STUDIES  
MEDICAL INFORMATION TECHNOLOGY  
Medical Unit Coordinator  
Certificate**

Academic Plan Code

5107163019

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>Courses Required:</b>			
BIO 135 Basic Anatomy and Physiology with Laboratory*	4		
MIT 103 Medical Office Terminology OR	3		
AHS 115 Medical Terminology OR	(3)		
CLA 131 Medical Terminology from Greek & Latin	(3)		
ENG 101 Writing I OR	3		
OST 108 Editing Skills for Office Professionals	(3)		
MIT 230 Medical Information Management	3		
MIT 104 Medical Insurance	3		
OST 110 Document Formatting and Word Processing	3		
MIT 217 Medical Office Procedures	3		
MIT 224 Medical Practice Management	3		
MIT 228 Electronic Medical Records	3		
CIT 105 Introduction to Computers OR	3		
OST 105 Introduction to Information Systems	(3)		
<b>Total Credits</b>	<b>31</b>		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139			
Revised Date: 9/25/2015			

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

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM**

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**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)
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
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
<b>Subtotal</b>		<b>15</b>

**Spring Semester**

Course No.	Course Title	Credit Hours
BIO 135	Basic Anatomy and Physiology with Lab*	4
MIT 104	Medical Insurance	3
MIT 230	Medical Information Management	3
MIT 224	Medical Practice Management	3
<b>Subtotal</b>		<b>13</b>



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<b>Fall Semester</b>		
Course No.	Course Title	Credit Hours
MIT 228	Electronic Medical Records	3
<b>Subtotal</b>		<b>3</b>
<b>Total</b>		<b>31</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.