



**MEDICAL INFORMATION TECHNOLOGY**  
**Electronic Health Records Specialist**  
**Certificate**

**Academic Plan Code**

**5107163069**

<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
MIT 103 Medical Office Terminology	<b>OR</b>	3		
AHS 115 Medical Terminology	<b>OR</b>	(3)		
CLA 131 Medical Terminology from Greek and Latin		(3)		
CIT 105 Introduction to Computers	<b>OR</b>	3		
OST 105 Introduction to Information Systems		(3)		
CIT 130 Productivity Software	<b>OR</b>	3		
OST 240 Software Integration		(3)		
MIT 104 Medical Insurance		3		
OST 110 Word Processing Applications	<b>OR</b>	3		
Course Approved by Program Coordinator		(1-3)		
MIT 217 Medical Office Procedures		3		
MIT 224 Medical Practice Management		3		
MIT 227 Medical Office Software		3		
MIT 228 Electronic Medical Records		3		
MIT 230 Medical Information Management		3		
<b>Total Credits</b>		<b>28 -30</b>		
Revised Date: 3/8/2021				

WKCTC is an equal opportunity employer and educational institution.



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First Semester		
Course No.	Course Title	Credit Hours
MIT 103	Medical Office Terminology <b>OR</b>	3
AHS 115	Medical Terminology <b>OR</b>	(3)
CLA 131	Medical Terminology from Greek and Latin	(3)
CIT 105	Introduction to Computers <b>OR</b>	3
OST 105	Introduction to Information Systems	(3)
MIT 104	Medical Insurance	3
OST 110	Word Processing Applications <b>OR</b>	3
	Course Approved by Program Coordinator	(1-3)
<b>Subtotal</b>		<b>10-12</b>
Second Semester		
Course No.	Course Title	Credit Hours
CIT 130	Productivity Software <b>OR</b>	3
OST 240	Software Integration	(3)
MIT 217	Medical Office Procedures	3
MIT 224	Medical Practice Management	3
MIT 230	Medical Information Management	3
<b>Subtotal</b>		<b>12</b>

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<b>Third Semester</b>		
Course No.	Course Title	Credit Hours
MIT 227	Medical Office Software	3
MIT 228	Electronic Medical Records	3
<b>Subtotal</b>		<b>6</b>
<b>Total</b>		<b>28-30</b>
<b>Program Coordinator Notes:</b>		
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).		