

**MEDICAL INFORMATION TECHNOLOGY
Hospital Admissions Specialist
Certificate**

Academic Plan Code

5107163029

Academic Subplan Code

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	Word Processing Applications	3
MIT 217	Medical Office Procedures	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
Subtotal		15
Spring Semester		
Course No.	Course Title	Credit Hours
MIT 230	Medical Information Management	3
MIT 224	Medical Practice Management	3
MIT 104	Medical Insurance	3
OST 235	Business Communications Technology	3
Subtotal		12
Fall Semester		
Course No.	Course Title	Credit Hours
MIT 228	Electronic Medical Records	3
Subtotal		3
Total Credits		30
Program Coordinator Notes:		
Progression in the Medical Information Technology program is contingent upon achievement of a grade "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).		