



**MEDICAL INFORMATION TECHNOLOGY
Medical Receptionist
Certificate**

Academic Plan Code

5107163110

Academic Subplan Code

Contact Information: Jo Ann Knapp				
JoAnn.Knapp@kctcs.edu		270-534-3381		
Student Name				Student ID#
Course		Hours	Grade	Semester
Courses Required:				
MIT 103 Medical Office Terminology OR		3		
AHS 115 Medical Terminology OR		(3)		
CLA 131 Medical Terminology from Greek & Latin		(3)		
MIT 230 Medical Information Management		3		
MIT 217 Medical Office Procedures		3		
CIT 105 Introduction to Computers OR		3		
OST 105 Introduction to Information Systems		(3)		
OST 110 Word Processing Applications		3		
Total Credits		15		
				Revised Date: 3/8/2021

WKCTC is an equal opportunity employer and educational institution.



**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	Word Processing Applications	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>		