

MEDICAL INFORMATION TECHNOLOGY
Medical Records Specialist
Diploma

Academic Plan Code

5107164069

Academic Subplan Code

Contact Information: Jo Ann Knapp				
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Student Name		Student ID#		
Course		Hours	Grade	Semester
General Education/Applied Academics Courses				
BIO 135 Basic Anatomy and Physiology with Laboratory*		4		
ENG 101 Writing I		3		
OST 108 Editing Skills for Office Professionals		(3)		
Subtotal		7		
Technical or Support Courses				
CIT 105 Introduction to Computers		3		
OST 105 Introduction to Information Systems		(3)		
MIT 103 Medical Office Terminology		3		
AHS 115 Medical Terminology		(3)		
CLA 131 Medical Terminology from Greek & Latin		(3)		
OST 110 Word Processing Applications		3		
MIT 104 Medical Insurance		3		
MIT 217 Medical Office Procedures		3		
MIT 227 Medical Office Software		3		
MIT 230 Medical Information Management		3		
OST 235 Business Communications Technology		3		
OST 240 Software Integration		3		
CIT 130 Productivity Software		(3)		
MIT 295 Medical Information Technology Capstone		3		
MIT 228 Electronic Medical Records		3		
OST 210 Advanced Word Processing Applications		3		
Subtotal		36		
Total Credits		43		
*Students may fulfill the Biology requirement with both BIO 137 AND BIO 139				
				Revised Date: 3/8/2021

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester		
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	Word Processing Applications	3
MIT 104	Medical Insurance	3
Subtotal		15
Second Semester		
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 217	Medical Office Procedures	3
MIT 230	Medical Information Management	3
OST 235	Business Communications Technology	3
Subtotal		16

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Third Semester		
Course No.	Course Title	Credit Hours
MIT 295	Medical Information Technology Capstone	3
MIT 227	Medical Office Software	3
MIT 228	Electronic Medical Records	3
OST 210	Advanced Word Processing Applications	3
Subtotal		12
Total		43
*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.		