

**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		3		
AHS 115 Medical Terminology		(3)		
CLA 131 Medical Terminology from Greek & Latin		(3)		
ENG 101 Writing I		3		
OST 108 Editing Skills for Office Professionals		(3)		
MIT 230 Medical Information Management		3		
MIT 104 Medical Insurance		3		
OST 110 Word Processing Applications		3		
MIT 217 Medical Office Procedures		3		
MIT 224 Medical Practice Management		3		
MIT 228 Electronic Medical Records		3		
CIT 105 Introduction to Computers		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: 3/8/2021				

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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## Fall Semester

Course No.	Course Title	Credit Hours
MIT 103	Medical Office Terminology	3
AHS 115	Medical Terminology	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)
ENG 101	Writing I	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	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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Fall Semester		
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.