

<b>Name:</b>		<b>Student ID#:</b>		
<b>CERTIFICATE IN HOSPITAL ADMISSIONS SPECIALIST – 5107163029</b>				
<b>Required Courses</b>		<b>Credit</b>	<b>Grade</b>	<b>Complete</b>
OST 105	Introduction to Information Systems <b>OR</b>	3		
CIT 105	Introduction to Computers	(3)		
OST 108	Editing Skills for Office Professionals <b>OR</b>	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 235	Business Communications Technology	3		
MIT 230	Medical Information Management	3		
MIT 103	Medical Office Terminology <b>OR</b>	3		
AHS 115	Medical Terminology <b>OR</b>	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 104	Medical Insurance	3		
MIT 217	Medical Office Procedures	3		
MIT 224	Medical Practice Management	3		
MIT 228	Electronic Medical Records	3		
<b>Total Credits</b>		<b>30</b>		

<b>NOTES:</b>

Requirements taken from 2015-16 KCTCS Catalog

*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).*