

Name:		Student ID#:		
CERTIFICATE IN MEDICAL TRANSCRIPTIONIST – 5107163089				
Required Courses		Credit	Grade	Complete
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
OST 210	Advanced Word Processing Applications	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
MIT 106	Introduction to Medical Transcription	3		
MIT 206	Medical Transcription	3		
MIT 217	Medical Office Procedures	3		
Course Approved by Program Coordinator		3		
Total Credits		24		

NOTES:

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).