

Name:		Student ID#:		
CERTIFICATE IN MEDICAL UNIT COORDINATOR – 5107163019				
Required Courses		Credit	Grade	Complete
OST 105	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
BIO 135	Basic Anatomy and Physiology with Laboratory*	4		
OST 108	Editing Skills for Office Professionals OR	3		
ENG 101	Writing I	(3)		
OST 110	Document Formatting and Word Processing	3		
MIT 230	Medical Information Management	3		
MIT 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(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		
Total Credits		31		

*Students can fulfill the Biology requirement with both BIO 137 and BIO 139.

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).

NOTES: