

# Diploma

## Medical Information Technology

### Medical Administrative Assistant



GENERAL EDUCATION/APPLIED ACADEMICS		Credit	Res	Tr	Notes
BIO 135	Basic Anatomy and Physiology with Lab*	4			
OST 108	Editing Skills for Office Professionals <b>OR</b>	3			
ENG 101	Writing I	(3)			
<b>GENERAL EDUCATION SUBTOTAL:</b>		<b>7</b>			

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

TECHNICAL OR SUPPORT COURSES		Credit	Res	Tr	Notes
CIT 105	Introduction to Computers	3			OST 105 accepted
ACT 101	Fundamentals of Accounting I <b>OR</b>	3			Prereq: Sophomore standing or instructor consent
ACC 201	Financial Accounting	(3)			
OST 110	Document Formatting and Word Processing	3			Prereq: instructor consent
OST 213	Business Calculation for Office Professionals <b>OR</b>	3			Prereq: ENG 101 or OST 108 & OST 110
MAT 105	Business Mathematics <b>OR</b>	(3)			
	Higher Quantitative Reasoning Course	(3)			
OST 235	Business Communications Technology	3			Prereq: digital literacy
MIT 230	Medical Information Management	3			Prereq: OST 110
OST 210	Advanced Word Processing Applications <b>OR</b>	3			Prereq: AHS 115/CLA 131/MIT 103 and digital lit. Coreq: MIT 217
MIT 227	Medical Office Software				
CIT 130	Productivity Software	3			Prereq: CIT 105 (OST 240 accepted)
MIT 103	Medical Office Terminology ( <b>preferred</b> ) <b>OR</b>	3			Consent of Program Coordinator
AHS 115	Medical Terminology <b>OR</b>	(3)			
CLA 131	Medical Terminology from Greek & Latin	(3)			
MIT 295	MIT Capstone (Internship) Course	3			Prereq/Coreq: AHS 115 or CLA 131 or MIT 103
MIT 104	Medical Insurance	3			Prereq/Coreq: OST 110
MIT 217	Medical Office Procedures	3			Prereq: MIT 217
MIT 228	Electronic Medical Records	3			
	Course Approved by Program Coordinator	3			
<b>TECHNICAL OR SUPPORT COURSES SUBTOTAL:</b>		<b>42</b>			
<b>DIPLOMA TOTAL:</b>		<b>49</b>			

*Progression in the Medical Information Technology program is contingent upon achievement of a grade of “C” or better in each technical and general education course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).*

September 2018