

Diploma

Medical Information Technology

Medical Records Specialist



Name	Empl. ID	Date Entered	Date Grad

DEVELOPMENTAL COURSES AS NEEDED	Credit	Res	Tr	Notes
RDG 20/100	3-6			
ENC 90/100	2-5			
MAT 55/61	3-4			

GENERAL EDUCATION/APPLIED ACADEMICS	Credit	Res	Tr	Notes
BIO 135 Basic Anatomy and Physiology with Lab	4			Or BIO 137 AND BIO 139
OST 108 Editing Skills for Office Professionals OR ENG 101 Writing I	3			
GENERAL EDUCATION SUBTOTAL	7			

TECHNICAL OR SUPPORT COURSES	Credit	Res	Tr	Notes
CIT 105 Introduction to Computers	3			OST 105 accepted
OST 110 Document Formatting and Word Processing	3			Prereq: instructor consent
OST 235 Business Communications Technology	3			Prereq: ENG 101 or (OST 108 & OST 110)
OST 210 Advanced Word Processing Application	3			Prereq: OST 110
CIT 130 Productivity Software (OST 240 accepted)	3			Prereq: CIT 105
MIT 103 Medical Office Terminology OR AHS 115 Medical Terminology OR CLA 131 Medical Terminology from Greek & Latin	3			MIT 103 preferred
MIT 104 Medical Insurance	3			Prereq/Coreq: AHS 115 or CLA 131 or MIT 103
MIT 295 MIT Capstone (Internship) Course	3			Consent of Program Coordinator
MIT 230 Medical Information Management	3			Prereq/Coreq: digital literacy
MIT 217 Medical Office Procedures	3			Prereq/Coreq: OST 110
MIT 228 Electronic Medical Records	3			Prereq: MIT 217
TECHNICAL OR SUPPORT COURSES SUBTOTAL	33			
DIPLOMA TOTAL	40			

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).

For a list of KCTCS general education classes in each category, go to

<https://kctcs.edu/education-training/course-catalog/2019-2020-KCTCS-Catalog.pdf> pp. 77-80.

Or KCTCS homepage (www.kctcs.edu)> education & training> course catalog> 2019-20 catalog> pp. 77-80.

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