

Diploma

Medical Information Technology

Medical Records Specialist



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

*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
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, Document Formatting & Word Processing
CIT 130 Productivity Software	3			Prereq: CIT 105 (OST 240 accepted)
MIT 103 Medical Office Terminology (preferred) OR AHS 115 Medical Terminology OR CLA 131 Medical Terminology from Greek & Latin	3 (3) (3)			
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).

September 2018