MEDICAL INFORMATION TECHNOLOGY - DIPLOMA

Program Check Sheet

Student Name: _____ ID #: _____ Semester Entered: _____

Catalog Number	Course Title	Cr Hrs	Medical Administrative Assistant 5107164019		Medical Records Specialist 5107164069	
			Required	Term	Required	Term
BIO 135/L	Basic Anatomy & Physiology w/Lab	4.0	*		*	
OST 108	Editing Skills for the Office Professional **OR**	3.0	*		*	
ENG 101	Writing 1	(3.0)				
ACT 101	Fundamentals of Accounting I **OR**	3.0	*			
ACC 201	Financial Accounting	(3.0)				
OST 110	Document Formatting and Word Processing	3.0	*		*	
OST 210	Advanced Word Processing Applications	3.0	*		*	
OST 235	Business Communications Techology	3.0	*		*	
MIT 230	Medical Records and Data Management	3.0	*		*	
	Computer Literacy	3.0	*		*	
OST 240	Software Integration **OR**	3.0	*		*	
CIS 130	Microcomputer Applications	(3.0)				
MIT 103	Medical Office Terminology **OR**	3.0	*		*	
AHS 115	Medical Terminology **OR**	(3.0)				
CLA 131	Medical Terminology from Greek and Latin	(3.0)				
MIT 104	Introductin to Medical Insurance	3.0	*			
MIT 217	Medical Office Procedures	3.0	*		*	
MIT 227	Medical Office Software	3.0	*		*	
MIT 228	Electronic Health Records	3.0			*	
MIT 295	MIT Internship	3.0	*		*	
OST 213	Business Calculations for Office Prof. **OR**	3.0	*			
MAT 105	Business Mathematics **or Higher**	(3.0)				
	Course Approved by Program Coordinator	3.0	*			
TOTAL CREDIT HOURS			**49**		**40**	

1. **Required developmental courses based on placement scores are not reflected in ths list of courses.**
2. **First time, full-time undecided students and/or students required to take developmental course work will be enrolled in a college success course (GEN 100 or GEN 102).**

*** Indicates required courses for the Diploma**

Curriculum in the KCTCS system is constantly being reviewed and updated to ensure quality and relevance. This check sheet should be used only as a guide for meeting the course requirements for each credential. See your advisor to confirm the requirements.