

Medical Information Technology (curriculum effective fall 2016)

Medical Records Specialist Diploma

Academic Plan Code: **510716406**

Name	Student ID Number	Date Entered:	
Address	Phone:	Proposed Grad Date:	
	Email:		
Student Signature:			Date:
Advisor Signature:			Date:

General Education Courses	Credit Hours	Grade	Semester Taken
OST 108-Editing Skills for the Office Professional or (EN) Science Course (BIO135 OR BIO137 and 139)	3		
	4		
Total Gen. Ed. Semester Hours	7		

Medical Information Technology Technical and Support Courses	Credit Hours	Grade	Semester Taken
CIT105 - Introduction To Computers	3		
OST110 - Document Formatting and Word Processing	3		
CLA131 - Medical Terminology or MIT 103	3		
MIT217- Medical Office Procedures	3		
MIT 230-Medical Information Management	3		
CIT 130- Productivity Software	3		
MIT 228-Electronic Medical Records	3		
MIT 295-Medical Information Technology Capstone Inter	3		
OST 210-Advanced Word Processing Applications	3		
OST 235-Business Communications Technology	3		
Total Office Systems Tech. Semester Hours	30		

Total Semester Hours Required for Certificate	37
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