



Name \_\_\_\_\_

ID # \_\_\_\_\_

**Medical Information Technology Diploma – Curriculum Information**  
**Effective Fall 2012**

**General Education/Applied Academics**

**Technical/Support Courses**

<b>ENG 101</b> Writing I <b>OR</b> <b>OST 108</b> Editing Skills for Office Professionals	<b>MIT 103</b> Medical Office Terminology <b>OR</b> <b>AHS 115</b> <b>OR</b> <b>CLA 131</b>
Science Course: <b>BIO 135</b> (4) <b>OR</b> [ <b>BIO 137</b> (4) & <b>BIO 139</b> (4)]	
	<b>OST 110</b> Document Formatting and Word Processing
	<b>MIT 217</b> Medical Office Procedures
	<b>MIT 230</b> Medical Information Management
	<b>MIT 295</b> Medical Information Technology Capstone
	Computer Literacy Course (OST 105 Introduction to Information Systems is the preferred course)

**Additional Technical/Support Courses for Diploma Options**

<b>Medical Administrative Assistant</b>	<b>Medical Records Specialist</b>			
<b>ACT 101</b> Fundamentals of Accounting I <b>OR</b> <b>ACC 201</b> Financial Accounting I	<b>OST 210</b> Advanced Word Processing Applications			
<b>MIT 104</b> Medical Insurance	<b>OST 235</b> Business Communications Technology			
<b>OST 210</b> Advanced Word Processing Application	<b>OST 240</b> Software Integration			
<b>OST 213</b> Business Calculations for Office Professionals <b>OR</b> <b>MAT 105</b> Business Mathematics <b>OR</b> higher level math course	<b>MIT 227</b> Medical Office Software			
<b>MIT 227</b> Medical Office Software	<b>MIT 228</b> Electronic Medical Records			
<b>OST 235</b> Business Communications Technology				
<b>OST 240</b> Software Integration				
Technical course approved by program coordinator				

Total Credit Hours: 49

Total Credit Hours: 40

**Advisor Notes:** Depending on student's placement testing scores, developmental courses in writing, math, and reading or referral to Adult Education Office may be required before general education and technical/support courses are attempted. Required courses may



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be offered online or in the classroom at any BCTC campus during daytime, evening, or weekend hours. Not all courses are available every semester. All courses shown above are 3 credit hours unless indicated otherwise in ( ). Progression in this program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

**Advisor Recommended Courses/Action:**

**Advising Date:**

**Program Expected Completion Date:**

**Contact:**

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