Medical Information Technology (curriculum effective Fall 2012)
Hospital Admissions Specialist Certificate

Academic Plan Code: **5107163029**

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 (ENG101)	3		
Total Gen. Ed. Semester Hours	3		

Medical Information Technology Technical and Support Courses	Credit Hours	Grade	Semester Taken
CIT105 - Introduction To Computers	3		
OST110 - Document Formatting and Word Processing	3		
OST 235-Business Communications Technology	3		
CLA131 - Medical Terminology	3		
MIT 104-Medical Insurance	3		
MIT217- Medical Office Procedures	3		
MIT 230-Medical Information Management	3		
MIT227 - Medical Office Software	3		
MIT 228-Electronic Medical Records	3		
Total Office Systems Tech. Semester Hours	27		

Total Semester Hours Required for Certificate	30

Advisor:
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