

Name of Degree/Diploma or Certificate	Certificates Medical Information Technology Medical Office Trainee		
Coordinator Contact Information	Name	Sharon Breeding	
	Office	Regency Campus	
	Office Phone	859-246-6812	
	Email	SharonK.Breeding@kctcs.edu	
Recommended Sequencing		Courses	Date Complete
	First Year, Fall	<ul style="list-style-type: none"> <li>• OST 105—Introduction to Information Systems (Computer Literacy)</li> <li>• OST 103—Medical Office Terminology</li> <li>• OST 110—Document Formatting/Word Processing</li> <li>• OST 230 Medical Records and Data Management or OST 160 Records and Database Management</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	12 hrs.