

Bluegrass Community and Technical College Medical Information Technology Diplomas

Student Name: _____ Empl ID# _____

MIT credential-seeking students must receive a grade of "C" or better in each required course.

Medical Administrative Assistant - 5107164019 (49 credit hours)

General Education Requirements (7 credits)	Hrs	Grade	Semester
BIO 135 Basic Anatomy and Physiology with lab* (<i>*Students can fulfill Biology requirement with both BIO 137 with lab & BIO 139 with lab.</i>)	4		
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
Technical or Support Courses (42 credits)	Hrs	Grade	Semester
ACT 101 Fundamentals of Accounting I OR ACC 201 Financial Accounting I	3		
MAT 105 Business Math or OST 213 Business Calculations for Office Professionals or higher level Quantitative Reasoning (Math) course	3		
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	3		
OST 110 Document Formatting and Word Processing	3		
OST 235 Business Communications Technology	3		
OST 210 Advanced Word Processing Applications	3		
OST 240 Software Integration (<i>recommended if student completed OST 105 course</i>) or CIT 130 Productivity Software (<i>recommended if student completed CIT 105 course</i>)	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek or Latin	3		
MIT 295 Medical Information Technology Capstone (to be taken in student's last semester)	3		
MIT 104 Medical Insurance	3		
MIT 217 Medical Office Procedures	3		
MIT 224 Medical Practice Management	3		
MIT 230 Medical Information Management	3		
Elective Course Approved by Program Coordinator	3		

Medical Records Specialist - 5107164069 (37 credit hours)

General Education Requirements (7 credits)	Hrs	Grade	Semester
BIO 135 Basic Anatomy and Physiology with lab* (<i>*Students can fulfill the Biology requirement with both BIO 137 with lab & BIO 139 with lab.</i>)	4		
ENG 101 Writing I or OST 108 Editing Skills for Office Professionals	3		
Technical or Support Courses (30 credits)	Hrs	Grade	Semester
OST 105 Introduction to Information Systems or CIT 105 Introduction to Computers	3		
OST 110 Document Formatting and Word Processing	3		
OST 210 Advanced Word Processing Application	3		
OST 235 Business Communications Technology	3		
OST 240 Software Integration (<i>OST 105 is the preferred prerequisite for OST 240</i>) or CIT 130 Productivity Software (<i>CIT 105 is the preferred prerequisite for CIT 130</i>)	3		
MIT 103 Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek or Latin	3		
MIT 217 Medical Office Procedures	3		
MIT 228 Electronic Medical Records	3		
MIT 230 Medical Information Management	3		
MIT 295 Medical Information Technology Capstone (to be taken in student's last semester)	3		