

Name of Degree/Diploma or Certificate	DIPLOMA Medical Information Technology Medical Transcriptionist		
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"> • BIO 130—Aspects of Human Biology • OST 105—Introduction to Information Systems (Computer Literacy) • ENG 101—Writing I OR OST 108—Editing Skills for Office Professionals • OST 103—Medical Office Terminology • OST 110—Document Formatting/Word Processing 	
	First Year, Spring	<ul style="list-style-type: none"> • OST 104—Introduction to Medical Insurance • OST 217—Medical Office Procedures or OST 215 - Office Procedures • OST 230—Medical Records/Data Management or OST 160 Records and Database Management • OST 210 Advanced Word Processing • OST 106 – Intro. To Medical Transcription • OSTL 106 Medical Transcription Lab 	
	Second Year, Fall	<ul style="list-style-type: none"> • OST 295—Office Systems Technology Internship • OST 240 – Software Integration • OST 206 – Medical Transcription • OSTL 206 Medical Transcription Lab 	
		•	38-44 hrs.