

Program Coordinator: TAMMIE DISCO BOGGS **E-mail:** TAMMIE.DISCO@KCTCS.EDU **Phone:** 859-246-6654
Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx>

Student Name:

Student ID:

Students need to be at KCTCS placement levels for all courses

First Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
MIT 103 – Medical Office Terminology or AHS 115 Medical Terminology or CLA 131 Medical Terminology from Greek and Latin	3			MIT 103 is preferred course
MIT 104 – Medical Insurance	3			MIT 103 (P or C)
BIO 135 – Basic Anatomy & Physiology with Lab or BIO 137/BIO 139	4			Requires math placement score above range of 065 and score above KCTCS Reading and English assessment exam scores.
OST 105 – Intro. to Information Systems or CIT 105 Introduction to Computers	3			RDG 020 or consent of instructor
OST 110 – Document Formatting & Word Processing	3			Must key at least 20 wpm/instructor consent (OST 101 equivalent skills) & RDG 020.
Total Semester Credit Hours	16			

Second Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
ENG 101 – Writing I	3			ENG 101 requires placement score
MIT 217 – Medical Office Procedures	3			OST 110 (P or C)
MIT 204 – Medical Coding *****	3			MIT 104 and BIO 135 (P or C)
OST 240 – Software Integration or CIT 130 Productivity Software	3			OST 105 (P) – OST 240 or CIT 105 (P) – CIT 130
ACT 101 – Fundamentals of Accounting	3			
Total Semester Credit Hours	15			

Third Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
MIT 205 – Advanced Medical Coding *****	3			MIT 204 (P)
MIT 224 – Medical Practice Management	3			MIT 230; MIT 104; MIT 217 (P)
MIT 230 – Medical Information Management	3			Digital literacy (P or C)
OST 235 – Business Communications	3			Digital literacy; OST 110; (P)
MIT 228 – Electronic Medical Records	3			MIT 217 (P)
Course Approved by Program Coordinator***	3			May take courses in summer ****
Total Semester Credit Hours	18****			

Fourth Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
MAT 105- Business Math or MAT 110 Applied Mathematics or MAT 150 College Algebra or A Higher Level Quantitative Reasoning	3			MAT 062 or equivalent placement score
Oral Communications (COM 181, COM 205, COM 252, COM 281, or COM 287)	3			Placement scores for reading and writing or consent of instructor
Heritage/Humanities	3			See Heritage/Humanities Gen. Ed. list
Social/Behavioral Sciences	3			See Social/Behavioral Gen. Ed. list
MIT 295 – Medical Information Technology Capstone or MIT 296 MIT Internship	3			Courses completed for credential & instructor consent; (MIT 296 - BCTC only 3 hrs)
Total Semester Credit Hours	15			
Total Required Hours	64			

Advisor Name: _____ Advisor Signature: _____

Student Name: _____ Student Signature: _____

Special Instructions:
<p>** MIT 103 is preferred for the MIT program. *** Program approved course list is not exhaustive or all inclusive. Other requests will be reviewed individually. **** Two courses may be taken in First Year Summer to reduce course load. Suggested courses are MIT 217 or 230 and OST 235 based on availability. ***** MIT 204 and 205 are suggested for First Year Spring and Second Year Fall. If student starts in Spring, course will need to be adjusted.</p>

Choose 3 hours from the following program-approved courses listed below:	Credit	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
MIT 106 Introduction to Medical Transcription	3			Digital literacy; OST 110; ENG 101 or OST 108; (MIT 103, AHS 115 or CLA 131) - (P)
MIT 206 Medical Transcription	3			MIT 106 or instructor consent
MIT 219 Coding Exam Preparation	3			MIT 204 and 205- (P)
MIT 227 Medical Office Software	3			MIT 103; Digital Literacy- (P); MIT 217-(C)
MIT course(s) – any within one program track will apply to another, i.e. MIT 204 & 205 – Medical Coding courses will work as the program courses in the Electronic Medical Records track				Pre-reqs and co-reqs depend on the MIT course
ACT 279 Computerized Accounting Systems	3			ACC 201 or ACT 101 & 102 - (P)
BAS 120 Personal Finance	3			
BAS 160 Introduction to Business	3			
BAS 212 Introduction to Financial Management	3			MAT 105 or MAT 110 or instructor consent - (P)
BAS 267 Introduction to Business Law	3			
BAS/MGT 274 Human Resource Management	3			(BAS 160 & BAS 283) or instructor consent - (P)
BAS/MKT 282 Principles of Marketing	3			BAS 160 or instructor consent- (P)
BAS/MGT 283 Principles of Management	3			BAS 160 or instructor consent - (P)
BAS/MGT 287 Supervisory Management	3			
BAS 288 Personal and Organizational Leadership	3			
ECO 101 Contemporary Economic Issues	3			
ECO 201 Principles of Microeconomics	3			
ECO 202 Principles of Macroeconomics	3			
OST 114 Computerized Financial Management	3			ACT 101 - (P)
OST 210 Advanced Word Processing Application	3			OST 110 - (P)
OST 225 Introduction to Desktop Publishing	3			(OST 105 & OST 110) - (P) or instructor consent
OST 275 Office Management	3			(ENG 101 or OST 108) & OST 110 - (P)

Course Rotation Schedule (if applicable)	
Spring, Summer II, Fall	MIT 204 works best in the spring semester or summer II. It is offered in Fall, but books will update beginning January of each year
Spring, Summer 1, Fall	MIT 205