



MEDICAL INFORMATION TECHNOLOGY
5107163089
Certificate - Medical Transcriptionist

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
OST 110 – Document Formatting & Word Processing	3			Must key at least 20 wpm/instructor permission required (OST 101 equivalent skills) and RDG 020
MIT 106 – Intro. to Medical Transcription	3			Digital literacy; OST 110; ENG 101 or OST 108; (MIT 103, AHS 115 or CLA 131) - (P)
OST 108 – Editing Skills for Professional <u>or</u> ENG 101 – Writing I	3			Requires placement score for ENG 101
Total Semester Credit Hours	12			

Second Semester	Credits	Term	Grade	Pre reqs (P)/Co-reqs(C)/Notes
MIT 217 – Medical Office Procedures	3			OST 110 (P or C)
MIT 206 – Advanced Medical Transcription	3			MIT 106 (P)
OST 210 – Advanced Word Processing	3			OST 110 (P)
Course Approved by Program Coordinator***	3			
Total Semester Credit Hours	12			
Total Required Hours	24			

Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College

Advisor Name:

Advisor Signature: _____

Student Name:

Student Signature: _____

Special Instructions:

** 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 106 is offered in Spring semester; MIT 206 in Fall Semester.

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)

MIT 106	SPRING SEMESTER
MIT 206	FALL SEMESTER