

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 must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.

First Semester	Credit Hours	Term	Grade	Prerequisites or Corequisites	Notes
MIT 103 Medical Office Terminology OR AHS 115 Medical Terminology OR CLA 131 Medical Terminology from Greek to Latin	3				MIT 103 is the preferred course.
MIT 104 Medical Insurance	3			Prereq or Coreq: MIT 103	
OST 105 Introduction to Information Systems OR CIT 105 Introduction to Computers	3			Prereq: RDG 020 OR consent of instructor	
OST 110 Word Processing Applications OR Course approved by the Program Coordinator	3			Prereq: RDG 020 and Must key at least 26 wpm	See list on back.
BIO 135 Basic Anatomy and Physiology with Laboratory OR Both BIO 137 and BIO 139	4			See note below.	
Total Semester Credit Hours	16				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites or Corequisites	Notes
MIT 217 Medical Office Procedures	3			Prereq or Coreq: OST 110 or CIT 105 or OST 105	
MIT 224 Medical Practice Management	3			Prereq or Coreq: MIT 230, MIT 217 and MIT 104	
MIT 228 Electronic Medical Records	3			Prereq: MIT 217	
MIT 230 Medical Information Management	3			Prereq or Coreq: OST 105 or CIT 105	
ENG 101 Writing I	3				
Total Semester Credit Hours	15				
Total Certificate Credit Hours	31				

- Graduation Requirements:**
- 25% or more of Total Certificate Credit Hours must be earned at BCTC
 - Grade of C or higher in each course required for the certificate

Advisor Name _____ Advisor Contact _____

Additional Information
<p>MIT Medical Unit Coordinator is available completely online.</p> <p>The prerequisite for BIO 135 is minimum ACT Composite score 16 (or KCTCS determined equivalency); OR completion with "C" or better of any college biology or chemistry course; OR ACT of 13-15 with corequisite OR supplemental instruction; OR consent of instructor.</p> <p>Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.</p>

Courses Approved by Program Coordinator (Other courses may be approved upon request)			
	Cr. Hrs.	Prerequisites	Notes
MIT 106 Introduction to Medical Transcription	3	OST 110, ENG 101 and MIT 103	
MIT 206 Medical Transcription	3	MIT 106	
MIT 219 Coding Exam Preparation	3	MIT 204 and MIT 205	
MIT 227 Medical Office Software	3	MIT 103 AND CIT 105 or OST 105, Coreq: MIT 217	
Other MIT course(s)	3-6		Any course within one MIT track will apply to another.
ACT 279 Computerized Accounting Systems	3	ACC 201 OR ACT 101 and 102	
BAS 120 Personal Finance	3		
BAS 160 Introduction to Business	3		Same as MGT 160
BAS 267 Introduction to Business Law	3		Same as MGT 267
BAS 287 Supervisory Management	3		
BAS 288 Personal and Organizational Leadership	3		
CIT 111 Computer Hardware and Software	3	CIT 105	
ECO 101 Contemporary Economic Issues	3		
ECO 201 Principles of Microeconomics	3		
ECO 202 Principles of Macroeconomics	3		
MGT 274 Human Resource Management	3	MGT 283	Same as BAS 274
MGT 283 Principles of Management	3	BAS 160	Same as BAS 283
MKT 282 Principles of Marketing	3	BAS 160	Same as BAS 282
NAA 100 Nursing Assistant Skills I	3		
OST 210 Advanced Word Processing Application	3	OST 110	
OST 275 Office Management	3		

Embedded Credentials			
Credential	Title	Requirements	Total Credit Hours
Certificate	Medical Receptionist	OST 105 or CIT 105, MIT 103 or AHS 115 or CLA 131, MIT 217, MIT 230, OST 110	15

Certificate

- 25% or more of Total Certificate Credit Hours must be earned at BCTC
- Grade of C or higher in each course required for certificate