



MEDICAL INFORMATION TECHNOLOGY 5107164019
Diploma - Medical Administrative Assistant

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)
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) and RDG 020.
Total Semester Credit Hours	12			

Second Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
OST 108 – Editing Skills for Office Professional <u>or</u> ENG 101 – Writing I	3			ENG 101 requires placement score
MIT 217 – Medical Office Procedures	3			OST 110 (P)
OST 210 – Advanced Word Processing	3			OST 110 (P)
OST 240 – Software Integration or CIT 130 Productivity Software	3			OST 105 (OST 240) (P) or CIT 105 (CIT 130) (P)
Total Semester Credit Hours	12			

Third Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
MIT 230 – Medical Information Management	3			Digital Literacy (P or C)
OST 235 – Business Communications	3			ENG 101 and Digital Literacy (P)
MAT 105 – Business Math	3			MAT 062 or equivalent placement score
MIT 228 – Electronic Medical Records	3			MIT 217 (P)
Total Semester Credit Hours	12			

Fourth Semester	Credits	Term	Grade	Pre_reqs (P)/ Co-reqs (C)/Notes
MIT 295 – Medical Information Technology Capstone or MIT 296 MIT Internship	3			Courses completed for credential & instructor consent; (MIT 296 - BCTC only 3 hrs)
ACT 101 – Fundamentals of Accounting I or ACC 201 Financial Accounting I	3			
Course Approved by Program Coordinator ****	3			
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.
Total Semester Credit Hours	13			
Total Required Hours	49			

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.

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 – any within one program track will apply to another.				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)