**Medical Information Technology – Medical Transcriptionist**

**Certificate**

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**EFFECTIVE FALL 2019**

**Program Coordinator: Tammie Disco Boggs E-mail:** [**tammie.disco@kctcs.edu**](mailto:tammie.disco@kctcs.edu) **Phone: 859-246-6654**

**Program Website:** [**https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx**](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.***

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| **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 106 Medical Transcription | 3 |  |  | Prereq: OST 105 or CIT 105, ENG 101, MIT 103 | Spring only |
| ENG 101 Writing I | 3 |  |  |  |  |
| OST 110 Word Processing Applications | 3 |  |  | Prereq: RDG 020 and Must key at least 26 wpm |  |
| **Total Semester Credit Hours** | **12** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites or Corequisites** | **Notes** |
| MIT 206 Medical Transcription | 3 |  |  | MIT 106 | Fall only |
| MIT 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST 110 or CIT 105 or OST 105 |  |
| OST 210 Advanced Word Processing | 3 |  |  | Prereq: OST 110 |  |
| Course Approved by Program Coordinator | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **12** |  |  |  |
| **Total Certificate Credit Hours** | **24** |  |  |  |

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| * **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** |

**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| MIT Medical Transcriptionist is available completely online.  Non-General Education courses older than 5 years will not be accepted without the consent of the Medical Information Technology program coordinator.  Suggested courses approved by Program Coordinator include any MIT course, BAS course, OST course, ACC course, CIT course, or AHS course. |