**Medical Information Technology – Medical Transcriptionist**

**Certificate**

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**EFFECTIVE SPRING 2020**

**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**](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: College level reading or consent of instructor |  |
| **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  |  |  |  | See list on back. |
| **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**
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**Graduation Requirements:**

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

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| **Additional Information** |
| MIT Medical Transcriptionist is available completely online.Medical Information Technology program does not accept non-general education courses older than 5 years from returning or transfer students without the consent from the program coordinator. |

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| **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 |  |  |