**Medical Information Technology – Medical Transcriptionist**

**Certificate**

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**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: 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**
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**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. See a suggested course list below. |

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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 |  |  |