[Medical Information Technology – Medical Transcriptionist](https://bluegrass.kctcs.edu/education-training/program-finder/medical-information-technology.aspx)

Certificate

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

Student Name: Student ID:

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

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 103 Medical Office Terminology OR  AHS 115 Medical Terminology OR  CLA 131 Medical Term 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 |
| OST 110 Word Processing Applications | 3 |  |  | Prereq: RDG 020 and Must key at least 26 wpm |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| Total Semester Credit Hours | 12 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MIT 206 Medical Transcription | 3 |  |  | MIT 106 | Fall only |
| MIT 217 Medical Office Procedures | 3 |  |  | Prereq or Coreq: OST110 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 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Certificate Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

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

**Additional Information**

* 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.

**Courses Approved by Program Coordinator (Other courses may be approved upon request)**

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| --- | --- | --- | --- |
| Course | 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 ACC 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 |  |  |

*Reviewed by: Tammie Disco Effective Term: Fall 2021*

*Review Date: 03-10-2021*