

**BUSINESS STUDIES**  
**MEDICAL INFORMATION TECHNOLOGY**  
**Medical Transcriptionist**  
**Certificate**  
**5107163089**

Academic Plan Code

Academic Subplan Code

<b>Contact Information:</b> Jo Ann Knapp				
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Student Name		Student ID#		
Course	Hours	Grade	Semester	
MIT 103 Medical Office Terminology OR	3			
AHS 115 Medical Terminology OR	(3)			
CLA 131 Medical Terminology from Greek & Latin	(3)			
OST 108 Editing Skills for Office Professionals OR	3			
ENG 101 Writing I	(3)			
OST 110 Document Formatting and Word Processing	3			
OST 210 Advanced Word Processing Applications	3			
MIT 106 Introduction to Medical Transcription	3			
MIT 206 Medical Transcription	3			
MIT 217 Medical Office Procedures	3			
Course Approved by Program Coordinator	3			
<b>Total Credits</b>	<b>24</b>			
		Revised Date: 8/19/2013		

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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**Medical Transcriptionist**  
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**First Semester**

Course No.	Course Title	Credit Hours
MIT 103	Medical Office Terminology OR	3
AHS 115	Medical Terminology OR	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)
OST 108	Editing Skills for Office Professionals OR	3
ENG 101	Writing I	(3)
OST 110	Document Formatting and Word Processing	3
<b>Subtotal</b>		<b>9</b>

**Second Semester**

Course No.	Course Title	Credit Hours
MIT 106	Introduction to Medical Transcription	3
MIT 217	Medical Office Procedures	3
OST 210	Advanced Word Processing Applications	3
	Course Approved by Program Coordinator	3
<b>Subtotal</b>		<b>12</b>

**Third Semester**

Course No.	Course Title	Credit Hours
MIT 206	Medical Transcription	3
<b>Subtotal</b>		<b>3</b>
<b>Total</b>		<b>24</b>

**Program Coordinator Notes:**

Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

CIT 105 OR OST 105 is a prerequisite of MIT 106.