

MEDICAL INFORMATION TECHNOLOGY
Medical Transcriptionist
Certificate

Academic Plan Code

5107163089

Academic Subplan Code

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|--|-----------|---------------|----------|
| Contact Information: Jo Ann Knapp | | | |
| joann.knapp@kctcs.edu | | 270-534-3381 | |
| 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 Word Processing Applications | 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 | | |
| Total Credits | 24 | | |
| **Course Approved by Program Coordinator suggestions: Any MIT course, BAS course, OST course, ACC/ACT course, CIT course, or AHS course. | | | |
| | | Revised Date: | 3/8/2021 |

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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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 | Word Processing Applications | 3 |
| Subtotal | | 9 |

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 |
| Subtotal | | 12 |

Third Semester

| Course No. | Course Title | Credit Hours |
|-----------------|-----------------------|--------------|
| MIT 206 | Medical Transcription | 3 |
| Subtotal | | 3 |
| Total | | 24 |

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.