

## ACTC Medical Information Technology On-Campus Dual Credit

CTE Dual Credit Students must meet:

- o An ACT Composite Score of 16;
- o OR ACT Mathematics 16 AND ACT Reading 16;
- o OR any accepted equivalent from the KCTCS Assessment and Placement Policy;
- o OR a high school grade point average (GPA) of 2.5;
- o AND any course-specific requirements noted in the KCTCS course catalog. See below.

### Medical Information Technology Dual Credit Opportunities 2020-2021 On Technology Campus

These would be open to vetted juniors and seniors; limited seating is based on first come, first serve.

For OST 105 or MIT 103, *if there is enough interest at a school we can discuss the possibility of an online section.*

OST 105/ Fall 2020 and Spring 2021	MIT 103 /Fall 2020
<p>Introduction to Information Systems</p> <p><b>This is a hybrid—one day on campus, the rest online instruction.</b></p> <p><b>Students will need access to a desktop or laptop PC to complete assignments and will need to use Microsoft Access (which does not run on a MAC).</b></p> <p>Introduces students to computer concepts and terminology related to operating system, file management and cloud computing. Teaches basic competencies in searching, locating, and evaluating information on the Internet, using email and other online tools, and demonstrating responsible and ethical online and offline behavior. Teaches beginning skills in word processing electronic spreadsheets, presentations, databases and integration as well as how to keep up with emerging technologies and use computer skills to enhance quality of life and employability.</p>	<p>Medical Office Terminology</p> <p><b>This is a hybrid—One day on campus, the rest of work online.</b></p> <p><b>This can be used for the medical terminology course for LPN and Surgery Technology programs.</b></p> <p>Introduces students to medical terminology including familiar elements, body systems, operative procedures, pharmacology, and methods of researching medical information including, but not limited to, names and descriptions of diseases and drugs.</p>

#### **Vetted students must:**

Indicate from prior academic performance the ability to handle large amounts of reading, writing, and independent learning to handle online or face to face coursework.

Exhibit excellent maturity, attendance, and punctuality.

Meet CTE placement requirements (general education course requirements are recommended, however, due to the amount of reading and writing required)

#### **These two classes are a part of the Medical Receptionist Certificate offered at ACTC.**

OST 105 Introduction to Information Systems .....	3
OST 110 Document Formatting and Word Processing .....	3
MIT 230 Medical Information Management.....	3
MIT 103 Medical Office Terminology .....	3

For more information: <https://ashland.kctcs.edu/education-training/program-finder/medical-information-technology.aspx>

MIT 217 Medical Office Procedures..... 3  
Total Hours: 15