



Effective 2011/2012

Career Cluster ►



Career Pathway ►

Support Services

HEALTH UNIT COORDINATOR

(30-510-2)

Technical Diploma

Offered at: Racine Campus

	✓	Course Number	Course Title	Requisites	Credits	Hrs/Wk Lec - Lab
Semester 1		501-101	* Medical Terminology	Prereq: 838-105 (See Note 2)	3	3-0
		501-107	* Intro to Healthcare Computing	(See Note 1)	2	1-2
		501-104	* Healthcare Customer Service	Prereq: 851-760 (See Note 2) & Counselor Consent; Coreq: 501-107	2	1-2
		510-301	* Health Unit Coordinator Procedures I	Coreq: 501-101; 501-104; 501-107 (See Note 5)	3	6-0
		510-302	* Health Unit Coordinator Procedures II	Prereq: 510-301 (See Note 5)	3	6-0
		510-303	* Health Unit Coordinator Clinical	Coreq: 510-302 (See Note 5)	3	0-2-6
		801-301	Writing Principles	Prereq: 851-760 (See Note 2)	1	2-0
Program Total Required					17	



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PROGRAM DESCRIPTION

Health Unit Coordinator prepares the student for employment in a variety of health care settings. The program prepares the student to professionally coordinate health unit operations, transcribe medical orders, communicate effectively in a health care environment, and manage client information. The program includes theory, simulated activities, and experience in a health care setting.

PROGRAM LEARNING OUTCOMES

Graduates of the Health Unit Coordinator Technical Diploma Program should be able to:

1. Manage client information.
2. Integrate the role of the Health Unit Coordinator in the health care system.
3. Coordinate health unit operations.
4. Communicate professionally in the health care environment.
5. Transcribe medical orders.

CORE ABILITIES

Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed by all Gateway programs. All Gateway graduates should be able to:

- | | |
|--|---|
| 1. Act responsibly | 6. Respect themselves and others as a member of a diverse community |
| 2. Communicate clearly and effectively | 7. Think critically and creatively |
| 3. Demonstrate essential comp. skills | 8. Work cooperatively |
| 4. Demonstrate essential math skills | 9. Value learning |
| 5. Develop job seeking skills | |

ADMISSION REQUIREMENTS

1. Students must submit an application & \$30 fee.
2. Students must complete reading, writing, and math placement testing.
3. Students must verify through official transcripts high school, GED or HSED completion.
4. Students must complete a BID form and pay a CBC fee.
5. Students must complete a Wisconsin residency form.
6. Students must complete a functional ability form verifying they have read and understand the functional abilities for the program.

GRADUATION REQUIREMENTS

1. 17 Credits with an average of 2.0 or above.
2. *Minimum Grade of 2.0 ("C") or above for these major courses.
For a complete list of Graduation Requirements check the Student Handbook.

NOTES

1. This course requires counselor consent, which will be granted only to students who either show the ability to type at 35WPM or complete a keyboarding course.
2. A satisfactory placement test score (or successful remediation) is required prior to enrollment See a counselor for details.
3. Clinical sites may require proof of health insurance, immunizations, and a physical.
4. Any non-510 course may be taken prior to entry in the program, assuming prerequisites and corequisites have been satisfied (or waived with department approval).
5. Students must petition prior to enrolling in 510 courses.
6. Clinical sites may be at a facility located anywhere in the Gateway District. Students are responsible for their own transportation.

OTHER INFORMATION

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult the Master Class Schedule for exact fee amounts. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.

**EQUAL OPPORTUNITY/ACCESS EDUCATOR / EMPLOYER
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You may call Student Services at (262) 767-5300 (Burlington), (262) 741-8300 (Elkhorn), (262) 564-2300 (Kenosha), or (262) 619-6300 (Racine) for additional information. For a complete list of course descriptions (and possible online courses) for this program, please consult Web Advisor on our web page at www.gtc.edu.

My counselor is _____ My counselor's contact information is _____.