



Effective 2014/2015

Career Cluster ►



Career Pathway ►

Support Services

HEALTH UNIT COORDINATOR

(30-510-2)

Technical Diploma

Most Courses Offered at Racine Campus

△ Suggested Sequence	✓	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) & Advisor Consent; Coreq: 501-107	2	1-2
		509-302 *OR	Human Body in Health and Disease	Coreq: 501-101	3	6-0
		543-300	Nursing Assistant	Prereq: Advisor Consent (See Note 7)	3	4-2
		801-301	Writing Principles	Prereq: 851-760 (See Note 2)	1	2-0
Semester 2		510-301 *	Health Unit Coordinator Procedures I	Prereq: 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

Minimum Program Total Credits Required 20

Federal regulations require disclosure of the following information for this program:

Books and Supplies	Resident Tuition and Fees	Median Loan Debt ¹	On-time Graduation Rate ²	U.S. Department of Labor Standard Occupational (SOC) Code & Occupational Profile – available at http://www.onetonline.org
\$1,250	\$2,825	\$875	0.0%	Receptionists and Information Clerks (43-4171)

¹ **Median Loan Debt:** Based on eligibility, students can receive loans to help pay for the total cost of attending college. The cost is comprised of tuition and fees, books and supplies, transportation costs, room and board, and miscellaneous personal expenses. Therefore, medial loan debt may be more than the listed tuition, fees, books, and supplies cost.

² **On-time Graduation Rate:** Dependent upon students' choice to attend college part-time or full-time. Students decide to attend college part-time for a number of reasons including work schedule/demands and family responsibilities. 76 percent of students at Gateway attend part-time, therefore taking longer to complete their chosen program of study.



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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.

ADMISSION REQUIREMENTS

1. Students must submit an application & \$30 fee.
2. Students must complete reading, writing, math, and computer skills placement assessments.
3. Students must verify through official transcripts high school, GED or HSED completion.
4. Students must complete a Background Disclosure form and must request and pay for a background check. Applicants for all health science programs are subject to a review of their criminal backgrounds. Positive background checks may negatively impact your ability to pursue a health career at Gateway Technical College. Each case will be individually evaluated based on all available evidence provided to the college.
5. Students must complete a functional ability form verifying they have read and understand the functional abilities for the program.
6. Students must submit official high school, GED, or HSED transcript including a graduation or passing date.

GRADUATION REQUIREMENTS

1. Minimum 20 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.

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.

NOTES

1. This course requires advisor 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 an advisor 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.
7. Students choosing to enroll in 543-300 Nursing Assistant will need to review the Notes section of the 30-543-1 Nursing Assistant curriculum sheet for a list of additional requirements for this course. See an advisor for details.
8. This program has a second-tier admission process for clinical/practicum/program courses called petitioning. Students are selected based on completion of academic eligibility requirements and district residency. See <https://www.gtc.edu/student-services/admissions/what-petitioning> for additional information.

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 | |

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.

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To schedule an appointment with an advisor, please call 1-800-247-7122.

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