HEALTH UNIT COORDINATOR
(30-510-2)
Technical Diploma
Most Courses Offered at Racine Campus

Effective 2017/2018
Support Services

A Suggested Sequence √

Course Number  Course Title  Requisites  Credits  Hrs/Wk

Semester 1
501-101 * Medical Terminology  Prereq: 838-105 (See Note 2)  3  3-0
501-107 * Digital Literacy for Healthcare  (See Note 1)  2  1-2
501-104 * Culture of Healthcare  Prereq: 851-756 (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 6)  3  4-2
801-301 Writing Principles  Prereq: 851-756 (See Note 2)  1  2-0

Semester 2
510-301 * Health Unit Coordinator Procedures I  3  6-0
510-302 * Health Unit Coordinator Procedures II  Prereq: 510-301  3  6-0
510-303 * Health Unit Coordinator Clinical  Coreq: 510-302  3  0-2-6

Minimum Program Total Credits Required  20


$1,450  $3,055  N/A  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, median 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.

Federal regulations require disclosure of the following information for this program:
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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.
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
2. Communicate clearly and effectively of a diverse community
3. Demonstrate essential comp. skills
4. Demonstrate essential math skills
5. Develop job seeking skills
6. Respect themselves and others as a member
7. Think critically and creatively
8. Work cooperatively
9. Value learning

ADMISSION REQUIREMENTS
1. Students must submit an application & $30 fee.
2. Students must complete reading, writing, and math skills placement assessments.
3. Students must submit official high school, GED, or HSED transcript including a graduation or passing date.
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.

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.

NOTES
1. 103-199 PC Basics or 103-143 Computers for Professional may be substituted for 501-107 Digital Literacy for Healthcare.
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. Students must complete a Background Disclosure form and must request and pay for a background check.
5. Clinical sites may be at a facility located anywhere in the Gateway District. Students are responsible for their own transportation.
6. 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.
7. Please note that your program may require additional fee(s) for: Criminal Background Check, Medical Documentation Manager, and/or Drug Testing.

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 Web Advisor 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 __________________________.