HEALTH UNIT COORDINATOR

Credit Course: HCT 110

Instruction in core concepts required for certification as health unit coordinator. Health care environments, roles and responsibilities of unit coordinator, ethical issues; medical terminology; communication systems; medical transcription; patient medical record maintenance; processing orders, and professional communications within the health unit.

Courses Required for the Certificate of Accomplishment in Health Unit Coordinator

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Prerequisites: None</th>
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<tbody>
<tr>
<td>HCT 110</td>
<td>Advisories: ENGL 88 or ESL 188 or readiness for college-level English</td>
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<tr>
<td>4 units</td>
<td>Requirements: Current immunizations</td>
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<tr>
<td>Health Unit Coordinator</td>
<td>Tuition: $46 per unit (for California resident) plus books, supplies and white LAB coat or scrubs</td>
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<tr>
<td>EMT 12</td>
<td>Class Schedule: Monday &amp; Wednesday from 5:00 p.m. to 7:50 p.m. (FOR HCT 110)</td>
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<tr>
<td>0.5 units</td>
<td>Location: John Adams Center, Room 320 at 1860 Hayes @ Masonic</td>
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<tr>
<td>Basic Life Support for Healthcare Providers</td>
<td>To Enroll: Preregistration required; students can also register on first day of class if room is available.</td>
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<td>TOTAL: 4.5 units</td>
<td>Instructor: Gladys Porras</td>
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</table>

IT IS RECOMMENDED TO JOIN A ZOOM ORIENTATION MEETING.

ORIENTATION DATES, MEETING STARTS AT 5:00 PM

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>LINK</th>
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<tbody>
<tr>
<td>August 2, 2021</td>
<td>MONDAY</td>
<td><a href="https://ccsf-edu.zoom.us/j/92994217480">https://ccsf-edu.zoom.us/j/92994217480</a></td>
</tr>
<tr>
<td>August 9, 2021</td>
<td>MONDAY</td>
<td><a href="https://ccsf-edu.zoom.us/j/99068659144">https://ccsf-edu.zoom.us/j/99068659144</a></td>
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</tbody>
</table>

ORIENTATION AND COUNSELING

Remote Counseling Services are available for students by:

1. Zoom appointment for counselor, phone (415) 561-1925
2. Phone appointment online esars.ccsf.edu
3. Email: academiccounseling@ccsf.edu

HEALTH CARE TECHNOLOGY OFFICE: 415-561-1813
STUDENT SERVICES OFFICE: 415-561-1835
Visit “Virtual Help Counters” or call 415-239-3000 for CCSF remote services.

5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to Credit Admissions or call 415-239-3285.
   - NEW CREDIT STUDENTS: Please fill out a CCSF credit application at Admission & Registration or call 415-239-3285
   - CONTINUING STUDENTS: Have attended CCSF before as a credit student, but have been away for 1 semester. Please update your profile if there are any changes. Go to step 3.
   - RETURNING STUDENTS: Have attended CCSF before as a credit student, but have not enrolled in courses for 2 consecutive semesters or more. Please update your profile if there are any changes. Go to step 3.

2. Complete the Assessment: Go to Assessment Center or call 415-239-3751.
   - PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH
     - Complete online “High School Data Form” for English and Math placement by self-reported high school grade point average, and high school coursework.
     - Complete “College and/or Test Data Form” for English and Math placement by prior college-level English and Math course work or standardized tests (SAT, AP Exams, GRE).
   - FOR ENGLISH AS SECOND LANGUAGE PLACEMENT: Go to “Credit ESL Placement Test” page (Search) at www.ccsf.edu for two-part remote testing.
     - Complete “Online ESL Guided Placement Tool” (Part I) and CCSF Testing will contact student to arrange for remote ESL writing test (Part II). Results will be evaluated by ESL faculty and ESL placement made.

3. Attend an orientation for the health program of interest. After orientation if there are no questions about registration, tuition & fees, financial aid, or other student services go to step 5.

4. Meet with a CCSF Counselor (Counselors available at John Adams Center for Zoom counseling appointments, call 415-561-1925.)

5. Register for Classes: Go to Online Schedule.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to “Tuition & Fees Office” or call 415-239-3522
- California residents: $46 per unit
- Nonresidents: $360 per unit ($46 per unit + $307 nonresident tuition + $7 Capital Outlay)
- $20 Student Health Fee ($16 in Summer)
- Additional costs: books, supplies, uniforms, equipment, certification, etc.

“Free City” Program: free tuition to CCSF for eligible San Francisco residents. See www.ccsf.edu/freecity

Financial Aid available: Go to “Financial Aid Office” (Search) at http://www.ccsf.edu or call 415-239-3577.

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/

Visit the CCSF Virtual Campus for more information about our resources for students and to schedule an appointment with a counselor.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.