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

**IT IS RECOMMENDED TO JOIN A ZOOM ORIENTATION MEETING.**

**ORIENTATION DATES, MEETING STARTS AT 4:00 PM**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Meeting Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 25, 2021</td>
<td>MONDAY</td>
<td><a href="https://ccsf-edu.zoom.us/j/94607054870">https://ccsf-edu.zoom.us/j/94607054870</a></td>
</tr>
<tr>
<td>November 15, 2021</td>
<td>MONDAY</td>
<td><a href="https://ccsf-edu.zoom.us/j/93770915475">https://ccsf-edu.zoom.us/j/93770915475</a></td>
</tr>
</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](http://esars.ccsf.edu)
3. Email: [academiccounseling@ccsf.edu](mailto:academiccounseling@ccsf.edu)

**HEALTH CARE TECHNOLOGY OFFICE: 415-561-1813**

**STUDENT SERVICES OFFICE: 415-561-1835**
5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to Admissions & Registration or call 415-239-3285.
   - NEW CREDIT STUDENTS: Fill out a CCSF credit application at Credit Admission or call 415-239-3285
   - RETURNING STUDENTS: Have attended CCSF before as a credit student, but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at Credit Admissions. Go to step 3. If you have only been away for one semester, you are considered a Continuing Student.

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.

Visit “Virtual Help Counters” or call 415-239-3000 for CCSF remote services.

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.