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>
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<th>Prerequisites: None</th>
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<tbody>
<tr>
<td>HCT 110 Health Unit Coordinator</td>
<td>4 units</td>
<td>ENGL 88 or ESL 188 or readiness for college-level English</td>
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<tr>
<td>EMT 12 Basic Life Support for Healthcare Providers</td>
<td>0.5 units</td>
<td>Current immunizations</td>
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**TOTAL: 4.5 units**

**Tuition:** $46 per unit (for California resident) plus books and supplies

**Class Schedule:** Live lectures Mon. and Wed. via Zoom 5:10pm – 8pm and asynchronous online activities and assignments via Canvas (for HCT 110).

**Location:** Zoom

**Instructor:** Gladys Porras

**To Enroll:** Preregistration required; students can also register on first day of class if room is available.

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

<table>
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<tr>
<th>ORIENTATION DATES, MEETING STARTS AT 5:00 PM</th>
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<tbody>
<tr>
<td>Mar. 27, 2024 WEDNESDAY</td>
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<tr>
<td>Apr. 3, 2024 WEDNESDAY</td>
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</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
**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. 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.

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

4. **Complete the Assessment:** Go to [Assessment Center](#) or call 415-239-3751.
   - **FOR PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH OR FOR ENGLISH AS SECOND LANGUAGE PLACEMENT**

5. Register for Classes: Go to [Online Schedule](#).

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**FOR 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](http://www.ccsf.edu/freecity)

**Financial Aid available:** Go to “[Financial Aid Office](#)” (Search) at [http://www.ccsf.edu](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/](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.

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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.