FALL SEMESTER AUGUST 16 – DECEMBER 17, 2021

HEALTH UNIT COORDINATOR

Credit Course: HCT 110 - 4 units

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>
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<tbody>
<tr>
<td>HCT 110 - Health Unit Coordinator</td>
<td>4.00</td>
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<tr>
<td>EMT 12 - Basic Life Support for Healthcare Providers</td>
<td>0.50</td>
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<tr>
<td>Total</td>
<td>4.50</td>
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Prerequisites: None

Advisory: ENGL 88 or ESL 188 or readiness for college-level English

Requirements: Current immunizations

Tuition: $46 per unit plus books, supplies and white LAB coat or scrubs

Class Schedule: Monday, Wednesday from 5:00 p.m. to 7:50 p.m.

Location: John Adams Center, Room 320 at 1860 Hayes @ Masonic

To Enroll: Preregistration required; students can also register on 8-16-2021 if room is available.

Instructor: Gladys Porras

ORIENTATION AND COUNSELING

All applicants must attend an orientation. Remote Counseling Services are available for students by Zoom appointment, phone (415) 561-1925, phone appointment online esars.ccsf.edu or email academiccounseling@ccsf.edu.

It is recommended to JOIN A MEETING before ZOOM orientation starts.

Apr 21, 2021 Wednesday 5:00 PM – 6:00 PM Pacific Time (US and Canada)

Join Zoom Meeting https://ccsf-edu.zoom.us/j/98923994992

Meeting ID: 989 2399 4992

Join by Skype for Business https://ccsf-edu.zoom.us/skype/98923994992

HEALTH CARE TECHNOLOGY OFFICE 415-561-1813; STUDENT SERVICES OFFICE 415-561-1835

ADDITIONAL INFORMATION ON REVERSE SIDE
Visit “Virtual Help Counters CCSF” or call 415-239-3000 for CCSF remote services.

COLLEGE ADMISSION PROCEDURES

Apply for Admission/Readmission with “Apply to CCSF” (Search) at www.ccsf.edu. New Credit or Returning Credit Students or Continuing Students, follow five (5) Easy Steps:
1. Apply for Admission: Go to Credit Admissions or call 415-239-3285.
2. Complete the Assessment: Go to Assessment Center or call 415-239-3751.
3. Attend an orientation for the health program of interest (See other side for details).
4. Meet with a CCSF Counselor (Counselors available at John Adams Center or call 415-561-1925).
5. Register for Classes: Go to Online Schedule.

ASSESSMENT AND PLACEMENT

Placement procedures for Native English, Math and English as Second Language (ESL).

Go to “Math and English Placement” page (Search) at www.ccsf.edu
• 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.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to “Tuition and Fees Office” or call 415-239-3522
• California residents: $46 per unit
• Nonresidents: $344 per unit ($46 per unit + $290 nonresident tuition + $8 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 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/

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.

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