

Student Name: (First, Last)		Student EMPL #:		Date:
Total Units: 44	Total Cost: www.cptc.edu/feelists	Target Start Date:	Target Grad. Date:	Staff Initials:

Important Information For Educational Planning

- Students are asked to attend an orientation/advising meeting with the instructor and enroll and complete COLL 102.
- Students are required to display basic computer skills. These include but are not limited to: using email, typing 35 wpm, navigating the internet, word processing, and inputting data into a spreadsheet and database.
- Students must obtain a current CPR card for healthcare providers.
- To participate in the clinical aspect of the program, students must receive, during HUC 108 course, a “No Record on File” report from the Washington State Patrol, related to Crimes Against Persons.
- Students must have current immunizations or laboratory verification of immune status. This could include, but not limited to Hepatitis B series, Tetanus/Diphtheria, 2-step Tuberculosis Test, Measles/Mumps/Rubella, Varicella, and seasonal flu shot as required by contracts with clinical facilities and CDC recommendations.
- Proof of immunizations should be submitted the first week of class unless arrangements have been made with the instructor. Some hospitals may require a drug screen test before the student is permitted to practice in the hospital. Most clinical sites enforce a No Smoking Policy. Smoking at a clinical site may hinder completion of the program.
- Each student is required to carry personal health insurance throughout the program and clinical rotations.
- No student will be allowed at clinical site without proof of insurance.
- Must be a High School graduate or have a GED by completion of program.
- Students must be at least 17 1/2 years of age to begin program.
- **Program Starts:** Fall and Spring Terms.
- **Program class times:** 8:00am-2:45pm

Program Courses			Units	Status	Total Term Units
Term 1 FALL/SPRG	HUC 108 Introduction to Health Unit Coordination		6		25
	HUC 106 Anatomy & Physiology for Health Unit Coordinators		3		
	HUC 114 Unit Coordinator Tasks & Procedures I		7		
	HUC 120 Unit Management I		3		
	HUC 204 ECG Monitor Technician		3		
	COLL 102 College Success for All		3		
Term 2 SUM/WINTR	HUC 112 Unit Coordinator Tasks & Procedures II		4		19
	HUC 113 Intro to Communications in the Health Unit Coordinator Role		1		
	HUC 118 Advanced Communications in the Health Unit Coordinator Role		2		
	HUC 122 Unit Management II		3		
	HUC 126 Legal/Ethical Aspects of Unit Coordinating		2		
	HUC 132 Clinical Experience		7		

Status Key: X=Completed course, TR= Transferred course, IP= In Progress **Note:** Unit=Credit

Individualized Program Map			
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:

Program Instructors: Joylene Perez **email:** joylene.perez@cptc.edu

Program Counselor: Kevin Kildun **email:** kevin.kildun@cptc.edu

Transferring Course Work into CPTC: www.cptc.edu/transfer-to **Email Contact** evaluator@cptc.edu

Graduation Application: www.cptc.edu/enrollment-services >Transcripts & Graduation >Degree/Certificate Application. Graduation Ceremony Information (Commencement) > Graduation Info

Career Outlook sites: www.onetonline.org www.worksourcewa.com

Notes:

**Please check in periodically with Advising and Counseling regarding any potential changes to program course requirements*