



**SCHOOL OF  
Health and Human Development**

**Health Unit Coordinator  
Certificate**

Degree Total Credits	<b>44</b>
Total Cost	<a href="#">Tuition &amp; Fees</a>

Targeted Start Date	
Expected Graduation Date	

ENTRY COORDINATOR	
STUDENT NAME	
FACULTY NAME	Joylene Perez
CONTACT INFO	<a href="mailto:joylene.perez@cptc.edu">joylene.perez@cptc.edu</a>
PROGRAM COUNSELOR	Kevin Kildun
CONTACT INFO	<a href="mailto:kevin.kildun@cptc.edu">kevin.kildun@cptc.edu</a>
START DATE	
PROGRAM START QUARTER	Fall and Spring (program schedule 8:00am-2:45pm)

Important Program Information
* 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.
* In order 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.

Quarter 1	Spring/Fall	
Course Number	Course Title	CR
HUC 108	Introduction to Health Unit Coordination	6
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
Total Credits		25

Quarter 2	Summer/Winter	
Course Number	Course Title	CR
HUC 112	Unit Coordinator Tasks & Procedures II	4
HUC 113	Intro to Communications in the Health Unit Coordinator Role	1
HUC 118	Advanced Communications in the Health Unit Coordinator Role	2
HUC 112	Unit Management II	3
HUC 126	Legal/Ethical Aspects of Unit Coordinating	2
HUC 132	Clinical Experience	7
Total Credits		19

Quarter 3		
Course Number	Course Title	CR
Total Credits		0

Quarter 4		
Course Number	Course Title	CR
Total Credits		0

Required Gen Ed courses		
Course Number	Course Title	CR
COLL 102	College Success for All	3
Total Gen Ed credits		3

Advising Notes

Career Outlook Sites
<a href="#">The Occupation Information Network O*NET</a>
<a href="#">worksourcewa.com</a>

Next Steps (Transcripts & Graduation)
<a href="#">Apply for Graduation</a>
<a href="#">Apply for Sealed Official Transcript</a>

\*Please check Periodically with Advising and Counseling regarding any potential Changes to program course requirements.  
Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, age or Veteran's status in its program and activities.