



**South Central College
Program Design**

CERT 2318/CERT 3313 Health Unit Coordinator

Program Information

Instructional Level Certificate

Career Cluster Health Science Technology

Description

Our classes emphasize the importance of effective communication skills both in person and by phone with clients/patients, visitors, health care team members and ancillary departments. Courses have been developed based on industry standards and the learner is prepared to work in a variety of health care environments. Experienced instructors offer plenty of personal attention to each learner. This program will also help prepare you for the National Association of Health Unit Coordinators certification exam.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

North Mankato and Faribault

Program Student Learning Outcomes

- 1 Communicate effectively with health care team members, patients, and visitors using therapeutic communication both in person and through the use of office equipment and technology
- 2 Utilize medical terminology and accepted abbreviations to accurately Interpret physician orders
- 3 Demonstrate understanding of how to maintain a patient medical record, in both paper and electronic formats
- 4 Obtain Certified Health Unit Coordinator (CHUC) credential through the National Association of Health Unit Coordinators (NAHUC)

Program Configurations

Single Semester

Credits

Technical Course	16
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Total Credits	16
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Semester 1

Course #	Course Title	Credits	Function
HC 1000	Medical Terminology I	3	Technical Course
HC 1525	Health Care Core Foundations	4	Technical Course
HC 1550	Electronic Health Records	2	Technical Course
HUCF 1101*	Introduction to Health Unit Coordinating	1	Technical Course
HUCF 1201	Health Unit Coordinator Procedures	3	Technical Course
MA 1020	Medical Office Procedures	3	Technical Course

Program Course List

Number	Title	Credits	Pre/Corequisites
HC 1525	Health Care Core Foundations	4	None
HC 1550	Electronic Health Records	2	None
HUCF 1101*	Introduction to Health Unit Coordinating	1	None
HUCF 1201	Health Unit Coordinator Procedures	3	None
HC 1000	Medical Terminology I	3	None
MA 1020	Medical Office Procedures	3	Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical