

HEALTH UNIT COORDINATOR

Mini-Certificate

This program is designed to train students in coordinating the clerical and communication functions of nurses' stations in health care facilities.

Course	Number		Credit Hours
MAJOR FIELD COURSES			
ALHT	1110	Allied Health Terminology	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
ALHT	1150	Introduction to Health Unit Coordinating	3
ALHT	1155	Health Unit Practicum	5
BIOL	1100	Human Biology	3
OADM	1140	Basic Keyboarding*	1
OADM	1250	Professional Development	3
		Total	19

The Health Unit Coordinator Program is designed to be a limited enrollment program which combines classroom training, laboratory practice, and clinical experience. The program is offered only during selected semesters, as dictated by the job market.

Students who wish to be considered for the Health Unit Coordinator Program should contact the Technical Division at (706) 272-4410. Following an initial career counseling session, the prospective student will be asked to complete the following guidelines:

1. Complete a Dalton State College application and other admissions requirements for certificate students.**
2. Be at least 17 years of age.
3. Schedule an interview with the HUC Selection Committee. Call (706) 272-4410 to schedule an interview.
4. Complete an Allied Health medical form prior to clinical practicum.
5. Purchase an appropriate liability insurance policy as specified by the College.
6. Meet the uniform requirements of assigned clinical facility.

* Credit-by-examination may satisfy this requirement.

** For Admissions Requirements of Certificate students see page 26.