



City College of San Francisco

John Adams Center

1860 Hayes St.

San Francisco, CA 94117

www.ccsf.edu

HEALTH UNIT COORDINATOR

Credit Course: HCT 110

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

COURSE: HCT 110 4 units Health Unit Coordinator EMT 12 0.5 units Basic Life Support for Healthcare Providers <p style="text-align: center;">TOTAL: 4.5 units</p>	Prerequisites: None Advisory: ENGL 88 or ESL 188 or readiness for college-level English Requirements: Current immunizations Tuition: \$46 per unit (for California resident) plus books and supplies Class Schedule: Live lectures Mon. and Wed. via Zoom 5:10pm – 8pm and asynchronous online activities and assignments via Canvas (for HCT 110). Location: Zoom To Enroll: Preregistration required; students can also register on first day of class if room is available. Instructor: Gladys Porras
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IT IS RECOMMENDED TO JOIN A ZOOM ORIENTATION MEETING.

ORIENTATION DATES, MEETING STARTS AT 5:00 PM		
Mar. 27, 2024	WEDNESDAY	https://ccsf-edu.zoom.us/j/83569259703
Apr. 3, 2024	WEDNESDAY	https://ccsf-edu.zoom.us/j/83569259703

ORIENTATION AND COUNSELING

Remote Counseling Services are available for students by:

1. Zoom appointment for counselor, phone (415) 561-1925
2. Phone appointment online esars.ccsf.edu
3. Email: academiccounseling@ccsf.edu

HEALTH CARE TECHNOLOGY OFFICE: 415-561-1813

STUDENT SERVICES OFFICE: 415-561-1835

5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to [Admissions & Registration](#) or call 415-239-3285.
 - **NEW CREDIT STUDENTS:** Fill out a CCSF credit application at [Credit Admission](#) or call 415-239-3285
 - **RETURNING STUDENTS:** Have attended CCSF before as a credit student, but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at [Credit Admissions](#). Go to step 3. If you have only been away for one semester, you are considered a [Continuing Student](#).
2. Attend an orientation for the health program of interest. After orientation if there are no questions about registration, tuition & fees, financial aid, or other student services go to step 5.
3. Meet with a CCSF Counselor (Counselors available at John Adams Center for Zoom counseling appointments, call 415-561-1925.)
4. Complete the Assessment: Go to [Assessment Center](#) or call 415-239-3751.
**FOR PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH
OR FOR ENGLISH AS SECOND LANGUAGE PLACEMENT**
5. Register for Classes: Go to [Online Schedule](#).

Visit "[Virtual Help Counters](#)" or call 415-239-3000 for CCSF remote services.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to "[Tuition & Fees Office](#)" or call 415-239-3522

- California residents: \$46 per unit
- Nonresidents: \$360 per unit (\$46 per unit + \$307 nonresident tuition + \$7 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 <http://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/>

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

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.