

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Health Unit Clerk/Coordinator
Certificate of Completion

Curriculum Code: 1014 (Effective Fall 2009– Summer 2010)

This certificate curriculum prepares individuals for entry-level positions as health unit clerks and will provide a basic knowledge of word building, use, pronunciation, and spelling of medical terms. It will also introduce the student to basic health care unit coordinator skills such as communication, computer skills, assertiveness, chart forms, admissions, transfers, discharges, death and dying, pharmacology, laboratory test, transcribing physician orders, and job application skills.

PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

INFORMATION

Contact the Nursing Careers Department, Health and Human Services Building, Room 108, telephone number (517) 483-1410 (Website: www.lcc.edu/nursing/) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 9 CREDITS CREDIT HOURS
CHSE 120	Medical Terminology	4
CHSE 132	Health Unit Coordinator	5
MINIMUM TOTAL		9

NOTES:

1. CHSE 120 and CHSE 132 may be taken concurrently.
2. Students must complete each course above with a minimum grade of 2.5 and maintain a cumulative grade point average of 2.0 or above in all courses taken at the college to receive this certificate.

SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below should contact an academic advisor or counselor for help with adjustments.

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CHSE 120
CHSE 132