

Information Technology Certificate

Health Unit Coordinator Certificate

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT102	Computer Keyboarding or 30wpm	1	None	Fall, Spring		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
GIT110	Microcomputer Applications Software	3	GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
BIT103	Medical Terminology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
HIT100	Health Unit Coordinating	3	MAT020, ENL020 & ENL050 or satisfactory basic skills assessment scores	Varies		
BIT203	Medical Office Procedures	3	GIT120 or GIT110 & BIT103	Spring		
COM103	Human Communication	3	ENL010 or ESL102 or satisfactory basic skills assessment score	Fall, Spring, Summer		
Total Credits		18/19				

Overview

This certificate emphasizes the communication and technical skills needed to enter into and advance in a career as a Health Unit Coordinator in a hospital setting. Students are prepared to take the National Association of Health Unit Coordinators' (NAHUC) certification examination. Students in this certificate program can continue their education and earn an A. S. degree in Information Technology, Administrative Assistant Concentration – Medical Track.

Career Outlook

The Health Unit Coordinator Certificate prepares students to pass the NAHUC certification examination and work as Health Unit Coordinators in a hospital setting.

[Click here for O*NET Online Occupation information.](#)

Program Outcomes

Upon completion of the Health Unit Coordinator Certificate, students are able to:

- Communicate and interact with an empathetic and professional attitude in a hospital setting.
- Demonstrate competency and accuracy in the skills and procedures involved in the position of Health Unit Coordinator.
- Use and interpret medical terminology pertinent to the practice area.
- Successfully sit for the NAHUC certification examination.
- Continue education in an A. S. program.