

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
AHE 100	Introduction to Healthcare	5						
AHE 110	Medical Terminology	5						
AHE 120	Safety for Healthcare	2						
AHEA 100	Medical Law and Ethics	3						
AHEA 102	Introduction to Medical Administration	5						
AHEA 104	Introduction to Billing and Coding	5						
AHEA 106	Medical Computer Systems	5						
AHEA 110	Health Unit Coordinator I	5						
AHEA 112	Health Unit Coordinator II	5						
AHEA 118	Health Unit Coordinator Practicum	5						
<i>Choose one option from the following Anatomy and Physiology courses:</i>		5-12						
AHE 130	Human Systems (5 Cr)							
BIOL 108*	Human Biology (6 Cr)							
BIOL& 241**	Human Anatomy and Physiology I (6 Cr) and							
BIOL& 242**	Human Anatomy and Physiology II (6 Cr)							
<i>Choose 5 credits from the following Diversity and Communication courses:</i>		5						
AHE 140	Professional Relationships in Healthcare (5 Cr)							
BUS 120	Organizational Behavior (5 Cr)							
CMST 280*	Intercultural Communication (5 Cr)							
<i>Choose at least 3 credits from the following Wellness courses:</i>		3-5						
HLTH 145*	Wellness for Healthcare (3 Cr)							
HLTH 250	Wellness (5 Cr)							
NUTR 100	Survey of Nutrition (5 Cr)							
NUTR& 101**	Nutrition (5 Cr)							
<i>Choose 5 credits from the following Information Technology courses:</i>		5						
BTS 161	Business Software Essentials (5 Cr)							
CS 101	Technology and Computer Science (5 Cr)							
IT 101*	Introduction to Information Technology (5 Cr)							
TOTAL		63-72						

* Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.
 **See Catalog for defined prerequisite or placement standards.

This health professional is responsible for maintaining and supporting a healthcare facility. Their duties include setting up hospital admittance charts, performing data entry, ordering lab tests and x-rays, transcribing physician orders, maintaining patient records, and managing facility communications.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & abilities:

- Demonstrate understanding of basic human anatomical structure and body functions
- Interpret, understand, and use basic medical and laboratory terminology
- Demonstrate proficiency in basic computer applications
- Utilize critical thinking and problem solving skills
- Interact and communicate with a diverse client base, with sensitivity to cultural differences

- Demonstrate the ability to use an electronic admitting system for admitting, discharging, and transferring pre-operative and post-operative patients
- Demonstrate the ability to check patients into a doctor's office, including complete knowledge of insurance types and restrictions and proficiency in medical billing and coding

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAchievement_health_unit_coordinator

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