

<b>STUDENT NAME</b>		<b>SID #</b>	
<b>PROGRAM CHAIR</b>		<b>DATE</b>	

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

\* 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](http://www.bellevuecollege.edu/programs/degrees/proftech/ahe/#certificateAchievement_health_unit_coordinator)

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