



Curriculum and Program Requirements Subject to Change

Health Care Technician

Program No: 31-510-3

Technical Diploma

Degree Completion Time: Two Terms

Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)			
Term 1					
30543300	Nursing Assistant	3.00	<p>About the Career</p> <p>The Health Care Technician program prepares graduates for work in one or multiple roles, making them highly flexible in today's health care workforce. Health care organizations value multi-skilled professionals in combination roles, including nursing assistant, health unit coordinator, EKG/phlebotomy technician, and dietary aide and/or roles that utilize the EMT-Basic course.</p> <p>LTC's Health Care Technician program uses a planned, sequenced course progression leading to an excellent career path. If you are interested in working in different roles in a health care setting, this is an excellent option for you.</p> <p>Careers</p> <ul style="list-style-type: none"> • Nursing Assistant • Health Unit Coordinator • Phlebotomist • EKG Technician • Dietary Aide • Unit Clerk • Health Unit Secretary • Nursing Secretary • Unit Clerk Coordinator • Medical Receptionist • Communication Systems Coordinator <p>Admission Steps</p> <ul style="list-style-type: none"> • Application • Application Fee • Entrance Assessment Scores • Transcripts • Program Advising Session • Health/TB/Immunization Form • Background Check • Functional Abilities Statement of Understanding Form • Admission to Nursing Assistant Program <p>Program Outcomes</p> <p>You will learn to:</p> <ul style="list-style-type: none"> • Communicate professionally with clients, families, and coworkers. • Maintain and protect client rights. • Report and record observations. • Perform basic clinical and supportive skills. • Work under stress of time and job demands. • Maintain emotional control. • Coordinate health care and personal services. 		
10510108	Health Care and Health Behavior	3.00			
31509309	Medical Law, Ethics, and Professionalism	2.00			
10501101	Medical Terminology	3.00			
10501104	Healthcare Customer Service	2.00			
10501107	Introduction to Healthcare Computing	2.00			
	Total	15.00			
Term 2					
30510301	Health Unit Coordinator Procedures 1	3.00			
30510302	Health Unit Coordinator Procedures 2	3.00			
30510303	Health Unit Coordinator Clinical	3.00			
10501102	Health Insurance and Reimbursement	3.00			
10530182	Human Diseases for the Health Professions	3.00			
10510109	EKG/Phlebotomy OR	4.00			
	30501301 Dietary Aide 2.00 cr.				
	Total	19.00			
	Program Total	34.00			
Note:	<p>Program start dates vary; check with your counselor for details.</p> <p>Curriculum and program acceptance requirements are subject to change.</p>				

Approximate Costs

- \$126 per credit (resident)
- \$182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

10501101 Medical Terminology

...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long-term care.

10501104 Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10510108 Health Care and Health Behavior

...introduces learners to the U.S. health care delivery system including the role of hospitals, public health services, various health care professionals, and alternative providers and services. Learners will explore contemporary legal, ethical and societal issues impacting health care in America. Various behaviors of the ill patient, the relationship between social influences and illness, and theories of disease prevention through healthy lifestyles will be explored.

10510109 EKG/Phlebotomy

...cross-trains health care employees and students prior to employment with a variety of clinical skills including phlebotomy, Electrocardiography, and insertion and care of intravenous lines. This course is delivered using in-class lecture and laboratory, online learning and clinical experience.

CONDITION: 195102 EKG/Phlebotomy certificate requirements met

10530182 Human Disease For Hlth Profes

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease.

COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITION: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

30510301 Health Unit Coordinator Procedures 1

...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in healthcare.

CONDITION: 305102 Health Unit Coordinator requirements met

30510302 Health Unit Coordinator Procedures 2

...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders.

COREQUISITE: 30510301 Health Unit Coord Procedure 1

30510303 Health Unit Coordinator Clinical

...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in a clinical setting.

COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures 2

30543300 Nursing Assistant

...is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified RNs in classroom, lab, and clinical areas. Classes are presented by means of online and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination.

CONDITION: 305431 Nursing Assistant Admission Requirements Met

31509309 Medical Law, Ethics & Profess

...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant program requirements met