

## Program Number 31-510-3 Technical Diploma • Two Terms

### ABOUT THE PROGRAM

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. 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.

### PROGRAM OUTCOMES

- 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.

### ADMISSIONS STEPS

- Work with Admissions Specialist to:
  - Submit application and \$30 fee
  - Complete an assessment for placement (Accuplacer or ACT)
  - Submit official transcripts (high school and other colleges)
  - Complete Background Check and \$16 Processing Fee
  - Complete Health Requirements
  - Admission to Nursing Assistant Program
- Meet with Program Advisor/Counselor to discuss program details

### APPROXIMATE COSTS

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit [gotoltc.edu/payingforcollege](http://gotoltc.edu/payingforcollege) for details.

### PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

### RELATED PROGRAMS

- Health Unit Coordinator Technical Diploma
- Medical Assisat Technical Diploma
- Medical Coding Specialist Technical Diploma
- Pharmacy Technician Technical Diploma

### CONTACT

Naomi Cerda, Admissions Specialist  
920.693.1851 • [naomi.cerda@gotoltc.edu](mailto:naomi.cerda@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10510108	Health Care and Health Behavior	3
10501104	Healthcare Customer Service	2
10501107	Introduction to Healthcare Computing	2
10510109	EKG/Phlebotomy OR 30501301 Dietary Aide (3 cr.)	4
30543300	Nursing Assistant	3
		<b>14</b>
<b>Term 2</b>		
30510301	Health Unit Coordinator Procedures 1	3
30510302	Health Unit Coordinator Procedures 2	3
30510303	Health Unit Coordinator Clinical	3
10501101	Medical Terminology	3
		<b>12</b>
		<b>TOTAL 26</b>

*Curriculum and Program Acceptance requirements are subject to change.  
Program start dates vary; check with your advisor/counselor for details.*



**DIETARY AIDE** ...prepares learners for work in dietary services including hospitals, long-term care, assisted living and educational institutions. Introduces learners to principles of sanitation and hygiene, infection control, preparation and service of meals, meeting unique nutritional needs, reporting appropriately and safety practices related to food service. Preparation for the National Restaurant Association certification is included.

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

**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.

**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.

**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

**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 or 315103 Health Care Technician requirements met

**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

**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.

**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.

**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