

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.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
 - Submit application and \$30 fee.
 - Submit official transcripts (high school and other colleges).
 - Complete background check and \$16 processing fee.

ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete health requirements.
- Admission to Nursing Assistant program.
- Complete Functional Abilities Statement of Understanding form.
- Meet with your program's advisor.

APPROXIMATE COSTS

- \$140 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Career Coach about how to apply for aid.

RELATED PROGRAMS

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

CONTACT

LTC Career Coach
920.693.1162 • CareerCoach@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10510108	Health Care and Health Behavior	3
10501104	Healthcare Customer Service	2
10501107	Introduction to Healthcare Computing	2
30501301	Dietary Aide OR 10510109 EKG/Phlebotomy (4 cr)	3
10103181	Word 2013-Level 1	1
30543300	Nursing Assistant	3
		14
Term 2		
30510301	Health Unit Coordinator Procedures 1	3
30510302	Health Unit Coordinator Procedures 2	3
30510303	Health Unit Coordinator Clinical	3
10501101	Medical Terminology	3
		12
		TOTAL 26

*Curriculum and Program Acceptance requirements are subject to change.
Program start dates vary; check with your advisor 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. **CONDITION:** 195013 Dietary Aide or 315103 Health Care Technician

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.

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 HealthCare 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

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.

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, electronic mail, and electronic health records (EHR).

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

WORD 2013 - LEVEL 1...introduces the student to word processing features such as creating, saving, editing, formatting, and printing documents, creating basic diagrams, and applying these concepts to produce usable documents. This course is offered in a self-paced format.