

Program Content

- Health Care Delivery System
- Communication and Interpersonal Skills
- Legal and Ethical Responsibilities
- Wellness and Disease
- Infection Control
- **Blood Borne Disease Including AIDS**
- **CPR and Response to Emergency Situations**
- Transcriptions and Routing of Physicians' Orders
- Medical Terminology
- **Clerical Duties**
- **Efficient Work Practices**
- Safety
- **Basic Math and Science**
- **Computer Literacy**
- **Employability skills**

Program Length

630 hrs | Full Time 21 weeks

Approximate Cost

\$2,276

Location

Main Campus

Schedule

Full Time: Monday-Thursday 7:15 am - 3:30 pm

Description of Program

The Health Unit Coordinator/Monitor Technician (Unit Secretary) program prepares individuals to be unit secretaries and cardiac monitor technicians in hospitals and clerical staff in physicians' offices, outpatient surgical units and nursing homes. Students will become familiar with the cardiovascular system, application of telemetry equipment and recognize normal/abnormal electrical cardiac activity. Students are introduced to the clinical area early in the program and proceed sequentially, correlating classroom theory and selected clinical application. Emphasis is placed on accuracy, interpersonal skills, and the moral, legal, and ethical implications relative to employment in a medical facility.

Requirements for Admission

- Orientation/Testing/Counselor Interview
- High School Diploma or GED
- FDLE Background Screening Clearance
- **Drug Screening Clearance**
- **Completed Physical/Immunizations**
- Health/Accident Insurance
- Transportation













1. Attend Orientation



To be admitted into a program of study offered by Sheridan Technical College, an individual

must satisfy all of the admission requirements applicable to that program of study. General

ADMISSION AND REGISTRATION PROCEDURES

Applicants for technical programs must attend an on campus or online orientation.

the Online Orientation Survey. To access the orientation visit:

http://www.sheridantechnical.com/HowtoApply/OnlineOrientation

• **On-campus Orientation:** It is strongly recommended and provides an in

depth overview of our programs and resources. Please report to Building #11

• Online Orientation: At the end of the online orientation you must complete

· TABE is administered Monday through Thursday for all programs directly after

6A-10.040(8) may be eligible to receive an exemption from taking the TABE.

Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair

• Programs that do not require TABE testing are as follows: Commercial Class B

Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

• Applicants must report to Building #11 with a valid picture ID and \$10.00

• Prospective students showing evidence pursuant to State Board **Rule**

admissions and registration procedures for Sheridan Technical College are as follows:

 Main Campus
 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400

 West Campus
 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900

 High School Campus
 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

ORIENTATION SCHEDULE

Orientation & TABE Testing - Main Campus

Monday through Thursday — 9:00 am - 12:00 pm (Please arrive to Building #11 by 8:30 am)

Monday

- Health Unit Coordinator/ Monitor Technician
- Medical Assisting
- · Medical Coder/Biller
- Medical Record Transcribing/ Healthcare Documentation
- Patient Care Assistant
- Patient Care Technician
- Phlebotomy
- Practical Nursing
- Surgical Technology

Tuesday

- Barbering
- Child Care Center Operations
- Cosmetology
- Commercial Foods & Culinary Arts
- · Early Childhood Education
- Facials
- Massage Therapy
- Teacher Assisting/Principles of Teaching

Wednesday

- · Business Technology
- Court Reporting
- Graphic Arts & Information Technology
- Marketing, Management & Entrepreneurial Principles

Thursday

- Air Conditioning/Heating Refrigeration 1 & 2
- Automotive Technology
- Electricity
- Gaming Machine Repair Technician
- · Plumbing Technology

3. Schedule and Attend a Counselor Interview

2. Take the Test of Adult Basic Education (TABE)

by 8:30 am.

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400.
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures.
 Test scores cannot be given over the phone.
- Please bring two forms of documented Florida residency to the interview.

4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

FOR ADDITIONAL INFORMATION

 $\label{thm:control} Visit our website at www. Sheridan Technical College. edu or contact the Office of Student Affairs at 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).$

TABE TEST EXEMPTION

An official copy of the degree, transcript, or test score are required in order to allow any of these exemptions.

- Associate in applied science level degree or higher from an accredited United States college or university;
- 2. Entered 9th grade during the 2003-2004 school year or after and earned a regular high school diploma from a State of Florida public high school;
- 3. Active duty member of US Armed Services;
- Demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315 by taking the Accuplacer, ACT, SAT, Pert or Grade 10 FCAT Reading 2.0 and enrolls within 2 years of achieving such scores;
- Passes an approved state, national or industry certification or licensure examination that is identified in the FLDOE Basic Skills and Licensure Examination List;
- 6. Enrolled in an approved apprenticeship program.

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Sheridan Technical College & Technical High School, D. Robert Boegli, Director Mary A. Barba, Assistant Director Barrett Goldman, Assistant Director Annette Johnson, Assistant Director Anna Knæble, Assistant Director Thomas Moncilovich, Assistant Director



sheridan Technical College & Technical High School are accredited by the Commission of the Council on Occupation Education. Commission of the Council on Occupational Education (OE) 7440 Roswell Road, Buildings 200, Suite 325 Halthate, 64 38390 Tel 770.396.3898 - 800.917.2081 - Fax 770.396.3790



Commission for Education in Mursing, Inc. Accreditation Commission for Education in Mursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 Phone: (404) 975-5000 - Fax: (404) 975-5020 The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and /or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. www.BrowardSchools.com