



## HEALTH UNIT COORDINATOR/MONITOR TECHNICIAN



### 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



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

## ADMISSION AND REGISTRATION PROCEDURES

### 1. Attend Orientation

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

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. Please report to Building #11 by 8:30 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

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

- TABE is administered Monday through Thursday for all programs directly after orientation.
- Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- Prospective students showing evidence pursuant to State Board Rule **6A-10.040(8)** may be eligible to receive an exemption from taking the TABE.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

### 3. Schedule and Attend a Counselor Interview

- 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

Visit our website at [www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu) or contact the Office of Student Affairs at 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).

## 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

## TABE TEST EXEMPTION

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

1. 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;
4. 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;
5. 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.

