The Unit Clerk Program is a Credit (CR) / No Credit (NCR) program and does not use the GPA format. Each course within the program has its own course requirement and grade expectation outcomes.

**PROGRAM CONTENT**

___ UNIT 100  Computer Skills
___ UNIT 101  Speed Building
___ UNIT 102  Medical Terminology (online delivery)
___ UNIT 103  Processing Medical Orders
___ UNIT 106  Exploring the Role of the Unit Clerk
___ UNIT 107  Essential Communication Skills for the Unit Clerk
___ UNIT 105  Preceptored Practice □ successful completion of ALL Unit Clerk courses (CR)

**NOTES**

- It is to your advantage to have computer proficiency before beginning the Program.
- While not an admission requirement for the program, Alberta Health Services (AHS) requires a current Police Information Check (PIC) including a Vulnerable Sector Check from all students completing practicum placements in their region. **Documentation must be completed and submitted within the first week of classes.**
- You will also have to make an appointment with a Health Unit Nurse or Medical Doctor to have your immunization record completed. **This is required and must be completed and submitted within the first week of classes.**
- If these are not met prior to your practicum start date you cannot participate in practicum education experiences. **This will affect your program completion.**
- You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at RDC and/or to the university to which you wish to transfer (if applicable).

**MORE INFORMATION**

Donald School of Business: [www.rdc.ab.ca/dsb](http://www.rdc.ab.ca/dsb)
RDC Website: [www.rdc.ab.ca](http://www.rdc.ab.ca)
Advising & Recruiting email: dsbinfo@rdc.ab.ca