

2020-2021

Hospital Unit Clerk

Program Overview

This fast-paced Hospital Unit Clerk program will prepare you to play a vital administrative role in managing communication and information in a hospital nursing unit. Students learn medical terminology, how to process medical orders, communication skills, administrative procedures, and computer skills. Further, students will participate in a four-week work experience placement in a health-care facility to practice and refine their skills.

Career Potential

There are many opportunities for employment in the growing field of health care. Graduates may work in acute care and rehabilitation hospitals, and extended care facilities.

Admission Requirements

- Language Arts – this requirement can be met with any of the following, or an equivalent course:
 - 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2
 - 50% in [ESLG 1860](#) or 65% in [ESLG 1898](#)
- Mathematics – this requirement can be met with any of the following, or an equivalent course:
 - 65% in [MATH 1905](#) or 50% in Mathematics 10-3

ELP Requirements

If English is your second language, you must provide proof of ELP prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:

- IELTS Academic: 6.5; no section score below 6
- TOEFL iBT: 84; no section score below 21
- CELPIP General: 8; no section score below 7
- CAEL: 70; no section score below 70
- minimum of:
 - 80% in [ESLS 8000](#) or [ESLS 8100](#), and 80% in [ESLW 8000](#) or [ESLW 8100](#); or
 - 50% in [ESLG 1860](#) and [ESLG 1861](#)
 - 50% in [ESLG 1898](#) and [ESLG 1899](#)

See [Admissions Process](#) for the steps to becoming a student.

Quick Facts

Credential: Certificate

Length: 1 term

Deliveries:

SEPTEMBER

Edmonton
Online

FT In person

FT Online anytime

JANUARY

Edmonton
Online

FT In person

FT Online anytime

MAY

Online

FT Online anytime

Tuition and Fees

Canadian Students

Total tuition: \$4,260.00

Total fees: \$1,010.50

International Students

Total tuition: \$13,080.00

Total fees: \$1,010.50