

2003-04 CATALOG
MEDICAL/DENTAL RECEPTION

Certificate Requirements
30-33 Credits

You must have a grade point average (GPA) of 2.0 in ALL work as well as in your major. 15 semester hours must be UAF residence credit.

CERTIFICATE REQUIREMENTS:

***COMMUNICATION:- (3)**

Complete one of the following courses with a 'C' or better.

Engl 111X (3)____
OR Cios 260 (3)____

***COMPUTATION: - (3)**

Complete one of the following courses with a 'C' or better.

Hlth 116 (3)____
OR Math at the 100-level or above:_____(3)____

***HUMAN RELATIONS: - (3)**

Complete the following course earning a 'C' grade or better:

Hlth 106 (3)____

*Designates only grades of 'C' or better may be used to fulfill this requirement.

***MAJOR REQUIREMENTS:**

1. Complete the following:- (21)

A. Hlth 110 (2)____
Hlth 118 (2)____
Hlth 122 (1)____
Hlth 132 (2)____
Hlth 204 (3)____
Hlth 234 (4)____
Hlth 261 (2)____

B. Complete Cios 150 or any other 200-level Cios course for 3 credits:
_____(3)____

C. Complete an advisor approved HLTH, CIOS, ABUS, HST, DEVS or COMM elective for 2 credits:
_____(2)____

**2. Demonstration of Typing Competence:
Complete 1 of the following:- (0-3)**

A. Timed Typing Exam:_____
(45 WPM typing skills)
Memo must come from the Dept. Head that this exam has been passed.

OR

B. Cios 108 (3)____
(Must earn a grade of "B" or better for 3 credits in course.

Credits for general requirements:	9
Credits for major requirements:	21-24
Total credits required for certificate	30-33

**MEDICAL/DENTAL RECEPTION
CERTIFICATE
RECOMMENDED COURSE SEQUENCE**

First Year: Fall

HLTH 110	Professional Skills for Workplce.	2
HLTH 132	Admin I	2
HLTH 204	Medical Terminology	3
CIOS 150	Computer Business Apps.	3
ENGL 111X or CIOS 260		3
Elective (Hlth 105, 203, 245, 248)		<u>2</u>
		15

First Year: Spring

HLTH 106	Human Behavior in Health Care	3
HLTH 116	Math in Health Care	3
HLTH 118	Medical Law and Ethics	2
HLTH 122	First Aid	1
HLTH 234	Admin II	4
CIOS 108 or typing exam		<u>0-3</u>
		13-16

Summer

HLTH 261	Medical Recep. Externship	<u>2</u>
		2