

2006-07 CATALOG

MEDICAL/DENTAL RECEPTION

Certificate Requirements

30 or 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 Abus 271 (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 100 (3)_____

Hlth 110 (2)_____

Hlth 118 (2)_____

Hlth 122 (1)_____

Hlth 132 (2)_____

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, HUMS, 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. Abus 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 100	Medical Terminology	3
CIOS 150	Computer Business Apps.	3
ENGL 111X or Abus 271		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
ABUS 108 or typing exam		<u>0-3</u>
		13-16

Summer:

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